

## **PRESIDENT**

**Responsible to:** Executive & Management Committees

### **RESPONSIBILITIES AND DUTIES**

- Act as the principal leader with overall responsibility for the Club's administration
- Set the overall committee agenda and help the committee prioritise its goals and ensure office bearers work within this framework
- Facilitate meetings, including: committee, executive and AGM
- Represent the surf Club appropriately at local, regional, state and national levels
- Act as a facilitator for Club activities and voice members views at appropriate forums
- Ensure planning and budgeting is completed in accordance with the needs of the Club and members wishes
- Ensure all rules and regulations of the Club are upheld
- Engage sponsors and supporters
- Ensure financial, social and structural viability of the Club is established and maintained
- Identify and communicate to members opportunities available at Club, branch, state and national levels
- Be responsible for Club planning, including succession and business planning
- Ensure all Club activities are carried out within the laws of NSW
- Introduce the Club Management Plan and ongoing review and management of this plan

### **KNOWLEDGE AND SKILLS REQUIRED**

- Communicate effectively
- Well informed of the organisations activities
- Aware of future directions and plans of members
- Demonstrate a high level of enthusiasm when representing the Club to members, other organisations and the general public
- Maintain a policy of loyalty to the Surf Club and it's activities whilst maintaining confidentiality and respect towards members
- Maintain effective and efficient administration
- Have a good working knowledge of the constitution, rules and the duties of all office holders and subcommittees
- Must be a supportive leader for all members
- Have a good knowledge of organisational governance

## **DEPUTY PRESIDENT**

**Responsible to:** Executive & Management Committees

### **RESPONSIBILITIES AND DUTIES**

- Assist the President in the execution of their duties as directed by the President
- Exercise President's role in the absence of the President or if they are unwilling to act
- Develop skills/attributes and understanding of the President role (succession planning)
- Chair the Life Membership sub committee meetings as and when required

### **KNOWLEDGE AND SKILLS REQUIRED**

- Communicate effectively
- Well informed of the organisations activities
- Aware of future directions and plans of members
- Demonstrate a high level of enthusiasm when representing the Club to members, other organisations and the general public
- Maintain a policy of loyalty to the Surf Club and it's activities whilst maintaining confidentiality and respect towards members
- Maintain effective and efficient administration
- Have a good working knowledge of the constitution, rules and the duties of all office holders and subcommittees
- Must be a supportive leader for all organisations members
- Have a good knowledge of organisational governance

## **SECRETARY**

**Responsible to:** Executive & Management Committees

### **RESPONSIBILITIES AND DUTIES**

- Make arrangements for club meetings including agenda, venue, date, etc, in consultations with the Chairperson and advise members accordingly
- Take minutes of meetings and maintain a copy for records, electronic and a signed paper copy
- Ensure circulation of minutes to committee members within 7 working days of the meeting
- Collect and collate reports from office bearers
- Call for and receive nominations for committees and other positions for the club Annual General Meeting
- Receive, record, read, reply and file correspondence promptly
- Provide a copy of all correspondence in and out to the monthly meetings
- Collate and arrange printing of the annual report
- Assist the Public officer of the club in carrying out their duties
- Perform the general routine administration of the club
- Ensure achievement of relevant sections of the club management plan

### **KNOWLEDGE AND SKILLS REQUIRED**

- Communicate effectively
- Well-organised and can delegate tasks
- Maintain confidentiality on relevant matters
- Have a good working knowledge of the Club constitution
- Demonstrate a high level of enthusiasm when representing the Club to members, other organisations and the general public
- A good business sense
- A practical knowledge of computer systems and programs such as Surfguard and Microsoft Office applications.

## TREASURER

**Responsible to:** Executive & Management Committees

### RESPONSIBILITIES AND DUTIES

- Is the Chief Financial Management Officer for the Surf Club
- Drive the Executive/Management Committee to prepare annual budgets with assumptions for their respective areas
- Collate and consolidate the area/divisional budgets into an overall Club budget
- Attend the Club weekly on Sunday mornings to collect monies from trading activities, invoices and correspondence
- Support all sections of the Club in their financial activities
- Liaise with Registrar(s) and sub committees e.g. Sponsorship to ensure all monies due are received
- Ensure payment of authorised invoices in a timely manner
- Produce relevant and timely financial reports and submit these to each Management Committee meeting as required and ensure they are understood
- Monthly preparation of bank reconciliation and Profit & Loss comparing actual to budget
- Monitor the actual v budget results monthly seeking explanation for material variation >10% so the Executive can be advised
- Maintain the Surf Club's accounting records including detailed records of all payments and monies received ensuring it is logically filed with authorised supporting documentation
- Liaise with Club auditor regarding the annual audit and preparation of compliant financial statements for presentation to members at the AGM
- Cause the preparation of statutory returns and reports as required, specifically BAS Statement for the ATO
- Liaise with Secretary and Public Officer to ensure the Club is compliant with relevant Legislation and Regulations, particularly Associations Incorporation Act NSW (2009) and the Charitable Fundraising Act (1991) and various taxation requirements

### KNOWLEDGE AND SKILLS REQUIRED

- Prior bookkeeping experience essential
- Prior experience in the preparation of bank reconciliations essential
- Prior experience in the preparation of balance sheet and Profit & Loss statements highly desirable
- Computer skills in Excel and MYOB (or like) highly desirable
- Well organised and able to work unsupervised and be self motivated
- Understanding of the need for proper controls and governance over Club finances i.e. Purchase orders and Payment/Cheque requisitions (properly authorised with supporting documentation)
- Cheques & EFTs authorised by two authorised executive members
- Ability to allocate regular time periods to maintain the books
- Ability to keep correct up-to-date records and work in a logical orderly manner
- Time management skills
- Maintain a Policy of Loyalty to the Club and its activities whilst maintaining confidentiality and respect towards members
- Awareness of information needed for the Annual Audit.

## **REGISTRAR**

**Responsible to:** Executive & Management Committees

### **RESPONSIBILITIES AND DUTIES**

- Maintain membership data entry into SurfGuard and ensure records are current
- Attend Club registration days to assist new and returning members
- Liaise with the Secretary and Treasurer in relation to membership data for the annual report
- Provide timely reports to Executive Committee on member services programs as required
- Other duties may be assigned

### **KNOWLEDGE AND SKILLS REQUIRED**

- Communicate effectively
- Demonstrate a high level of enthusiasm when representing the Club to members, other organisations and the general public
- Maintain a policy of loyalty to the Surf Club and its activities whilst maintaining confidentiality and respect towards members
- Maintain effective and efficient administration

## **YOUTH DEVELOPMENT OFFICER**

**Responsible to:** Management Committee

### **RESPONSIBILITIES AND DUTIES**

- Coordinate all youth related applications for programs within the Club
- Act as primary contact for all youth related matters within the Club
- Coordinate the U14-U19 year old activities
- Liaise with Club committee members and other youth co-ordinators and representatives
- Coordinate participants for National, State and Branch run leadership and other development programs
- Organise the Club Junior Lifesaver of the Year award and any related applications for state and regional programs
- Coordinate the Club's Youth sub committee, if appointed

### **KNOWLEDGE AND SKILLS REQUIRED**

- Competent computer skills
- Organised and able to delegate tasks
- Possess good communication and interpersonal skills
- Friendly and approachable
- Aware of Member Protection and other State, Branch and Club policies
- Have a completed WWCC, if not exempt.

## **JUNIOR ACTIVITIES CO-ORDINATOR**

**Responsible to:** Executive & Management Committees

### **RESPONSIBILITIES AND DUTIES**

- Assist with the coordination of Junior Activities
- Identify issues and potential solutions to recommend to the Management Committee
- Responsible for providing advice, direction and coordination for Age Managers
- Monitoring the implementation of new initiatives
- To work with the Management Committee to set the agenda for each season's activities
- Chair the JAC meetings and regularly report to the Management Committee on the progress of the junior groups
- Work as required with the Chief Training Officer, Coaching Coordinator, March Past, Surf and Beach Coaches, Water Safety Coordinator and Club Registrars to ensure satisfactory outcomes for the Club
- Distribute relevant correspondence to the Age Managers
- Submit reports to the Surf Club committee

### **KNOWLEDGE AND SKILLS RECOMMENDED**

- Identify situations that require Member Protection policy and procedure
- Capacity to negotiate and resolve issues with a range of people
- Good organisation and problem-solving skills with the ability to delegate tasks
- Excellent communication and interpersonal
- Ability to work as part of a team
- Maintain confidentiality and discretion on relevant matters
- Friendly, positive and enthusiastic
- Good time management
- Have a completed WWCC, if not exempt.

## **CLUB CAPTAIN**

**Responsible to:** Executive & Management Committees

### **RESPONSIBILITIES AND DUTIES**

- Administer and organise patrols (rosters, experience/qualification spread)
- Manage adherence to requirements as per LSA and SOP (quality assurance)
- Responsible for the conduct of members in the Club
- Coordinate pre-season preparation phase including equipment/uniforms, rostering, communication to members of patrol requirements, award upskilling etc with Vice Captains, Patrol Captains and other appropriate parties
- Oversee the annual gear and equipment inspection concerning lifesaving gear, ensuring it is well maintained and managed
- Provide regular communication and support to Patrol Captain's and members
- Liaise with the Chief Training Officer to address patrol requirements, deficiencies and upskilling
- Liaise with the Competition Section to address requirements, opportunities and deficiencies
- Ensure all patrol data is entered into Surfguard promptly
- Recommend actions to Management Committee
- Attend Branch Board of Lifesaving meetings
- Communicate with patrol defaulters to maintain efficiency of patrols
- Keep a record of members performances at patrol duties
- Submit regular reports to the Club Executive Committee, as required
- Facilitate post season meeting with Vice Captains, Patrol Captains and other appropriate parties in regard to performance results
- Write a section, with pictures, for the monthly Club newsletter and Annual Report
- Manage, in consultation with others, the annual lifesaving equipment grant (applications and acquittal)

### **KNOWLEDGE AND SKILLS REQUIRED**

- Current Bronze Medallion and Silver Medallion: Beach Management
- Good understanding of club culture and lifesaving operations
- Ability to organise and delegate tasks
- Proficient computer skills and administration
- Aware of Work Health & Safety policy
- Accreditation in Training Small Groups (TSG) - desirable
- Maintain confidentiality on relevant matters
- Can communicate effectively and possess good interpersonal skills
- Positive and enthusiastic



## **CLUB VICE CAPTAIN(S)**

**Responsible to:** Club Captain and Management Committee

### **RESPONSIBILITIES AND DUTIES**

- Exercise Club Captains role in the absence of the Club Captain or if they are unwilling to act
- Assist and support the Club Captain in their duties by working as a team
- Attend patrol start/changeover/finish as rostered by the Club Captain
- Undertake specific duties of the Club Captains role as assigned by the Club Captain
- Submit regular reports to the Club Captain in relation to assigned duties
- Develop skills/attributes and understanding of the Club Captain role (succession planning)

### **KNOWLEDGE AND SKILLS REQUIRED**

- SLSA Bronze Medallion
- Good understanding of Club culture and operations
- Ability to organise and delegate tasks
- Proficient computer skills and administration
- Aware of Work Health & Safety policy
- Maintain confidentiality on relevant matters
- Can communicate effectively and possess good interpersonal skills
- Positive and enthusiastic

## CHIEF TRAINING OFFICER

**Responsible to:** Management Committee

### RESPONSIBILITIES AND DUTIES

- Ultimately responsible for training group operations, as such should complete admin tasks e.g. surfguard entry.
- Liaise with Club Captain team as to patrol needs, skills mix and requirements developing training solutions where needed.
- Responsible for senior presentation event ensuring no-one is missed.
- Organise pre and post season meetings with trainers, Club Captain team etc and ensure all training equipment is in good order.
- Book October long weekend SRC assessment with Branch to be hosted at Dee Why.
- Book Club rooms for the Bronze assessment immediately after the October long weekend, weekday night for Dry and a day on the weekend for the Wet assessment.
- Book days as per calendar for training and proficiencies. Note BB room is max 20 persons or use Swan Lounge.
- Liaise with JAC and Youth Co-ordinator to organise SRC and SRC to Bronze courses over the October long weekend ensuring eligible members from Orange are included.
- Enter SRC and SRC to Bronze candidates into surfguard at least one week prior.
- Enter all courses into surfguard at the start of the course to ensure prerequisites are met including financial status.
- Liaise with Competition Manager to ensure all members intending to compete are proficient prior to 30<sup>th</sup> December.
- Organise Club assessors for central venue assessments based on Branch Education calendar, 1:6 ratio of our candidates attending.
- Input all proficiencies into surfguard and provide fortnightly updates to Proficiency Co-ordinator.
- Liaise with JAC Co-ordinator to ensure all nipper proficiencies are entered and up to date.
- Write a section, with pictures, for the monthly Club newsletter and Annual Report.
- Lead and develop a team of trainers who will develop personnel to meet the operational needs of the Club
- Follow procedures and protocols as outlined in SLSA and SOPs Training Division
- Attend Branch meetings (as required) and report to Branch and/or Club all relevant information

### KNOWLEDGE AND SKILLS REQUIRED

- Hold a Bronze Medallion
- Proficient computer skills and administration
- Ability to organise and delegate tasks
- Aware of Work Health & Safety policy
- Maintain confidentiality on relevant matters
- Can communicate effectively and possess good interpersonal skills
- Friendly, positive and enthusiastic

## **TRAINING CO-ORDINATOR**

**Responsible to:** Chief Training Officer and Management Committee

### **RESPONSIBILITIES AND DUTIES**

- Organise and manage all training courses, both Club and Branch run courses, including SRC, Radio, Bronze, IRB Crew and Driver, BBM, ARTC, Spinal Management, Gold Medallion, First Aid and SMAR.
- Advertise courses and organise resources such as trainers, welcome letters and course paperwork (outline, learner guides etc) for candidates.
- Ensure sufficient quantity of manuals, masks, T-shirts, pink training singlets and training caps are available for courses planned for the season.
- Attend Club Rego days to brief candidates on course outcomes, expectations and organise course material.
- Set calendar for courses to be run throughout the season.
- Set training days for courses that require rooms in the Club ensuring availability and booked with appropriate personnel via CTO.
- Organise water safety and setup for assessments hosted by Dee Why.
- Organise trainers for SRC, SRC to Bronze and Bronze courses 1:6 ratio, and other courses as appropriate.
- Ensure all candidate details for every course are given to the CTO to be verified. Must be done at induction prior to the start of the course.
- Organise courses for higher awards e.g. ARTC. This will need to be booked at Branch via the CTO.

### **KNOWLEDGE AND SKILLS REQUIRED**

- Hold a Bronze Medallion
- Proficient computer skills and administration
- Ability to organise and delegate tasks
- Aware of Work Health & Safety policy
- Maintain confidentiality on relevant matters
- Can communicate effectively and possess good interpersonal skills
- Friendly, positive and enthusiastic

## **PROFICIENCIES CO-ORDINATOR**

**Responsible to:** Chief Training Officer and Management Committee

### **RESPONSIBILITIES AND DUTIES**

- Organise and set calendar dates and times for proficiencies for all patrolling and competition members covering all applicable awards. SRC\Bronze\Radio, wet&dry, IRB driver and crew, Gold Medallion, Spinal Management and ARTC (include signals and radio to cover dry component of Bronze, should be first proficiency run in the season).
- Schedule all proficiencies for prior to December to ensure completion before 30<sup>th</sup> December each season.
- When setting proficiency dates we must work with the members, their groups and commitments. The following should be considered:
  - Competitors \ Nipper Parents – run a wet proficiency as part of Sunday Morning Events prior to nippers, run the dry component during nippers.
  - Boaties – liaise with the Boat Captain and organise them as a group to be at one of the proficiency dates.
  - General Patrol – set proficiencies 1 hour before AM patrol starts and 10 minutes after changeover to cover the 2 patrols, wet and dry run simultaneously with 2 small groups. Utilize patrol roster to cover all patrols.
- Ensure that information on proficiency dates and times is sent to all applicable members at the start of the season and reminders throughout the season.
- Organise booking system to manage number of candidates booked v assessors so as to manage proficiencies effectively.
- Hand completed proficiency information to CTO to enter into surfguard.

### **KNOWLEDGE AND SKILLS REQUIRED**

- Hold a Bronze Medallion
- Proficient computer skills and administration
- Ability to organise and delegate tasks
- Aware of Work Health & Safety policy
- Maintain confidentiality on relevant matters
- Can communicate effectively and possess good interpersonal skills
- Friendly, positive and enthusiastic

## **IRB CAPTAIN**

**Responsible to:** Club Captain & Management Committee

### **RESPONSIBILITIES AND DUTIES**

- Coordinate pre-season servicing of all powercraft in preparation for annual gear and equipment inspections
- Ongoing coordination of servicing/repair of powercraft
- Administration of fuelling systems/processes
- Administration of defective equipment/fault reporting and resolution
- Support and promote powercraft training in consultation with Chief Training Officer
- Recommend purchases and asset management decisions to Club Committee
- Responsible for housing/storage of powercraft
- Ensure adherence of all powercraft to SOP (including complementary equipment)
- Provide regular communication to Patrol Captain's and members
- Submit reports to the Club Executive Committee – via Club Captain
- Promote and support the powercraft code of conduct

### **KNOWLEDGE AND SKILLS REQUIRED**

- SLSA Bronze Medallion
- SLSA Silver Medallion IRB Driver Award
- Proactive communication and planning
- Aware of Work Health & Safety policy
- Communicate effectively and has good interpersonal skills
- Friendly, positive and enthusiastic
- Well-organised
- Maintain confidentiality on relevant matters
- Knowledge and interest in mechanics

## **COMPETITION MANAGER**

**Responsible to:** Management Committee

### **RESPONSIBILITIES AND DUTIES**

- Ensure competitors list is up to date and ensure they are aware of carnival dates, and procedures at interclub, Branch, State and National levels (including entry procedures and closing dates)
- Submit competition entries for all competitions in conjunction with section heads and relevant parties
- Coordinate competitions i.e. Club surf sports activities, Club championships, special Club events
- Maintain a record of all members' performances and results at all competitions
- Submit reports when required to relevant Club officers and for the annual report
- Responsible for taking of notes at Surf Sports meetings and the distribution of subsequent reports
- Maintains surf sports correspondence in a professional, organised and accessible manner
- Ensure that any athletes under the age of 18 are chaperoned by their parents or a responsible adult who is willing to accept that role at events where an overnight stay occurs
- Liaise with Treasurer and CTO to ensure all competitors are fully financial and proficient prior to entry into any event

### **KNOWLEDGE AND SKILLS REQUIRED**

- Sound computer skills with knowledge of all Microsoft office programs
- Ability to organise and delegate tasks
- Communicate effectively and possess good interpersonal skills

## **WORK, HEALTH & SAFETY OFFICER**

**Responsible to:** Management Committee

### **RESPONSIBILITIES AND DUTIES**

- Ensure the Clubs' Work Health and Safety & Rehabilitation systems are up to date
- Implement and oversee risk management procedures
- Set up, implement and monitor injury reporting system
- Carry out investigations of Surf Club workplace incidents
- Set up, implement and monitor Work Health & Safety education and training systems
- Implement systems to review workplace stress and critical incidents
- Implement rehabilitation and "Return to Surf Club Duties" procedures

Please refer to SLSNSW Guidelines for Safer Surf Clubs for further procedures and details on how to implement this job description.

### **KNOWLEDGE AND SKILLS REQUIRED**

- Experience working as a WH&S Officer or similar role

## **BOAT CAPTAIN**

**Responsible to:** Management Committee

### **RESPONSIBILITIES AND DUTIES**

- Ensure competitors list is up to date and ensure they are aware of carnival dates, and procedures at interclub, Branch, State and National levels (including entry procedures and closing dates)
- Coordinate competition dates with Competition Manager
- Maintain a record of all members' performances and results at all competitions
- Submit reports when required to relevant Club officers and for the annual report
- Ensure that any athletes under the age of 18 are chaperoned by their parents or a responsible adult who is willing to accept that role at events where an overnight stay occurs
- Liaise with Competition Manager to ensure all competitors are fully financial and proficient prior to entry into any event
- Liaise with Club Captain to ensure all relevant competitors have complied with Club patrol hour requirements prior to entry into any event
- Coordinate the maintenance and repair of gear and equipment
- Responsible for the security and return of gear and equipment
- At the conclusion of the competition ensure gear and equipment is accounted for, cleaned and properly stored
- Conduct an audit of gear and equipment for end of financial year/asset register
- Recommend purchases and asset management decisions to Club Committee

### **KNOWLEDGE AND SKILLS REQUIRED**

- SLSA Bronze Medallion
- Coach level 1 and 2 course content
- Surf Sports Manual
- Proactive communication and planning
- Aware of Work Health & Safety policy
- Communicate effectively and has good interpersonal skills
- Friendly, positive and enthusiastic
- Well-organised
- Maintain confidentiality on relevant matters



## **BOARD & SKI CAPTAIN**

**Responsible to:** Management Committee

### **RESPONSIBILITIES AND DUTIES**

- Ensure competitors list is up to date and ensure they are aware of carnival dates, and procedures at interclub, Branch, State and National levels (including entry procedures and closing dates)
- Coordinate competition dates with Competition Manager
- Maintain a record of all members' performances and results at all competitions
- Submit reports when required to relevant Club officers and for the annual report
- Ensure that any athletes under the age of 18 are chaperoned by their parents or a responsible adult who is willing to accept that role at events where an overnight stay occurs
- Liaise with Competition Manager to ensure all competitors are fully financial and proficient prior to entry into any event
- Liaise with Club Captain to ensure all relevant competitors have complied with Club patrol hour requirements prior to entry into any event
- Coordinate the maintenance and repair of gear and equipment
- Responsible for the security and return of gear and equipment
- At the conclusion of the competition ensure gear and equipment is accounted for, cleaned and properly stored
- Conduct an audit of gear and equipment for end of financial year/asset register
- Recommend purchases and asset management decisions to Club Committee

### **KNOWLEDGE AND SKILLS REQUIRED**

- SLSA Bronze Medallion
- Coach level 1 and 2 course content
- Surf Sports Manual
- Proactive communication and planning
- Aware of Work Health & Safety policy
- Communicate effectively and has good interpersonal skills
- Friendly, positive and enthusiastic
- Well-organised
- Maintain confidentiality on relevant matters

## **FACILITIES (BUILDING) MANAGER**

**Responsible to:** Management Committee

### **RESPONSIBILITIES AND DUTIES**

- Coordinate the maintenance and repair of the clubhouse and associated equipment
- Develop and maintain a register of approved repairers and issue to relevant personnel, where possible utilise member trades
- Develop and maintain an annual maintenance schedule for recurring processes with appropriate timeframes
- Respond to repair issues promptly when notified
- Conduct an audit of the clubhouse each August noting any problems, prioritising repairs and ensuring completion

### **KNOWLEDGE AND SKILLS REQUIRED**

- Aware of Work Health & Safety policy
- Communicate effectively and has good interpersonal skills
- Friendly, positive and enthusiastic
- Well-organised
- Maintain confidentiality on relevant matters
- Experience in building repairs and maintenance preferred

## **SOCIAL MEDIA CO-ORDINATOR**

**Responsible to:** Management Committee

### **RESPONSIBILITIES AND DUTIES**

- Coordinate the maintenance of Club social media platforms and equipment
- Monitor Club platforms for inappropriate use and report same to Club Executive
- Maintain security of Club social media platforms
- Coordinate communications between social media platforms and the Club website
- Implement and enforce the SLS Sydney Northern Beaches Social Media Policy
- Tailoring content to various social media channels (e.g. Facebook, Instagram, Twitter, TeamApp)
- Oversee design (i.e. Facebook timeline cover, profile images, thumbnails etc)
- Create and manage promotions and Social ad campaigns
- Manage efforts in building online reviews and reputation
- Advocate for the Club in social media spaces

### **KNOWLEDGE AND SKILLS REQUIRED**

- Knowledge of current social media platforms essential
- Communicate effectively and has good interpersonal skills
- Friendly, positive and enthusiastic
- Well-organised
- Ability to identify potential negative situation and apply conflict resolution principles to mitigate issues
- Ability to collaborate, consult and liaise with SLS members, volunteers, employees and stakeholders
- Maintain confidentiality on relevant matters

## **NIPPER PARENT REPRESENTATIVES - 2**

**Responsible to:** Management Committee

### **RESPONSIBILITIES AND DUTIES**

- Assist the Junior Activities Co-Ordinator in representing the interests of the Junior section of the Club
- Identify emerging issues relating to juniors

### **KNOWLEDGE AND SKILLS REQUIRED**

- Must be a Nipper Parent
- Communicate effectively and has good interpersonal skills
- Friendly, positive and enthusiastic
- Well-organised
- Maintain confidentiality on relevant matters

## **YOUTH REPRESENTATIVES – 1 Male, 1 Female**

**Responsible to:** Management Committee

### **RESPONSIBILITIES AND DUTIES**

- Assist the Youth Development Officer in representing the interests of youth within the Club
- Identify emerging issues relating to youth activities and be a contact point between youth and management
- Work with the Youth Development Officer in implementing programs

### **KNOWLEDGE AND SKILLS REQUIRED**

- Aged 15 – 23 years
- Communicate effectively and has good interpersonal skills
- Friendly, positive and enthusiastic
- Well-organised
- Maintain confidentiality on relevant matters