



Long Reef SLSC Incorporated. P.O. Box 214, Collaroy NSW 2097 ABN: 78 012 537 376 [www.longreef.com](http://www.longreef.com)

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## 2020-21 Long Reef SLSC Management Committee Position Descriptions

### Management Committee

#### President

Responsible to: Club Management Committee

#### 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 organisations members
- Have a good knowledge of organisational governance



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## Deputy President

Responsible to: Club Management Committee

Responsibilities and Duties

- Assist the President and deputise for him in his absence
- Member of the Management committee
- Carry out special assignments as directed by the President or the management committee
- Chair (if required) and attend meetings of nominated committees

## Secretary

Responsible to: Club Management Committee

Responsibilities and Duties:

- Undertake all responsibilities assigned to the Secretary within the Constitution of Long Reef Surf Life Saving Club. This includes, but is not limited to:
- Make arrangements including agenda, venue, date, etc, for club meetings in consultations with the Chairperson and advise members accordingly
- Collect and collate reports from office bearers
- Call for and receive nominations for committees and other positions for the club Annual General Meeting
- Take minutes of meetings and maintain a copy for records
- Receive, record, read, reply and file correspondence promptly
- Provide a copy of all correspondence in and out to the monthly meetings
- Maintain files, including (but not limited to) legal documents, rego's, constitutions, leases and titles
- Perform the general routine administration of the club
- Ensure circulation of minutes to Management Committee members well prior to the next meeting

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
- Ability to effectively delegate
- A good business sense



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## Treasurer

Responsible to: Club Management Committee

### 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
- 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 Activity Statement for the ATO ([www.ato.gov.au](http://www.ato.gov.au))
- Liaise with Director Administration to ensure the entity is compliant with relevant Legislation and Regulations, particularly Associations Incorporation Act NSW (1984) ([www.fairtrading.nsw.gov.au](http://www.fairtrading.nsw.gov.au)) and the Charitable Fundraising Act (1991) ([www.dgr.nsw.gov.au](http://www.dgr.nsw.gov.au)) 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 (properly authorised with supporting documentation)
- 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
- Able to work in a logical orderly manner
- Time management skills
- Maintain a Policy of Loyalty to the Surf Club and its activities whilst also maintaining confidentiality and respect towards members
- Awareness of information needed for the Annual Audit.



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## Club Captain

Responsible to: Club Management Committee

### Responsibilities and Duties

- Administer and organise patrols (rosters, experience/qualification spread)
- Manage adherence to requirements as per LSA and SOP (quality assurance)
- Ongoing management or service deliver standards and issue resolution
- Coordinate pre-season preparation phase (equipment/uniforms, rostering, communication etc)
- Responsible for the conduct of members in the Club
- Oversee the Gear Steward/Powercraft Officer concerning lifesaving gear, ensuring it is well maintained and managed,
  - including the annual gear and equipment inspection
- Provide regular communication and support to PC's and members
- Work with Chief Training Officer to address training requirements and deficiencies
- Recommend actions to Club Committee
- Liaise with Branch Director of Lifesaving
- Communicate with patrol defaulters to maintain efficiency of patrols
- Keep a record of member re-qualifications each season - SurfGuard
- Keep a record of members performances at patrol duties
- Submit regular reports to the Club Executive Committee
- Develop and maintain the Club's POM
- 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



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## Chief Training Officer

Responsible to: Club Management Committee

### Responsibilities and Duties

- Lead and develop a team of trainers who will develop personnel to meet the operational needs of the Club
- Assist in development of youth within the Club
- Coordinate all instruction squads, their trainer/s and the resources
- Assess, develop and coordinate delivery of training solutions to meet the Club's POM and service quality issues
- Positively support the policies, culture, operation and management of the Club, Branch, SLSNSW and SLSA
- Follow procedures and protocols as outlined in SLSA and SOPs Training Division
- Ensure all training sessions are efficient, records completed and filed
- Develop training solutions for new resource implementation
- Ensure re-qualifications of awards and certificates are completed by required date and recorded
- Analyse skill mix throughout Club and develop training solutions where needed
- Submit reports to the Club Executive Committee
- Participate as a member of the Club Management Committee
- Arrange assessments through the Branch as required, ensuring follow-up as required
- Attend Branch meetings (as required) and report to Branch and/or Club all relevant information
- Liaise with Branch Education Officer

### Knowledge and skills required

- SLSA Training Officer Certificate
- Registered Training Organisation, Educational Qualification, i.e. Certificate IV in Workplace Training and Assessment or
- Certificate IV in Training and Assessment (preferred)
- Assessor Units of Competency (preferred)
- Proficient computer skills and administration
- Ability to organise and delegate tasks
- Aware of Work Health & Safety policy
- Hold a Bronze Medallion
- Maintain confidentiality on relevant matters
- Can communicate effectively and possess good interpersonal skills
- Friendly, positive and enthusiastic



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## **Competition Captain**

Responsible to: Club Management Committee

Responsibilities and Duties:

- The Competition Captain must have been a member of LRSLSC for three consecutive seasons prior to the season in which they will serve.
- The Competition Captain must have served as an active patrol member for at least two years.
- The Competition Captain must have served as an active SLSA Surf Sports Official and/or SLSA Coach.
- The Competition Captain shall be responsible for all surf sports events conducted by LRSLSC. Including but not necessarily limited to responsible for ensuring, overseeing and encouraging of intra club competition (Surf race, and Club Championships) assisted by the
- The Competition Captain shall be assisted and provided input by the Board of Surf Sports in the conduct of surf sports events in by LRSLSC.
- The Competition Captain or his/her delegate shall represent LRSLSC at a SLSSNB level in all surf sport matters.

## **Cadet Coordinator**

Responsible to: Club Management Committee

Responsibilities and Duties:

- (The Coordinator of Cadets must have been a member of a SLSA affiliated Club for not less than two seasons prior to the season in which they will serve and shall be Bronze Medallion proficient in the year they serve.
- The Coordinator of Cadets shall be responsible for management of the Cadets program and development of Cadet members at LRSLSC.
- The Coordinator of Cadets or delegate shall represent LRSLSC at a SLSSNB level in all Cadet activity matters.



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## **Nipper Coordinator**

Responsible to: Club Management Committee

Responsibilities and Duties:

- Shall administer and manage the activities of the Junior sections.
- Will appoint age group managers who shall report to them when necessary.
- Shall be responsible for the running of events for Junior activities.
- In the event of a Junior being cited before the Judiciary Committee they shall in this instance, sit on the Judiciary Committee.
- Shall be Director of the Board of Youth

## **Nipper Coordinator, Beach Operations**

Responsible to: Club Management Committee

Responsibilities and Duties:

- (The Nipper Coordinator Beach Activities must have been a member of a SLSA affiliated Club for not less than two seasons prior to the season in which they will serve and shall be Bronze Medallion proficient in the year they serve.
- The Nipper Coordinator Beach Activities shall be responsible for operational activities for the Nipper program at LRSLSC.

## **Vice President Building**

Responsible to: Club Management Committee

Responsibilities and Duties:

- Act as primary LRSLSC contact for all matters relating to the redevelopment of the LRSLSC Clubhouse and Associated Community Facilities including but not limited to:
- Liaison with Northern Beaches Council
- Liaison with Surf Life Saving NSW, SLSSNB
- Manage LRSLSC approved funding for the redevelopment of the LRSLSC Clubhouse.
- Engage and manage professional support consultants to assist with redevelopment of the LRSLSC Clubhouse



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## Director of Marketing and Member Engagement

Responsible to: Club Management Committee

Responsibilities and Duties:

- Shall have been a member of LRSLSC in the season prior to the season in which they will serve.
- Shall be responsible for the marketing of LRSLSC to its members and potential new members. This role shall include development of initiatives to increase member participation and engagement in LRSLSC activities.
- Shall be responsible for organising LRSLSC events, including but not limited to – New Season Welcome BBQ, Christmas Party and Annual Dinner.
- Shall be responsible for organising events that LRSLSC runs which involve non-LRSLSC participants, such as Surf Life Saving Carnivals, Ocean Swims and other similar events.
- Shall be responsible for running the LRSLSC Facebook account and external communications, including but not limited to the club's website and 'Reef Recorder' newsletter.

### Duties

- The Coordinator of Marketing and Member Engagement (or their delegate)
- Shall oversee club social functions including Annual Dinner, and any other member engagements or functions.
- Shall account forthwith to the Treasurer for all moneys received from all functions and events.
- Shall liaise with existing club sponsors and forge relationships for new sponsorship opportunities as they present themselves.
- Shall report at the following Management Committee Meeting on each social function or event concluded.
- Shall be responsible to and under the direction of the Board for all Club publicity unless otherwise delegated.
- Shall publicise any Club function or event.
- Shall endeavour to gain for the Club as much publicity as possible of a desirable nature.
- Shall be Director of the Board of Marketing and Sponsorship and provide a written report to the Management Committee.





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## **Vice President Facilities and Equipment**

Responsible to: Club Management Committee

Responsibilities and Duties:

- Assist the Vice President of Building to provision new clubhouse and temporary clubhouse
- The role receives assistance from Club Officers: Board and Ski Captain, Gear Steward, IRB Captain
- Oversee maintenance and repair of club equipment
- Premises: building, electrical and plumbing
- Premises access control and security
- Audio visual equipment
- Argo all-terrain vehicle
- Patrol Tent and gear trailers
- Road registered boat and box trailers
- IRB boats and motors
- Rescue boards and ski's
- Patrol marine radios
- Sanitation(Covid-19) equipment and supplies

## **Director of Community Partnerships and Merchandise**

Responsible to: Club Management Committee

Responsibilities and Duties:

- Responsible for the development of Community Partnerships and LRSLSC Sponsorship.
- Shall have been a member of LRSLSC in the season prior to the season in which they will serve.
- Shall be responsible for the development and ongoing relationship management of all organisations and businesses that support or sponsor LRSLSC. This shall cover all members of LRSLSC.
- Shall be responsible for all LRSLSC merchandise and uniforms, and their suppliers.
- Shall be responsible for running the LRSLSC Instagram, Twitter and YouTube accounts.



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### Executive Director 1

Two shall be elected for a two-year term, one of whom must have been on the Management Committee in the preceding season. One shall be elected in an even year and the other in an odd year so that two year ending terms do not coincide.

Responsible to: Club Management Committee

Responsibilities and Duties:

- They shall render advice and assistance to the Management Committee of Sponsorship and Marketing and shall be appointed specific duties as directed by the Coordinator of Marketing and Member Services relating to the management and running of events.
- They may be required by the Board to undertake the duties of another office bearer of the Club on a temporary basis until the position is filled (in the case of resignation or removal from office in accordance with Clause 19.1 and/or 19.2 or the office bearer is unable to resume his/her duties in the case of absence.
- They shall serve on the Board of Directors.

### Executive Director 2 – Chris Lock (2nd Year)

Two shall be elected for a two-year term, one of whom must have been on the Management Committee in the preceding season. One shall be elected in an even year and the other in an odd year so that two year ending terms do not coincide.

Responsible to: Club Management Committee

Responsibilities and Duties:

- They shall render advice and assistance to the Management Committee of Sponsorship and Marketing and shall be appointed specific duties as directed by the Coordinator of Marketing and Member Services relating to the management and running of events.
- They may be required by the Board to undertake the duties of another office bearer of the Club on a temporary basis until the position is filled (in the case of resignation or removal from office in accordance with Clause 19.1 and/or 19.2 or the office bearer is unable to resume his/her duties in the case of absence.
- They shall serve on the Board of Directors.



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## Officers of the Club

After Hours Emergency Contact  
Boat Captain  
Board and Ski Captain  
First Aid Officer  
Functions coordinator  
Gear Steward  
IRB Captain  
IT officer  
Member Protection Information Officers  
Officials Coordinator  
Race Secretary  
Registrar - Junior/Senior  
Shore Master  
Uniform and Merchandise  
Vice Captains