



## **Sandringham Life Saving Club Position Descriptions**

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# President

## Purpose statement

The club president is the principal leader of the club and is responsible for overseeing and facilitating all areas of operation. The president represents the voice of members at appropriate forums.

## Role and responsibilities

- Act as the principal leader with overall responsibility for the Club's administration
- Responsible for Club planning, including succession and business planning
- Act as a facilitator for Club activities and represents the voice of members at appropriate forums
- Represent the Club at local, regional, state and national levels
- Ensure planning and budgeting is completed in accordance with the needs of the Club and members wishes
- Ensure financial, social and structural viability of the Club is established and maintained
- Engage sponsors and supporters
- Submit regular reports to the Club
- Facilitate and chair meetings, including committee, executive and annual general meeting
- Identify and communicate to members opportunities available at Club, state and national levels
- Source legal and insurance services for the club, via Life Saving Victoria (LSV).
- Set the overall Board Agenda and help the Board prioritise its goals and ensure office bearers work within this framework
- Induct and support club membership team members into their position and support them in their role
- Be the signatory (with other nominated committee/Board members as required) on club bank accounts.
- Review and implement any directives/policies provided by LSV and its national body.
- Ensure all rules and regulations of the Club are upheld
- Ensure all Club activities are carried out within the laws of Victoria

## Role Entry requirements

- Current, financial membership of the Club
- Working with Children Check
- SLISA Child Safe Training modules

## Essential skills

- High degree of leadership and business management skills
- Clear communication skills



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- Ability to seek assistance and support when required
- Ability to work in a high-pressure environment
- Ability to work within a team and delegate tasks appropriately to meet timeline
- High problem-solving skills
- Understanding of financial reporting obligations

### **Essential Knowledge**

- Good working knowledge of the constitution, rules and duties of all club office holders and sub-committees
- Knowledge of SLSC club, LSV state and SLSA national strategic and business plans
- Knowledge of Life Saving organisational governance

### **Meetings required to attend**

- Board of Management meetings
- Executive Committee meetings
- Life Saving Victoria Council of Lifesaving Club (CLC) meetings
- Meetings with Bayside Council and other stakeholders



## Vice-President

### Purpose statement

The Vice President shall assist the President in the discharge of their duties, and in the absence of the President shall have like powers and authority.

### Role and responsibilities

- Designated to be 'second' in charge in overall club operation.
- Responsible for Chairing committee/ board meeting in the absence of the President (if required or as requested)
- Responsible for reporting at each committee meeting on area of management and submitting a written report.
- Submit a report for the annual report on area of management prior to the AGM.
- Take on portfolios as determined by the Board of Management.

### Role Entry requirements

- Current, financial membership of the Club
- Working with Children Check
- SLSA Child Safe Training modules

### Essential skills

- High degree of leadership and business management skills
- Clear communication skills
- Ability to seek assistance and support when required
- Ability to work in a high-pressure environment
- Ability to work within a team and delegate tasks appropriately to meet timeline
- High problem-solving skills
- Understanding of financial reporting obligations

### Essential Knowledge

- Good working knowledge of the constitution, rules and duties of all club office holders and sub-committees
- Knowledge of SLSC club, LSV state and SLSA national strategic and business plans



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- Knowledge of Life Saving organisational governance

### **Meetings required to attend**

- Board of Management meetings
- Life Saving Victoria Council of Lifesaving Club (CLC) meetings (delegated as required)
- Life Saving Victoria Membership & Leadership Development Council (M&LD) meetings
- Meetings with Bayside Council and other stakeholders (as required)



# Treasurer

## Purpose statement

The treasurer/financial manager has the overall responsibility for the financial management and reporting of club finances.

## Role and responsibilities

- Ensure money is received, banked and receipted appropriately.
- Maintain the clubs accounting records through the dedicated accounting software
- Monitor the actual v budget results on a monthly basis
- Prepare and present regular accounts for approval and payment by the committee/ board of management.
- Prepare budgets for the forthcoming year, in consultation with the committee/ board of management.
- Prepare annual financial accounts for auditing and provide the club's auditor with information as required.
- Prepare annually an income and expenditure account for that financial year together with a balance sheet setting out the club's assets and liabilities, the statements to be presented to the members at the annual general meeting together with the annual report.
- Manage tax returns and income tax payments for employees and the regular filing of business activity statements (including GST) with the relevant authorities as required by law.
- To be the signatory (with other nominated committee/ board members) on club bank accounts.
- Prepare a schedule of assets and liabilities of the club when required.
- Responsible for collecting budgets from all other managers, prior to commencement of season, to enable treasurer/ financial manager to create a global budget for the club.
- Manage club investment programs where applicable.
- Liaising with all club officers on a regular basis.
- Submit regular reports to the Club Executive Committee
- Accept the position of Public Officer / Secretary (where determined by the committee / board).

## Role Entry requirements

- Current, financial membership of the Club
- Working with Children Check
- SLSA Child Safe Training modules

## Essential skills

- High degree of leadership and business management skills
- Clear communication skills



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- Ability to seek assistance and support when required
- Ability to work in a high-pressure environment
- Ability to work within a team and delegate tasks appropriately to meet timeline
- High problem-solving skills

### **Essential Knowledge**

- Clear understanding of financial reporting obligations
- Knowledge of and/or awareness of state and federal tax legislative requirements
- Awareness of information and financial requirements for the annual audit
- Knowledge of SLSC club, LSV state and SLSA national strategic and business plans
- Knowledge of SLS organisational governance constitutions, regulations, policies, guidelines and procedures
- Understanding of reporting and recording requirements of sensitive information in adherence with privacy legislation.
- Understanding of the need for proper controls and governance over club finances i.e.

### **Meetings required to attend**

- Board of Management meetings
- Executive Committee meetings



## Secretary/Admin Officer

### Purpose statement

The secretary/administration officer has overall responsibility for the club's administration services.

### Role and responsibilities

- Understand and fulfill the legislative, legal and compliance responsibilities of the Club
- Take overall responsibility for the administrative outcomes of the club
- Maintain a register of the latest version of all club documentation including but not limited to the Club Rules, all policies and procedures, by laws, position descriptions, etc.
- Ensure key documents with regulatory bodies are maintained, including; insurance, vehicle registration, leases, liquor license, service contracts etc.
- Ensure that all committee members update their position descriptions and any operating manuals, policies and procedures as required
- Co-ordinate the induction training for the incoming committee and oversee the membership pre-season induction.
- Liaising with all club officers on a regular basis.
- Signatory (with other nominated committee/ board members – as required) on club bank accounts.

### Governance

The Administration Officer will also act as the “public officer” of the club so is the clubs nominated secretary under the Incorporated Associations Act and as such is responsible for:

- Notifying the relevant government body of their appointment and annually all Board of Management signatories
- Lodging on behalf of the club all reports and notices as required by the relevant Incorporated Associations Act.

### Meetings, communication and key relationships

- In conjunction with the President, schedule all committee meetings and general meetings (including the annual general meeting) as early as possible
- Prepare and circulate, at least 4 days prior to each committee meeting the agenda and supporting reports, including financial reports and any other information required to be considered by the committee
- Take the meeting Minutes of each committee and general meeting, circulating them within 4 days of the meeting to relevant people.
- Chairing committee/ board meeting in the absence of the President/ Vice President (if required).
- Prepare and circulate according to the Club Rules, the notice convening the Annual General Meeting and any General Meeting, ensuring all eligible members are notified.
- If there are special resolutions to be considered at a general meeting, ensure the special notification requirements under the Club Rules are met.



- Ensuring the minutes of each meeting are signed-off by the Committee confirming they are a true and correct reflection of the meeting
- Submit a report for the annual report on area of management prior to the AGM.

### **Role Entry requirements**

- Current, financial membership of the Club
- Working with Children Check
- SLSA Child Safe Training modules

### **Essential skills**

- Communicates effectively, both written and verbally
- Capability of extracting salient action points during meetings to document actions
- Attention to detail and competent at developing and adhering to timelines and procedures

### **Essential Knowledge**

- Knowledge of local, state and national policies, guidelines and standard operating procedures
- Knowledge of SLSC club, LSV state and SLSA national strategic and business plans
- Understanding of reporting and recording requirements of sensitive information in adherence with privacy legislation.
- Knowledge of SLS organisational governance constitutions, regulations, policies, guidelines and procedures
- Understanding of responsibilities around confidentiality including its limitations.
- Understanding of the need for proper controls and governance over club administration

### **Meetings required**

- Board of Management meetings
- Executive Committee meetings
- AGM
- Other meetings as required



# Director of Lifesaving Operations

Reports To: Club President (Executive Board Member)

Leads: Club Captain, Chief Instructor

## Purpose statement

The Director of Lifesaving Operations provides strategic leadership and oversight of all lifesaving services at Sandringham Life Saving Club. This role ensures the effective delivery of patrol operations, training programs, and emergency response capabilities in alignment with the standards and expectations of Surf Life Saving Australia (SLSA) and Life Saving Victoria (LSV).

Working collaboratively with the Club Captain and Chief Instructor, the Director fosters a culture of safety, preparedness, and continuous improvement. The role also serves as the primary liaison with external stakeholders, including LSV, local authorities, and emergency services, to ensure cohesive and compliant lifesaving operations.

## Role and responsibilities

### Strategic Leadership and Planning

- Develop and implement the club's lifesaving operational plan in alignment with SLSA and LSV guidelines.
- Set clear objectives and performance indicators for patrol operations and training programs.
- Monitor and evaluate the effectiveness of lifesaving services, initiating improvements as necessary.

### Operational Oversight

- Ensure patrols are adequately staffed, equipped, and compliant with all relevant policies and procedures.
- Oversee the development and execution of the club's training program, ensuring members attain and maintain necessary qualifications.
- Oversee pre-season preparations, including equipment checks, roster development, and member briefings.

### Governance and Compliance

- Maintain up-to-date knowledge of SLSA, LSV, and club policies, ensuring all operations adhere to current standards.
- Lead the development and review of club-specific lifesaving policies and procedures.
- Ensure accurate and timely reporting of patrol activities, incidents, and member qualifications.

### Stakeholder Engagement

- Represent the Club in discussions with LSV relating to patrol standards, SOPs, and lifesaving initiatives.
- Represent the club at LSV's Life Saving Operations Council meetings and other relevant forums.
- Liaise with other stakeholders as and when required.
- Foster relationships with other (bay and surf) lifesaving clubs to share best practices and collaborate on regional initiatives.

### Volunteer Management and Development

- Support the recruitment, retention, and recognition of volunteer lifesaving personnel.
- Provide leadership and mentorship to the Club Captain, Chief Instructor, and patrol teams.
- Promote opportunities for member development, including leadership pathways and advanced training.



## Key Liaisons

Club President and SLSC Board, Club Captain, Chief Instructor, Patrol Captains, Membership Officer (Staff), Marketing and Communications Team, LSV Representatives, Local Government and Emergency Services

## Role Entry requirements

### Essential Qualifications:

- Current, financial membership of Sandringham Life Saving Club
- Current Bronze Medallion
- Working with Children Check
- Completion of SLSA Child Safe Training modules

### Mandatory Qualifications:

- Silver Medallion: Beach Management

### Desirable Qualifications:

- Training Officer Certificate
- First Aid and Advanced Resuscitation qualifications

## Essential and Attributes

- Strong leadership and communication skills
- Excellent organizational and time management abilities
- Ability to work effectively under pressure and in emergency situations
- Commitment to the values and mission of Sandringham Life Saving Club

## Experience

- Minimum of 6 years' experience in lifesaving operations, with at least 2 years in a Patrol Captain leadership role
- Demonstrated experience in strategic planning and operational management
- Proven ability to lead and manage volunteer teams

## Meetings required to attend

- Monthly SLSC Board of Management meetings
- LSV Lifesaving Operations Council meetings
- Regular meetings with Club Captain, Chief Instructor, and patrol teams
- Additional stakeholder meetings as required

## Time Commitment

- Approximately 5-10 hours per week, with variations depending on operational demands and events.
- This is a new role, therefore this position description is a guide and volunteers are welcome to shape this role.
- The incumbent is appointed for a two-year term, election is in the years ending in an odd number.



# Chief Instructor

Responsible to: Director of Lifesaving Operations

Leads: Trainers, Trainee Trainers

## Purpose statement

To ensure that Club education meets local lifesaving needs, is of a high and consistent standard and is compliant with Life Saving Victoria/ Surf Life Saving Australia / RTO policies and procedures.

## Role and responsibilities

- Responsible for coordinating all functions associated with the provision of lifesaving training services.
- Maintain current knowledge of award requirements and up-to-date training techniques.
- Ensure that the Club Education structure meets the needs of the Club.
- Responsible for organising lifesaving award training.
- Develop and co-ordinate the Club Education Calendar in consultation with the Club Captain to ensure that the club has sufficient qualified members to offer an efficient lifesaving patrol service.
- Identify members with the potential to take on the Chief Instructor Officer role in the future and provide them with experiences to help build their knowledge, skills and confidence
- Encourage all members to gain lifesaving skills and obtain further awards.
- Responsible for providing updates on membership qualifications to the Lifesaving Operations Manager.
- Responsible for reporting at each committee meeting on area of management and submitting a written report.
- Stop any training or assessment activity that is unsafe, or is in breach of any policies and processes. Manage these situations accordingly.
- Submit a report for the annual report on area of management prior to the AGM.
- Liaising with all club officers on a regular basis.
- Submit regular reports to the Club Executive Committee

## Role Entry requirements

- Current, financial membership of the Club
- Working with Children Check
- SLSA Child Safe Training modules
- Relevant minimum qualifications outlined in current LSV Education Standard Operating Procedures.

## Essential skills

- Excellent communication and interpersonal skills
- Ability to manage adults effectively and to provide them with leadership
- Ability to work as part of a team
- An understanding of the needs of adult volunteers (Essential)
- Submit regular reports to the Club Executive Committee



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### **Essential Knowledge**

- Knowledge of training and education related policies, guidelines and procedures available
- Self-awareness in relation to their level of competency and any limitations.
- Understanding of reporting requirements of sensitive information in adherence with privacy legislation.
- Understanding of responsibilities around confidentiality including its limitations.
- Understanding of the Australian Skills Quality Authority, training packaging requirements, AVETMISS and experience with government funded programs

### **Desirable**

- Certificate IV or Diploma in Training and Assessment
- Has a minimum Bronze Medallion Certificate

### **Meetings required to attend**

- Board of Management meetings
- Life Saving Victoria Life Saving Operations Council (LSOC) – in the absence of the Director of Lifesaving Operations



# Club Captain

Responsible to: Director of Lifesaving Operations

Leads: Patrol Captains, Radio Officer, First Aid Officer, Gear Steward

## Purpose statement

The Club Captain provides operational leadership for the delivery of lifesaving services at Sandringham Life Saving Club. This role ensures that volunteer patrols are effectively managed, compliant with regulatory standards, and well-equipped to provide a safe and professional lifesaving presence throughout the patrol season.

Acting as a key liaison between patrol teams, club leadership, and external stakeholders, the Club Captain supports skill development, fosters leadership, and plays a vital role in building an engaged, safety-conscious, and high-performing patrol culture.

## Role and responsibilities

### Patrol Operations and Compliance

- Develop and administer patrol rosters, ensuring appropriate coverage and a balanced spread of skills and qualifications.
- Maintain compliance with Surf Life Saving Australia (SLSA), Life Saving Victoria (LSV) and Standard Operating Procedures (SOPs).
- Ensure all patrolling members complete annual skill maintenance (proficiency) as required.
- Liaise with the Chief Instructor to align training and upskilling activities with patrol needs.
- Ensure LIMSOC data for patrols is accurately entered, in collaboration with the Patrol Captains.

### Pre-Season and Equipment Readiness

- Lead pre-season operational planning including rostering, patrol briefings, equipment checks, and uniform distribution.
- Oversee the annual gear and equipment inspection and ensure patrol gear is maintained to the required standard throughout the season.
- Work closely with the Gear Steward, IRB Coordinator and First-Aid Officer to ensure lifesaving assets are operational.

### Leadership and Member Support

- Provide clear communication, leadership and support to Patrol Captains and active members.
- Mentor and develop patrol leaders, promoting confidence, capability, and succession planning.
- Be a point of contact and welcoming presence for new patrolling members, helping them integrate into Club activities.
- Support the delivery of weekly “Rescue Ready” training sessions to maintain operational readiness and team engagement.

### Governance and Club Representation

- Attend Lifesaving Operations Committee meetings and provide operational input on decision-making.
- Submit monthly Board reports to keep the Board of Management informed of patrol operations, challenges, and strategic needs.
- Participate in disciplinary procedures and uphold Club rules and codes of conduct.



### **Culture and Recognition**

- Actively promote a positive, respectful patrol culture aligned with the Club's values.
- Lead the coordination of lifesaving awards and recognition events and communications.
- Support and advise on social activities that enhance the member experience and build patrol camaraderie.
- Encourage member involvement across broader club initiatives and volunteer opportunities.

### **Key Liaisons**

Vice Captain (Patrols), Chief Instructor, Membership Officer (Staff), First Aid Officer, IRB Coordinator, Gear Steward, Vice President, Director of Lifesaving Operations

### **Role Entry requirements**

- Current, financial Club membership
- Bronze Medallion
- Silver Medallion: Beach Management
- Aged 18 or over
- Working with Children Check
- Completion of SLSA Child Safe Training modules

### **Essential skills**

- Strong understanding of lifesaving operations and Club culture
- Excellent organisational and delegation skills
- Clear communication and interpersonal skills
- Computer literacy and administrative capability
- Discretion, professionalism, and commitment to Club values

### **Desirable**

- Experience in leading small groups for training exercises
- Demonstrated experience in leadership and mentoring
- Knowledge of Health and Safety policies

### **Meetings required to attend**

- Monthly SLSC Board of Management meetings
- Patrol Captain leadership meetings
- Lifesaving Operations Committee and other stakeholder meetings as required

### **Time Commitment**

- Approximately 10 hours per week, with fluctuations depending on season and Club activities.
- The incumbent is appointed for a two-year term, election is in the years ending in an odd number.



# Director of Member Services and Welfare

Responsible to: Club President

Leads: Volunteer Coordinator, Mental Health First Aid Officers, Member Protection Officer(s), Child Protection Officer(s), Complaints Manager(s)

## Purpose statement

The Director of Member Services and Welfare plays a vital leadership role in fostering a safe, inclusive, and welcoming environment at Sandringham Life Saving Club. This role supports the wellbeing and engagement of all members by overseeing policies, programs, and volunteer roles that promote positive member experiences.

The Director is responsible for strategies to attract, retain, and engage members, supports leadership development pathways, and represents the club at the Life Saving Victoria Member & Leadership Development (M&LD) Council. They coordinate member protection and wellbeing initiatives, ensuring alignment with LSV and SLSA policies and Club values.

## Role and responsibilities

### Member Experience and Engagement

- Formalise the Member Induction process
- Oversee new member onboarding and encourage ongoing engagement.
- Lead development of a Membership Development Plan to highlight progression pathways.
- Coordinate an annual member engagement survey and other ongoing feedback processes.
- Compile and analyse membership data to inform decision-making and report to the Board.

### Welfare and Protection

- Implement and manage member protection and child safety policies in line with LSV/SLSA standards.
- Support a respectful, inclusive culture within the Club and liaise with stakeholders as needed.
- Oversee Mental Health First Aid Officers, Member Protection, and Child Safety roles.
- Oversee disciplinary procedures and uphold Club rules and codes of conduct.

### Recruitment and Retention

- Develop and implement strategies for member recruitment and retention.
- Coordinate welfare initiatives and support programs, in consultation with club leadership and external bodies.
- Encourage social interaction and a sense of belonging through events and communications.

### Leadership and Development

- Promote leadership opportunities for members aged 13+, including nominations for LSV/SLSA programs.
- Work with club leadership to establish clear development pathways across lifesaving roles.

### Governance and Reporting

- Submit monthly Board reports and an Annual Report on Member Services and Welfare.
- Assist with funding proposals and awards related to member services.
- Collaborate with committees to ensure member programs align with the Club's objectives.
- Maintain confidentiality, uphold the Club's values, and represent the best interests of members.



### Key Liaisons

Membership Officer (Staff), Club Captain, Patrol Captains, Chief Instructor, Director of Programs, Club Secretary, Marketing and Communications Team

### Role Entry requirements

- Current, financial membership of the Club
- Working with Children Check
- SLSA Child Safe Training modules

### Essential skills

- Strong leadership and communication abilities
- Experience working with or managing volunteers
- Demonstrated empathy and commitment to member wellbeing
- Strategic thinking and organisational skills
- Discretion, confidentiality, and alignment with Club values

### Essential Knowledge

- Familiarity with Club governance, constitution, and operations
- Understanding of LSV and SLSA strategic plans and member programs
- Awareness of Club and sector-wide future directions

### Meetings required to attend

- Monthly SLSC Board of Management meetings
- Life Saving Victoria Membership & Leadership Development (M&LD) Council meetings
- Additional stakeholder meetings as required

### Time Commitment

- Approximately 5-10 hours per week, varying with Club activities.
- This is a new role, therefore this position description is a guide and volunteers are welcome to shape this role.
- The incumbent is appointed for a two-year term, election is in the years ending in an odd number.



# Director of Programs

Responsible to: Club President

Leads: Junior Activities Coordinator(s), Cadet Committee, Swimming Committee, Silver Salties Program Lead.

## Purpose statement

The Director of Programs provides strategic oversight and governance for the club's key programs, including Nippers, Cadets, Community Swim, and Silver Salties. This role ensures that each program aligns with the club's mission and objectives, operates efficiently, and meets the needs of its participants.

## Role and responsibilities

### Strategic Oversight:

- Monitor and evaluate the effectiveness of all , ensuring they align with the club's strategic goals.

### Governance:

- Develop and implement policies and procedures to guide program operations, ensuring compliance with relevant regulations and standards.

### Stakeholder Engagement:

- Liaise with program coordinators, volunteers, participants, and community members to gather feedback and foster continuous improvement.

### Reporting:

- Provide regular updates to the board on program performance, challenges, and opportunities.
- Submit a monthly Board Report to ensure the Board of Management is made aware of important operational issues and make recommendations for key decisions;
- Submit quarterly articles for Club Newsletter
- Submit an Annual Report on overall club program activities;

### Resource Allocation:

- Advise on budgetary needs and resource distribution to support program success.

## Role Entry requirements

### Essential Qualifications:

- Current, financial membership of Sandringham Life Saving Club
- Working with Children Check
- Completion of SLSA Child Safe Training modules

### Desirable Qualifications:

- Current Bronze Medallion
- First Aid and Advanced Resuscitation qualifications

### Experience:

- Experience in leadership, team management, program management or oversight within a community or volunteer-based organization.



### Skills and Attributes

- Strong understanding of governance principles and strategic planning.
- Excellent communication and interpersonal skills.
- Ability to analyze program data and make informed decisions.
- Commitment to the values and mission of Sandringham Life Saving Club

### Meetings required

- Monthly SLSC Board of Management meetings
- Regular meetings with program delivery teams
- Additional stakeholder meetings as required

### Time Commitment

- Approximately 4 hours per week, with variations depending on operational demands and events.
- This is a new role, therefore this position description is a guide and volunteers are welcome to shape this role.
- Allocate additional time as needed for program evaluations, stakeholder consultations, and reporting.
- The incumbent is appointed for a two-year term, election is in the years ending in an odd number.



# Club Engagement & Activities Manager

Responsible to: Club President

Leads: Merchandise Coordinator, Events Coordinator

## Purpose statement

The Club Engagement & Activities Manager plays a vital role in fostering an active and connected club community. This role oversees the coordination of club-based activities, including volunteer engagement for events, merchandise operations, and the planning of social functions that support member connection and participation.

## Role and responsibilities

### Volunteer and Event Support

- Oversee coordination of volunteer rosters for club activities, including BBQs, social events, and club functions (e.g., Saturday Nippers BBQ, fundraising stalls).
- Provide support for team leaders responsible for running key operational activities such as food preparation, hospitality, and event logistics.
- Assist with the development and management of a transparent volunteer roster system.
- Communicate volunteer opportunities and encourage broader member participation across all areas of the club.

### Merchandise

- Provide support for the merchandise coordinator as needed (ordering, stock control, pricing, promotion, and rostering)
- Function as the liaison between the merchandise team and the board

### Social & Community Activities

- Provide support for the event coordinator and social committee to plan and deliver club social events that foster a welcoming and inclusive environment for members and their families.
- Assist with event logistics and hospitality arrangements to ensure the success of club-hosted functions.

### Club Engagement

- Share opportunities for club involvement (social, active, volunteering, and training).
- Support initiatives that welcome and retain members, enhancing their overall club experience.

### Administration & Reporting

- Provide activity updates and volunteer engagement insights to the Board of Management.
- Contribute to membership surveys and feedback processes where relevant.



### Key Liaisons

- Membership Officer (Staff), Director of Programs, Junior Co-ordinator, Director of Member Services & Welfare, Volunteer Coordinator, Marketing and Communications Team, Club Secretary

### Role Entry requirements

- Current, financial membership of the Club
- Working with Children Check
- SLSA Child Safe Training modules

### Essential skills & knowledge

- Strong communication and interpersonal skills.
- Experience coordinating volunteers or managing small teams.
- Organised and proactive with strong planning skills.
- Team player, able to collaborate across club committees and working groups.
- Basic understanding of club operations, activities, and LSV training/awards (or willingness to learn).
- Familiarity with communication platforms like StackTeamApp (or willingness to learn).

### Time Commitment

- Approximately 6 hours per week during peak season, with reduced hours in the off-season.
- This is a new role, therefore this position description is a guide and volunteers are welcome to shape this role.
- The incumbent is appointed for a two-year term, election is in the years ending in an odd number.

### Meetings required

- Board of Management meetings
- Social Committee and relevant sub-committee meetings.
- AGM



# Property Director

Reports To: Club President

## Purpose statement

The Property Director provides strategic oversight and operational coordination for the maintenance, and future planning of the Club's building, assets, and surroundings. Acting as the primary point of contact for all facility-related matters, the Property Director ensures that the club's infrastructure remains safe, functional, and fit-for-purpose to support lifesaving, training, and community activities.

This role works closely with the Club Treasurer, Gear Steward, and Bayside City Council to manage repairs, capital works, cleaning, and asset planning, while also developing long-term facility improvement strategies.

## Role and responsibilities

### Facilities Management and Maintenance

- Act as the lead contact for all property-related matters, including communications with Bayside City Council (landlord) and state/landmanagement bodies.
- Oversee day-to-day and long-term building and grounds maintenance, ensuring compliance with relevant statutory and safety requirements.
- Coordinate working bees (up to 3 per year) to engage members in club upkeep.
- Manage ad hoc contractors, including cleaners and tradespeople.
- Oversee waste disposal and general upkeep of the facility and surrounds.

### Asset Management and Planning

- Maintain the Club's Asset Register, ensuring it is regularly updated, securely stored, and accessible to the Board of Management.
- Conduct an annual audit of all equipment at the conclusion of each summer season (enabling time for repair or replacement).
- Maintain an accurate key register, ensuring key access is authorised, documented, and reviewed.
- Make recommendations to the Board on required repairs, replacements, or upgrades to support the club's operational readiness and program delivery.

### Strategic Facility Planning

- Lead the development of a facilities maintenance plan encompassing:
  - Planned Preventative Maintenance (PPM)
  - Reactive Maintenance (RM)
  - End-of-Life (EOL) Replacement
- Identify and prioritise capital upgrades and future improvements in alignment with club needs and stakeholder expectations.
- Represent the club in discussions with external service providers, contractors, and government departments.

### Reporting and Management Practices

- Prepare and submit monthly reports to the Board of Management on facilities status and upcoming needs.
- Submit an annual Property Report for inclusion in the Club's Annual Report.



- Prepare and manage an annual maintenance budget; seek Board approval for expenditure over \$100 or outside approved budgets.
- Ensure all quotes and expenses are submitted to the Executive for endorsement prior to work being undertaken.
- Participate in relevant sub-committees and working groups.

### Key Liaisons

Treasurer, Director of Lifesaving Operations, President, Club Captain, Gear Steward, Membership Officer (staff), Grants Officer

### Key Stakeholders

Club Members, Local Community and Visitors, Bayside City Council, and relevant State Government departments (e.g., Department of Health, DEECA)

### Role Requirements

#### Entry Requirements

- Current financial membership of Sandringham Life Saving Club
- Current Working with Children Check
- Completion of SLSA Child Safe Training modules (preferred)

#### Essential Skills and Attributes

- Strong organisational and time management skills
- Excellent communication and interpersonal abilities
- Ability to work independently and collaboratively
- Commitment to confidentiality and alignment with Club values
- Enthusiastic, reliable, and well-organised
- Leads by example and upholds the Club's Code of Conduct

#### Professional Knowledge and Experience

- Experience in property, building, or maintenance management
- Budgeting and project planning skills desirable

#### Desirable Knowledge

- Knowledge of relevant Australian standards and codes

### Meetings required

- Monthly SLSC Board of Management meetings
- Sub-committees or ad hoc meetings with external organisations and service providers as required

### Time Commitment

- Approximately 4-6 hours per week during peak season, with reduced hours in the off-season.
- This is a new role, therefore this position description is a guide and volunteers are welcome to shape this role.
- The incumbent is appointed for a two-year term, election is in the years ending in an odd number.



# Membership Officer (paid position) - non board role

Reports To: Club President

## Purpose statement

The Membership Officer is responsible for the administration relating to the processing of club memberships and the Silver Salties program.

## Role and responsibilities

- Responsible for the timely processing of Club memberships as received.
  - Respond to membership enquiries and assist with new and re-enrolments.
  - Respond to community membership enquiries and process enrolments.
  - Upload Working With Children Checks onto Surfguard when letters from the Department of Justice are received.
  - Manage the Club's Nipper waitlist; liaising with the Junior Coordinators to ensure age groups are filled appropriately.
  - Assist with Nipper administration and communication as required by Junior (Nipper) coordinators.
  - Check financial membership and follow up payments and renewals of active members in a timely manner.
- Responsible for the administration of the Silver Salties program
  - Register new participants through Revolutionise
  - Maintain upcoming event registrations through Revolutionise
  - Reconcile weekly class payments and attendance
  - Liaise with Silver Salties instructors regarding scheduling
  - Provide support to Silver Salties members regarding registration and payment issues
  - Provide support for marketing and outreach efforts for the Silver Salties program
- Ensure that each member complies with the member protection policies in accordance with Life Saving Victoria.
- Send club emails through Surfguard as directed by the Club Board of Management.
- Attend board meetings and assist the executive committee as necessary.
- Respond to clubhouse booking enquiries; coordinate event and clubhouse bookings.
  - Update club booking calendar.
  - Distribute clubhouse rental application forms, maintain rental and key access register, check rental agreement and ensure all parties booking are full members and compliant with insurance and council terms & conditions and have Board approval.
- Order/pay for items as directed by the Board if needed.
- Respond to general Club enquiries via email and phone.
- Upload completed Patrol Logs onto Surfguard for LSV admin grant.
- Ad Hoc administration tasks as requested by the President or Committee.
- Responsible for reporting at each committee meeting on area of management and submitting a written report.
- Maintain confidentiality.
- Keep a log of hours worked and submit invoices monthly.



- Abide by the Club's Constitution and Statement of Purpose/ Objects of the Association at all times.

### Role Entry requirements

- Working with Children Check
- SLSA Child Safe Training modules

### Essential skills

- Demonstrates strong interpersonal skills with an ability to build rapport.
- Excellent written and verbal communication skills.
- Possesses strong planning and organisational skills.
- Ability to work unsupervised from own home or office and as part of a collaborative team of volunteers.
- Flexible with hours and able to demonstrate an ability to adjust the workload as the seasons' demands alter.
- Capacity to maintain regular and ongoing contact with Club Administration Officer and Directors.
- Proven technology skills including Microsoft Office/Website/Facebook/Google Drive/Dropbox/Surfguard etc.
- A flexible approach to the role is expected and appreciated as tasks may arise from time to time without warning.

### Meetings required to attend

- Board of Management meetings
- AGM