



Dee Why SLSC Organisational Chart & Position Descriptions

Dee Why SLSC

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COMMITTEE POSITIONS

Management Committee Positions

Committee positions are filled by **office bearers (x6)** and **general committee (up to 19)** of the Club.

These positions represent department heads, president, and deputy president and other essential positions for club operations.

Nominations are made via a Form included with the Annual General Meeting (AGM) Notice.

The Form must be completed and submitted to the Club Secretary 7 days prior to the AGM as per the AGM Notice.

Essential Non-Committee Positions

These are positions managed by the department heads on the management committee.

They do not require a proposer or seconder, and the placement will be determined by the department head and the management committee.

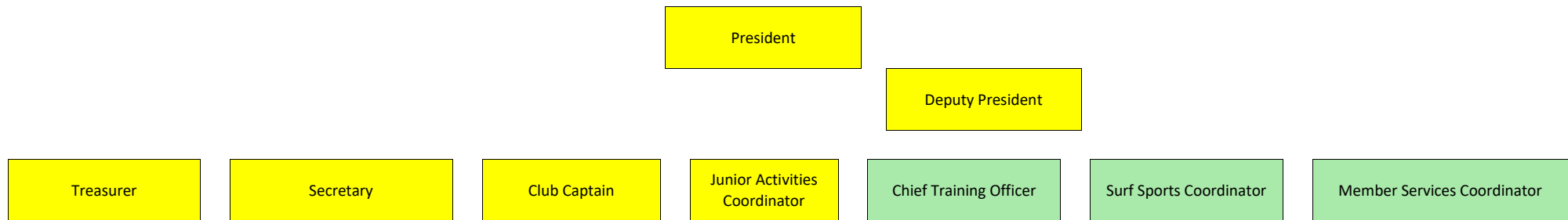
Nominations are made via an Expression of Interest (EOI), sent by email to the Club Secretary secretary@dyslsc.org.au.

Essential Non-Committee Positions (Paid)

There are 2 such positions, [Club Administrator](#) and [Events Manager](#) which will only be called upon when they become vacant, which the application process being described at that time.

The placement will be determined by the Management Committee.

ORGANISATIONAL CHART



Departments and Essential Committee and Non-Committee Positions

<p>Finance Department Department Head: Treasurer Members:</p>	<p>Administration Department Department Head: Secretary Members:</p>	<p>Lifesaving Department Department Head: Club Captain Members:</p>	<p>Junior Activities Department Department Head: Junior Activities Coordinator Members:</p>	<p>Education Department Department Head: Chief Training Officer Members:</p>	<p>Surf Sports Department Department Head: Surf Sports Coordinator Members:</p>	<p>Member Services Department Department Head: Member Services Coordinator Members:</p>
<p>Sponsorship and Marketing Coordinator</p>	<p>Child Safe Coord</p>	<p>Club Vice-Captain (x2)</p>	<p>Nipper Committee</p>	<p>Proficiency Coordinator</p>	<p>Board and Ski Captain</p>	<p>Nipper Parent Representative (x2)</p>
<p>Registrar</p>	<p>Legal Officer</p>	<p>IRB Captain</p>		<p>Training Coordinator</p>	<p>Competition Manager</p>	<p>Youth Development Officer</p>
<p>Licensee</p>	<p>Complaints Mgr</p>	<p>Radio Officer</p>			<p>Head Water Coach</p>	<p>Youth Representative (x2)</p>
<p>Events Manager (Paid)</p>	<p>Work Health & Safety Officer (WHS)</p>	<p>First Aid Officer</p>				<p>Newsletter Editor</p>
	<p>Facilities (Building) Manager</p>					<p>Social Media Coordinator</p>
	<p>IT Officer</p>					<p>Gym Manager</p>
	<p>Club Administrator (Paid)</p>					<p>Member Protection Information Officer (MPIO)</p>
						<p>Social Coordinator</p>

POSITION HOLDERS 2025-26 SEASON

Position	Name		Email
President	Lachlan Pike		president@dyslsc.org.au
Deputy President	Darren Armitage		deputy.president@dyslsc.org.au
Finance Department – Lead by Treasurer			
Treasurer	David Lang		treasurer@dyslsc.org.au
Sponsorship and Marketing Coordinator	Peter Hatfield		sponsorship.marketing@dyslsc.org.au
Registrar	Graham Whitehead		registrar@dyslsc.org.au
Licensee	Samantha Pedrick		licensee.officer@dyslsc.org.au
Events Manager (Paid)	Sarah Lakeman		events.manager@dyslsc.org.au
Administration Department – Lead by Secretary			
Secretary	Allen Lakeman		secretary@dyslsc.org.au
Child Safe Coordinator	Sally Hall		childsafe.officer@dyslsc.org.au
Legal Officer	Allen Lakeman		legal.officer@dyslsc.org.au
Complaints Manager	VACANT		complaints@dyslsc.org.au
Work Health Safety Officer (WHS)	Adrienne Lowe		secretary@dyslsc.org.au
Facilities (Building) Manager	VACANT		facilities.manager@dyslsc.org.au
IT Admin Officer	Fiona Ronge		itadmin@dyslsc.org.au
Club Administrator (Paid)	Anne Henshaw		admin.officer@dyslsc.org.au

Lifesaving Department – Lead by Club Captain			
Club Captain	Cameron Read		club.captain@dyslsc.org.au
Vice-Captain	Colin Kjoller		vice.clubcaptain@dyslsc.org.au
Vice-Captain	Steven Polley		vice.clubcaptain@dyslsc.org.au
Vice-Captain	Shankar Pariyar		vice.clubcaptain@dyslsc.org.au
IRB Captain	Alex Suhr		irb.captain@dyslsc.org.au
Radio Officer	Steven Polley		radio.officer@dyslsc.org.au
First Aid Officer	Rosalind Elliot		firstaid.officer@dyslsc.org.au
Junior Activities – Lead by Junior Activities Coordinator			
Junior Activities Coordinator	Mark Rosenthal		jac@dyslsc.org.au
Education Department – Lead by Chief Training Officer			
Chief Training Officer	Sanja Taslaman		cto@dyslsc.org.au
Proficiency Coordinator	Adrienne Lowe		proficiency.coordinator@dyslsc.org.au
Training Coordinator	Kayleigh Rumbelow		training.coordinator@dyslsc.org.au
Surf Sports Department – Lead by Surf Sports Coordinator			
Surf Sports Coordinator	Simon Moriarty		surf.sports@dyslsc.org.au
Board and Ski Captain	Peter Hatfield		boardski.captain@dyslsc.org.au
Competition Manager	Fiona Ronge		competition.manager@dyslsc.org.au
Head Water Coach	Martin Quinn		martyquinn57@gmail.com
Head Beach Coach	VACANT		surf.sports@dyslsc.org.au

Member Services Department – Lead by Member Services Coordinator			
Member Services Coordinator	Nixon West		member.services@dyslsc.org.au
Nipper Parent Representative	Joyce Nehme		junior.parentrepresentative@dyslsc.org.au
Nipper Parent Representative	Kristin Hellmrich		junior.parentrepresentative@dyslsc.org.au
Youth Development Officer	Nixon West		youth.development.officer@dyslsc.org.au
Youth Representative	Ruby Rosenthal		youth.representative@dyslsc.org.au
Youth Representative	VACANT		youth.representative@dyslsc.org.au
Newsletter Editor	VACANT		newsletter.editor@dyslsc.org.au
Social Media Coordinator	VACANT		member.services@dyslsc.org.au
Social Coordinator	VACANT		social.coordinator@dyslsc.org.au
Gym Manager	Craig Barnsey		member.services@dyslsc.org.au
Member Protection Information Officer	Allen Lakeman		mpio@dyslsc.org.au

OFFICE BEARERS (x6)

Management Committee Positions

Committee positions are filled by **office bearers (x6)** and **general committee (up to 19)** of the Club.

These positions represent department heads, president, and deputy president and other essential positions for club operations.

Nominations are made via a Form included with the Annual General Meeting (AGM) Notice.

The Form must be completed and submitted to the Club Secretary 7 days prior to the AGM as per the AGM Notice.

Essential Non-Committee Positions

These are positions managed by the department heads on the management committee.

They do not require a proposer or seconder, and the placement will be determined by the department head and the management committee.

Nominations are made via an Expression of Interest (EOI), sent by email to the Club Secretary secretary@dyslsc.org.au.

Essential Non-Committee Positions (Paid)

There are 2 such positions, **Club Administrator** and **Events Manager** which will only be called upon when they become vacant, which the application process being described at that time.

The placement will be determined by the Management Committee.

PRESIDENT

Responsible to: Executive & Management Committees

ROLE AND RESPONSIBILITIES

- 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 REQUIREMENTS

- Communicate effectively
- Well informed of the organisation's 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 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
- 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

ROLE AND RESPONSIBILITIES

- 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 subcommittee meetings as and when required

KNOWLEDGE AND SKILLS REQUIREMENTS

- Communicate effectively
- Well informed of the organisation's 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 public
- Maintain a policy of loyalty to the Surf Club and its activities whilst maintaining confidentiality and respect towards members
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- Must be a supportive leader for all organisations members
- Have a good knowledge of organisational governance

SECRETARY

Responsible to: Executive & Management Committees

ROLE AND RESPONSIBILITIES

- Plan 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 REQUIREMENTS

- 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 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

ROLE AND RESPONSIBILITIES

- 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 REQUIREMENTS

- 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

CLUB CAPTAIN

Responsible to: Executive & Management Committees

ROLE AND RESPONSIBILITIES

- 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 regarding 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 REQUIREMENTS

- 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 Small Training Groups (TSG) - desirable
- Maintain confidentiality on relevant matters
- Can communicate effectively and possess good interpersonal skills
- Positive and enthusiastic

JUNIOR ACTIVITIES COORDINATOR

Responsible to: Executive & Management Committees

ROLE AND RESPONSIBILITIES

- 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 REQUIREMENTS

- 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 Working With Children Check, if not exempt

GENERAL COMMITTEE (up to 19)

Management Committee Positions

Committee positions are filled by **office bearers (x6)** and **general committee (up to 19)** of the Club.

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CHIEF TRAINING OFFICER

Responsible to: Executive & Management Committees

ROLE AND RESPONSIBILITIES

- Ultimately responsible for training group operations
- Liaise with Club Captain team as to patrol needs, skills mix and requirements developing training solutions where needed
- Organise pre- and post-season meetings with trainers, Club Captain team etc.
- Ensure all training equipment is available and in good order
- Liaise with training team to schedule proficiencies.
- Liaise with trainers and set dates for courses (Bronze Medallion, ART, SRC etc.) as required
- Book assessments with Branch as required
- Enter all assessments into Surfguard or Assessing App at the start of the course to ensure prerequisites are met including financial status
- Liaise with the Proficiency Coordinator to ensure all proficiencies are entered into Assessing App
- Liaise with JAC to ensure all nipper proficiencies are entered and up to date
- Contribute to Club Newsletters and write a report for the Clubs Annual Report
- Lead and develop a team of trainers 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 REQUIREMENTS

- 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
- Have a completed Working With Children Check, if not exempt

SURF SPORTS COORDINATOR

Responsible to: Executive & Management Committees

ROLE AND RESPONSIBILITIES

- Preparing reports for presentation to the Club management
- Provide leadership and strategic direction relating to Surf Sports
- Represent the Club at meetings/conferences as required
- Contribute to the Business Plan relating to Surf Sports in consultation with appropriate members
- Represent the Club at Branch Surf Sports meetings
- Oversee programs relating to Surf Sports
- Coordinate the submission of competition entries for all competitions in conjunction with club Competition manager
- Ensure club representation via team managers at all competitions
- Ensure the Club meets its requirements at club, branch, state and national events
- Ensure the Coordination of 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
- Develops, prioritizes, and implements project plans, including Surf Sports development programs and other meetings/ conferences
- Prepare Surf Sports development proposals, reports and other communications for internal and external audiences
- Maintains surf sports correspondence in a professional, organised, and accessible manner
- Ensure communication of events up to date
- Contribute to Club Newsletters and write a report for the Clubs Annual Report

ESSENTIAL KNOWLEDGE AND SKILLS REQUIREMENTS

- Knowledge of local, state and national policies, guidelines and procedures available
- SLSA Surf Sports Manual content
- Understanding of the requirements for Coach and Official Accreditation
- Project Management skills
- Excellent communication and interpersonal skills
- Adequate computer skills including all Microsoft programs
- Ability to meet deadlines
- Have a completed Working With Children Check, if not exempt
- Have completed the SLSA Child Safe Awareness Course, or working towards

MEMBER SERVICES COORDINATOR

Responsible to: Executive & Management Committees

ROLE AND RESPONSIBILITIES

- Manage the programs, policies and resources relating to Member Services for the Club
- Develop and maintain youth and development programs
- Develop and maintain leadership programs that positively contribute to the future of the Club and SLS
- Develop and maintain recruitment and retention programs in consultation with relevant personnel, Club, Branch and SLSNSW
- Develop and maintain peer support programs in consultation with relevant personnel, Club, Branch and SLSNSW
- Coordinate the Member Protection Information Officer training and maintain the Club database as required.
- Liaise with Support Officers to monitor member services programs
- Provide timely reports to Management Committee on member services programs as required
- Assist in grant proposals and other funding opportunities to support member services programs
- Support and encourage member retention
- Encourage and develop social interaction between members via events and information
- Contribute to Club Newsletters and write a report for the Clubs Annual Report
- Other duties may be assigned

KNOWLEDGE AND SKILLS REQUIREMENTS

- Communicate effectively
- Well-informed of the SLSNSW, Branch and Club activities
- Be aware of future directions and plans of members
- Demonstrate a high level of enthusiasm when representing the Club to members, other organisations, and the 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
- Have a good working knowledge of the constitution, rules and the duties of all office holders and sub-committees
- Must be a supportive leader for all members

CHILD SAFE COORDINATOR

Responsible to: Administration Department

ROLE AND RESPONSIBILITIES

- Be the single point of contact at the club for all child safe information distributed by SLSNSW
- Review all child safe information distributed by SLSNSW and share or action with relevant members of the club
- Respond to requests for feedback made by SLSNSW in relation to child safety on behalf of the club (e.g. respond to surveys, consult with the club and feedback to SLSNSW)
- Review and advise the club on best practice in relation to child safety at SLS activities and events.
- Proactively promote SLS's policies and codes of conduct ensuring that they are understood and adhered to at both member and executive level
- Monitor and promote the completion of child safe awareness training within the club
- Address any identified non-compliances with the SLSA Child Safe Policy with the club executive committee
- Encourage and enable reporting of child-related incidents and concerns
- Ensure that any club members who require a WWCC have provided their current number, expiry date and verification result, as per the guidelines from the Office of Children's Guardian

KNOWLEDGE AND SKILLS REQUIREMENTS

- Be a current financial member
- Current Working with Children Check
- Current SLSA Child Safe Awareness Course
- Possess good interpersonal and communication skills
- Possess good organizational skills
- Self-awareness in relation to their level of competence and limitations of skill/knowledge
- Awareness and understanding of the Child Safe Policy (Policy 6.04) including Child Safe Code of Conduct and reporting requirements (training is provided for this)
- Establish key stakeholder relationships with Club/Branch members, including President and Executive Committee

TRAINING COORDINATOR

Responsible to: Education Department

ROLE AND RESPONSIBILITIES

- Organise and manage all training courses, both Club and Branch run courses, including SRC, Radio, Bronze, IRB Crew and Driver, BBM, ART, 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 enough 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 in consultation with the 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

KNOWLEDGE AND SKILLS REQUIREMENTS

- 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 COORDINATOR

Responsible to: Education Department

ROLE AND RESPONSIBILITIES

- 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 ART (including signals and radio to cover dry component of Bronze, should be first proficiency run in the season)
- Schedule and set up in Assessing App, all proficiencies for prior to December to ensure completion before 30th 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 – e.g. 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 – e.g. 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 patrol
- 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 a club booking system to ensure sufficient assessors /trainers are available for the number of candidates booked for proficiencies
- Liaise with the CTO to input all completed proficiency information into Assessing App and ensure it is reflected in members' records.

KNOWLEDGE AND SKILLS REQUIREMENTS

- 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

REGISTRAR

Responsible to: Finance Department

ROLE AND RESPONSIBILITIES

- 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 REQUIREMENTS

- Communicate effectively
- Demonstrate a high level of enthusiasm when representing the Club to members, other organisations and the 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

LEGAL OFFICER

Responsible to: Administration Department

ROLE AND RESPONSIBILITIES

- Provide expert legal advice to club members, committees, and branches on a range of legal matters, including administrative law, contracts, and compliance
- Draft and review legal documents, policies, and procedures, ensuring they are accurate, clear, and compliant with relevant laws and regulations
- Ensure club comply with all relevant laws and regulations, including those related to member protection, child safety, and other relevant areas
- Work closely with SLSNSW's legal counsel on complex legal matters, providing necessary information and support
- Manage complaints, liaise with complainants and respondents, and ensure that complaints are handled in a fair, confidential, and timely manner
- Negotiate and manage contracts with external service providers and partners, ensuring clubs interests are protected
- Conduct legal research and analysis to support club operations and decision-making
- Provide legal training and education to club members staff and volunteers on relevant legal issues

KNOWLEDGE AND SKILLS REQUIREMENTS

- A law degree and/or relevant legal qualifications
Experience in a legal role, preferably with experience in administrative law, compliance, or contract law
- A strong understanding of relevant laws and regulations, including those related to member protection, child safety, and other areas relevant to SLSNSW
- Excellent written and verbal communication skills, with the ability to communicate complex legal information in a clear and concise manner
- Strong analytical and problem-solving skills, with the ability to identify and resolve legal issues
- Excellent interpersonal skills, with the ability to build strong relationships with colleagues, members, and external stakeholders
- Strong organizational and time management skills, with the ability to manage multiple tasks and deadlines
- Ability to maintain confidentiality and handle sensitive information with discretion

LICENSEE

Responsible to: Finance Department

ROLE AND RESPONSIBILITIES

- As a licensee, you must ensure that all club activities related to liquor service comply with the NSW Liquor Act 2007
- You and all staff involved in selling, serving, or supplying alcohol must complete an approved RSA course and hold a valid NSW competency card
- Ensure all staff are trained on the club's liquor licence, authorisations, and conditions, and supervise them to ensure responsible service
- Maintain a safe and orderly environment, adhering to the principles of responsible alcohol service and preventing excessive drinking
- Operate within the club's standard trading hours and obtain necessary authorisations for extended trading or functions
- Ensure that the nature and quantity of food available are consistent with the responsible sale, supply, and service of alcohol
- Ensure that a responsible adult is present in the immediate vicinity of the bar area at all times that minors are present
- Permit police officers and inspectors full and free access to the premises and relevant registers
- Ensure that the club's liquor licence, authorisations, and conditions are available on-site at all times
- Display all required liquor signs on the premises
- Maintain an incident register to record any incidents of concern
- If the club holds functions, ensure that all relevant requirements for function authorisations are met, including providing notice to L&GNSW, local police, and council
- As a licensee, you are part of the club management team, responsible for providing leadership and direction for the club, ensuring financial assets are well managed, and mitigating risks to the club, its members, and its reputation

KNOWLEDGE AND SKILLS REQUIREMENTS

- Completed a Responsible Service of Alcohol (RSA) course and hold a valid NSW Competency card
- Understanding of the NSW Liquor Act 2007
- Proactive communication and planning
- Aware of Work Health & Safety policy
- Communicate effectively and have good interpersonal skills
- Friendly, positive and enthusiastic
- Well-organised
- Maintain confidentiality on relevant matters

SPONSORSHIP AND MARKETING COORDINATOR

Responsible to: Finance Department

ROLE AND RESPONSIBILITIES

- Create a strategy for each sponsorship opportunity, including making marketing materials like flyers and brochures to advertise the activity or event
- Coordinating with event producers to ensure that all sponsors are represented at events
- Aid with the creation of proposals to attract new sponsors
- Providing executives with information about future events and chances to be seen through sponsorship
- Monitoring the status of ongoing sponsorships to make sure that both sides fulfil their obligations
- Collaborating with other personnel to make sure that all sponsorship obligations are met
- Maintaining a database of prospective sponsors and their contact details for a business
- Establishing a budget for each sponsorship opportunity based on the anticipated costs of the business' marketing initiatives, such as print and television advertisements
- Collaborating with sales representatives to create fresh possibilities for sponsorship agreements that support the company's objectives

KNOWLEDGE AND SKILLS REQUIREMENTS

- Experience in Marketing, Communication, or related field
- Excellent communication skills
- Excellent organisations skills
- Excellent networking skills
- Excellent time management and problem-solving skills
- Demonstrate experience in a previous similar role (desirable)

CLUB VICE CAPTAIN(S)

Responsible to: Lifesaving Department

ROLE AND RESPONSIBILITIES

- 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 REQUIREMENTS

- 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

IRB CAPTAIN

Responsible to: Lifesaving Department

ROLE AND RESPONSIBILITIES

- 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 REQUIREMENTS

- 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

BOARD & SKI CAPTAIN

Responsible to: Surf Sports Department

ROLE AND RESPONSIBILITIES

- 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 REQUIREMENTS

- 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

YOUTH DEVELOPMENT OFFICER

Responsible to: Member Services Department

ROLE AND RESPONSIBILITIES

- 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 coordinators 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 subcommittee, if appointed

KNOWLEDGE AND SKILLS REQUIREMENTS

- 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

NIPPER PARENT REPRESENTATIVE(S)

Responsible to: Member Services Department

ROLE AND RESPONSIBILITIES

- 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 REQUIREMENTS

- Must be a Nipper Parent
- Communicate effectively and has good interpersonal skills
- Friendly, positive and enthusiastic
- Well-organised
- Maintain confidentiality on relevant matters
- Current Working with Children Check
- Current SLSA Child Safe Awareness Course

YOUTH REPRESENTATIVE(S)

Responsible to: Member Services Department

ROLE AND RESPONSIBILITIES

- 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 REQUIREMENTS

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

ESSENTIAL NON-COMMITTEE

Management Committee Positions

Committee positions are filled by **office bearers (x6)** and **general committee (up to 19)** of the Club.

These positions represent department heads, president, and deputy president and other essential positions for club operations.

Nominations are made via a Form included with the Annual General Meeting (AGM) Notice.

The Form must be completed and submitted to the Club Secretary 7 days prior to the AGM as per the AGM Notice.

Essential Non-Committee Positions

These are positions managed by the department heads on the management committee.

They do not require a proposer or seconder, and the placement will be determined by the department head and the management committee.

Nominations are made via an Expression of Interest (EOI), sent by email to the Club Secretary secretary@dyslsc.org.au.

Essential Non-Committee Positions (Paid)

There are 2 such positions, **Club Administrator** and **Events Manager** which will only be called upon when they become vacant, which the application process being described at that time.

The placement will be determined by the Management Committee.

MEMBER PROTECTION INFORMATION OFFICER (MPIO)

Responsible to: Member Services Department

ROLE AND RESPONSIBILITIES

- Ensure the safety and welfare of Club members
- Assist in grievance and complaints resolution
- Act as an impartial body, offering a sounding board to bounce ideas off
- Identify options for resolution of conflicts and grievances
- Refer complaints and grievances to other bodies in conjunction with the complaints and grievance flow chart
- Awareness of Child Protection, Anti-Harassment and Discrimination, Codes of Conduct, Member Protection, and other relevant policies
- Liaise with members of the Club, President, and other bodies
- Ensure completion of Member protection Declaration forms by all members
- Ensure that members who require a WWCC have them and they are cleared as per the guidelines from the Office of the Children's Guardian

KNOWLEDGE AND SKILLS REQUIREMENTS

- Possess good interpersonal and communication skills
- Possess a good understanding of Club, State and National Surf Life Saving policies and Procedures
- Good organisational skills
- Undertake training for the role as provided by the state Government through the "Play by the Rules" web page

COMPLAINTS MANAGER

Responsible to: Administration Department

ROLE AND RESPONSIBILITIES

- Dealing with all complaints in a fair, timely and transparent manner
- Escalating complaints as appropriate to ensure that appropriate people are involved
- Considering the reasonable wishes of all parties involved
- Providing communication on a regular basis as to the progress of the complaint
- Clearly explaining the next steps and options to all parties involved in a complaint
- Maintaining appropriate confidentiality regarding complaints
- Reporting any serious issues involving children and young people or allegations of a serious criminal offence to relevant authorities
- Maintaining appropriate records of complaints in a safe and confidential manner
- Complaints Managers may be asked to act as a Complaints Manager for another club or branch. This could be due to conflict of interest or the availability of appropriately skilled members

Key Challenges:

- Maintaining impartiality and following complaints resolution process correctly
- Identifying and disclosing any conflicts of interest
- Potential exposure to high-conflict situations and/or behaviors
- Adhering to timeframes required by policy, particularly when dealing with complex issues
- Key stakeholder relationships, with club, branch members and club, branch presidents and Executives

KNOWLEDGE AND SKILLS REQUIREMENTS

- Be a current, financial member
- Current Working with Children Check
- Complaints Handling training provided by Play by the Rules
- Participation in the SLSNSW Complaints Resolution Policy workshop (refer to calendar here) To be created and updated by department head and the Management Committee
- Prior knowledge of the Member Protection Policy (including the Code of Conduct) and the Complaint Resolution Policy is desirable (training will be provided)
- Possess good interpersonal and communication skills
- Good organisational skills and digital platform capabilities
- Ability to understand policy documents and follow process
- Ability to respond appropriately to members through the process of complaints resolution
- Self-awareness in relation to their level of competence and any limitations

IT OFFICER

Responsible to: Administration Department

ROLE AND RESPONSIBILITIES

- Responding to and resolving user queries
- Troubleshooting and resolving technical issues
- Setting up user accounts, permissions, and access rights
- Installing, updating, and configuring software applications
- Assisting with the management of licenses for software applications
- Providing user support for commonly used software programs and troubleshooting compatibility issues
- Implementing disaster recovery plans for critical systems
- Offering guidance and training to club committee members on best practices and using various software and systems
- Documenting solutions, processes, and troubleshooting steps to create a knowledge base for the club committee
- Ensuring that systems are secure and compliant with organisational policies and industry regulations
- Applying security patches and updates to systems to protect against cyber threats
- Monitoring for potential security vulnerabilities

KNOWLEDGE AND SKILLS REQUIREMENTS

- Relevant IT/industry experience
- Strong problem-solving abilities and technical troubleshooting skills
- Customer service oriented, with a club member and helpful attitude
- Ability to explain technical issues in simple, understandable terms
- Excellent organisational skills
- Familiarity with IT security practices and tools
- Attention to detail, however small the detail may be
- Knowledge of data backup and recovery procedures
- Deal with situations on a strictly confidential basis

COMPETITION MANAGER

Responsible to: Surf Sports Department

ROLE AND RESPONSIBILITIES

- 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 REQUIREMENTS

- Sound computer skills with knowledge of all Microsoft office programs
- Ability to organise and delegate tasks
- Communicate effectively and possess good interpersonal skills
- Current Working with Children Check
- Current SLSA Child Safe Awareness Course

RADIO OFFICER

Responsible to: Lifesaving Department

ROLE AND RESPONSIBILITIES

- Pre-season servicing/programming check of all radios in preparation for annual gear and equipment inspection
- Ongoing coordination of radio servicing/repair in accordance with SOP LS 7
- Manage adherence to programming requirements and radio best practice
- Recommend the purchase and replacement of Club radios and radio-bags to Club Committee
- Support and promote radio procedure information and training (in consultation with the Chief Training Officer)
- Provide regular communication to Patrol Captain's and members direct and in Clubs newsletters
- Submit reports to the Club Executive Committee via Lifesaving department

KNOWLEDGE AND SKILLS REQUIREMENTS

- SLSA Radio Operators Certificate
- Active patrol experience
- Awareness and understanding of SOPs (radio related)
- Communicate effectively and have good interpersonal skills
- Friendly, positive, and enthusiastic
- Well-organised

HEAD COACH

Responsible to: Surf Sports Department

ROLE AND RESPONSIBILITIES

- Maintain accurate and up-to-date contact details for coaches
- Convene with coaches at events
- Liaise with the Surf Sports Coordinator in regard to any arising issues for coaches
- Provide relevant Surf Sports advice for coach
- Review performance of representative coaches
- Liaise with appropriate personnel on training programs and talent identification
- Design training programs for athletes where relevant
- Assist with Development programs
- Act as spokesperson on behalf of all coaches
- Oversee the reaccreditation process for all coaches
- Ensure the health and safety of coaches and athletes in competition and at carnivals
- Assist in delivering coaching development programs
- Identify Surf Sports Coaches pathways for future development
- Communicate with coaches regarding Surf Sports changes and updates
- Provide feedback on any changes that may be necessary for coaching
- Ensure all training is conducted safely and in accordance with SLS safety guidelines

KNOWLEDGE AND SKILLS REQUIREMENTS

- Surf Sports Manual
- Current and accredited coach
- Coach education requirements and Recognised Prior Learning process
- Coach level course content
- Current Working with Children Check
- Current SLSA Child Safe Awareness Course

NEWSLETTER EDITOR (Digital Marketing & Content Coordinator)

Responsible to: Member Services Department

ROLE AND RESPONSIBILITIES

- Coordinate the development and distribution of internal and external communications
- Provide advice to internal stakeholders on the most appropriate and effective format or platform for communicating with members or the public
- Work with internal portfolios to create and maintain content and functionality on all club websites and digital platforms
- Maintain databases for distribution of communications material, publications and information to media
- Coordinate club online/social media initiatives including reporting and analytics across all digital platforms
- Coordinate media monitoring programs, build and distribute reports on media coverage
- Liaise with members and clubs to coordinate promotions, media and photo opportunities
- Assist internal portfolios to develop and implement marketing plans and campaigns
- Support communications team at member related and sport events
- Coordinate responses to inquiries from members and the public online
- The Digital Marketing & Content Coordinator assumes other responsibilities as assigned

KNOWLEDGE AND SKILLS REQUIREMENTS

- Sound knowledge of Surf Life Saving in New South Wales
- Previous experience in a digital communications or marketing role
- Website development or maintenance skills, previous experience with WordPress highly regarded
- Video or photographic skills
- Social media management experience
- Experience with email marketing platforms e.g. Facebook
- Experience in planning, executing and managing social media strategies across all social channels
- Experience using Adobe Photoshop and Canva

SOCIAL COORDINATOR

Responsible to: Member Services Department

ROLE AND RESPONSIBILITIES

- Planning, organising, and executing social events, activities, and programs
- Developing event themes, agendas, and schedules
- Managing event logistics, including venue selection, catering, and vendor coordination
- Building and maintaining relationships with community members, stakeholders, and clients
- Promoting social inclusion and creating a welcoming environment
- Identifying and addressing community needs and interests
- Developing and implementing communication strategies to promote social activities and programs
- Creating and distributing promotional materials, such as flyers, brochures, and social media posts
- Responding to inquiries and providing information to community members
- identifying opportunities for new social programs and activities
- Developing and implementing social programs that meet the needs of the club & community
- Evaluating the effectiveness of social programs and activities
- Maintaining accurate records of social activities and events
- Managing budgets and financial records related to social programs

KNOWLEDGE AND SKILLS REQUIREMENTS

- Strong interpersonal and communication skills: Ability to build rapport and communicate effectively with diverse groups of people
- Organisational skills: Ability to plan, coordinate, and manage multiple tasks and projects simultaneously
- Event planning and management experience: Knowledge of event planning processes and best practices
- Community engagement experience: Understanding community dynamics and needs
- Problem-solving skills: Ability to identify and resolve issues that arise during social activities and programs
- Creativity and innovation: Ability to develop new and engaging social programs and activities
- Basic computer skills: Proficiency in using Microsoft 365 and other relevant software

GYM MANAGER

Responsible to: Member Services Department

ROLE AND RESPONSIBILITIES

- Oversee the daily operations of the gym, including equipment maintenance, cleanliness, and organisation
- Ensure the gym environment is safe and conducive to exercise, adhering to Work Health and Safety (WHS) regulations
- Manage inventory of gym equipment and supplies
- Plan and implement gym layout and equipment upgrades
- Provide guidance and support to members on gym equipment usage and exercise programs
- Monitor member activities to ensure safety and adherence to gym rules
- Address member inquiries and concerns in a timely and professional manner
- Develop and implement fitness programs tailored to the needs of Surf Life Saving members
- Create and maintain a variety of workout routines and fitness challenges
- Stay up to date with the latest fitness trends and techniques
- Supervise and train gym staff, including fitness instructors and front desk personnel
- Evaluate staff performance and provide feedback
- Address staff issues and concerns in a timely and professional manner
- To be created and updated by department head and the Management Committee
- Understand and comply with Surf Life Saving policies and procedures
- Promote the values and mission of Surf Life Saving through the gym program
- Ensure the gym program supports the club's goals of saving lives, creating great Australians, and building better communities
- Assist with club events and activities as needed
- Maintain accurate records of gym usage and member data
- Contribute to the overall success of the Surf Life Saving club

KNOWLEDGE AND SKILLS REQUIREMENTS

- Relevant qualifications in fitness, sports science, or a related field
- Experience in gym management and/or fitness instruction
- Strong communication, interpersonal, and organisational skills
- Ability to work independently and as part of a team
- Knowledge of Work Health and Safety (WHS) regulations
- A passion for Surf Life Saving and a commitment to its mission

FIRST AID OFFICER

Responsible to: Lifesaving Department

ROLE AND RESPONSIBILITIES

- Maintain a fully stocked First Aid/Oxygen/AED Kits and First Aid Room (plus backup supplies) as per SOPs
- Purchase and receive delivery of supplies when needed as approved
- Monitor adherence to cleaning and hygiene requirements of First Aid Room
- Monitor equipment quality and expiry details of supplies (i.e. AED Pads)
- Provide regular communication to Patrol Captain's.
- Promote and support first aid training in consultation with Chief Training Officer
- Submit reports to the Club Executive Committee via Lifesaving Department
- Prepare first aid equipment and room for annual gear and equipment inspection

KNOWLEDGE AND SKILLS REQUIREMENTS

- Nationally recognised First Aid Certificate (current)
- Patrolling experience (preferred) or experience in similar emergency care or health services environment
- Proactive communication and planning
- Aware of Work Health & Safety policy
- Maintain confidentiality on relevant matters
- Communicate effectively and possess good interpersonal skills
- Friendly, positive and enthusiastic
- Well-organised

WORK, HEALTH & SAFETY OFFICER

Responsible to: Administration Department

ROLE AND RESPONSIBILITIES

- 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 REQUIREMENTS

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

FACILITIES (BUILDING) MANAGER

Responsible to: Administration Department

ROLE AND RESPONSIBILITIES

- 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 REQUIREMENTS

- 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

ESSENTIAL NON-COMMITTEE (PAID)

Management Committee Positions

Committee positions are filled by **office bearers (x6)** and **general committee (up to 19)** of the Club.

These positions represent department heads, president, and deputy president and other essential positions for club operations.

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Essential Non-Committee Positions

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Nominations are made via an Expression of Interest (EOI), sent by email to the Club Secretary secretary@dyslsc.org.au.

Essential Non-Committee Positions (Paid)

There are 2 such positions, **Club Administrator** and **Events Manager** which will only be called upon when they become vacant, which the application process being described at that time.

The placement will be determined by the Management Committee.

CLUB ADMINISTRATOR (PAID)

Responsible to: Administration Department

ROLE AND RESPONSIBILITIES

- To be created and updated by department head and the Management Committee

KNOWLEDGE AND SKILLS REQUIREMENTS

- To be created and updated by department head and the Management Committee

EVENTS MANAGER (PAID)

Responsible to: Finance Department

ROLE AND RESPONSIBILITIES

- To be created and updated by department head and the Management Committee

KNOWLEDGE AND SKILLS REQUIREMENTS

- To be created and updated by department head and the Management Committee