|  |  |  |
| --- | --- | --- |
| **Team** | **Leader** | **Purpose** |
| Facility  | Facility manager | Responsible for the maintenance of the club’s premises. |
| Coaching | Coaching Coordinator | All club coaches are members of this Team, plus external experts as required. Coaches provide a service to junior, seniors and boats, and therefore must liaise with those Teams. The leader must ensure that all adults responsible for children have a current Working with Vulnerable People card and this is recorded in Surfguard. |
| Fundraising and Social | Fundraising and Social Officer | Organises fundraising events, including Quiz Night and responsible for organising social events for the club, including the Annual Celebration and Awards evening  |
| Sponsorship  | Sponsorship Coordinator  | Designing sponsorship packages, seeking sponsors, logging sponsorships details and advertising sponsor’s names.  |
| Gear and Equipment | Gear and Equipment Coordinator | Maintains and organises repairs for club gear and equipment. |
| Grants | Grant Writer | Sources and writes grants for funding and equipment. Support for this role is provided by the Surf Life Saving Australia grant seeking unit.  |
| Junior Activities | Junior Activities Coordinator | Organises the junior program (nippers), including training sessions, proficiencies, education, competition teams, age managers and the maintenance and issuing of craft used by juniors. The leader must ensure that all adults responsible for children have a current Working with Vulnerable People card and this is recorded in our membership management system (Surfguard) |
| Lifesaving | Lifesaving Manager | Responsible for provisioning patrol services. Responsibilities include patrol rostering, first aid, radios, IRB and patrol equipment. The leader must ensure that all adults responsible for children have have a current Working with Vulnerable People card and this is recorded in our membership management system (Surfguard).  |
| Merchandise | Merchandise Officer | Responsible for the purchasing and sales of clothing, completing seasonal stocktake and working with treasurer on itemised listings in SQUARE (our point of sale system).  |
| Registrations | Registrar | Responsible for membership queries and entering and updating of members details on our membership management system (Surfguard). |
| Senior Activities | Senior Activities Coordinator | Organises senior training sessions, competition teams and the maintenance and issuing of craft used by seniors. |
| Special Events | Ocean Swim Coordinator | Work as a team to set dates for ocean swims, submit water safety plans, organise prize money & spot prizes, organize water safety for events, update, online registration forms, organize the event poster and provide notice for timekeepers and helpers prior to events |
| Surf Boat | Boat Captain | Organises boat training sessions and competition teams. |
| Training and Education | Training Officer | Organises training of core awards within the club and liaise with the Southern Region Lifesaving Committee to deliver training of other awards. |
| Archives | Archivist | Recording, storing and presenting the club’s history  |
| Communications | Secretary  | Provides the club’s web site and communication channels for other Teams to communicate with both the club’s membership and the public. |

**Team structures**

|  |  |  |  |
| --- | --- | --- | --- |
| **Lifesaving** | **Junior Activities**  | **Senior Activities** | **Surf Sports** |
| Water safety officer | Age managers | Competition Manager | Competition Manager |
| First aid officer  | Coaches | Coaches | Carnival registrar |
| IRB captain | BBQ Coordinator  | Uniform coordinator | Coaches |
| Gear and Equipment coordinator | Nipper uniform coordinator  | Gear and Equipment coordinator | Gear and Equipment coordinator |
|  | Junior club captains |  |  |

**PRESIDENT**

**ROLE:** The club president is the principal leader of Kingston Beach Surf Lifesaving and has the overall responsibility for the club’s administration

**RESPONSIBLE TO:** Club Executive Committee

**RESPONSIBILITIES:**

* Be well informed on club activities.
* Be aware of the future directions and plans of the club.
* Have a good working knowledge of the club’s constitution, rules and the duties of all office bearers.
* Manage committee and/or executive meetings.
* Manage the annual general meeting.
* Represent the club at branch, state and national levels.
* Be a supportive leader for all club members.
* Ensure the planning and budgeting for the future of the club is carried out in accordance with the wishes of the members.
* Will represent Kingston Beach SLSC when meeting with state and local government parties.

**KNOWLEDGE AND SKILLS REQUIRED:**
Ideally the club president is someone who;

* Has an excellent working knowledge of the Kingston Beach Surf Life Saving Club.
* Possesses a high degree of team leadership skills.
* Must have a current ‘Working with Vulnerable People’ card.

The club president is appointed for a 12-month term and is elected at the AGM.

**VICE- PRESIDENT**

**ROLE:** The club vice president provides a supportive role to the president and the committee.

**RESPONSIBLE TO:** The Club Executive Committee

**RESPONSIBILITIES:**

* Chairing executive / committee meetings in the absence of the club president
* Provide assistance and support to the Club President in the execution of his/her duties

**KNOWLEDGE AND SKILLS REQUIRED**
Ideally the club Vice President is someone who;

* Has an excellent working knowledge of Kingston Beach Surf Life Saving Club
* Possesses a high degree of team leadership skills.
* Is aware of the future direction and plans for the club.
* Has a good working knowledge of the club constitution, policies and duties of all elected office bearers and sub-committees.
* Must have a current Working with Vulnerable People card.

The vice-president is appointed for 12 months.

**SECRETARY**

**ROLE:** The secretary is responsible for the routine administration and record keeping of the club with the exception of financial and member registrations.

**RESPONSIBLE TO:**  Club Executive Committee

**RESPONSIBILITIES:**

* Receive, disseminate and record all correspondence relating to Kingston Beach SLSC c in a timely manner, paying close attention to any closing deadlines.
* Check club post box regularly for club mail
* Respond to all correspondence that is received in club email system
* Circulate relevant information to all members via email, Facebook and club newsletter
* Be responsible for the correspondence of the club committee and sub-committees.
* Prepare regular club newsletters and promote through Surfguard and on social media channels
* Prepare and maintain records of correspondence, agendas, minutes and notices of motions for club meetings.
* Keeper of the club seal and official documents.
* Must submit an annual report to the club on area of management, prior to the Annual General Meeting
* Maintain a correspondence link between Kingston Beach SLSC and Surf Life Saving Tasmania State Office

**KNOWLEDGE AND SKILLS REQUIRED:**
Ideally the Secretary is someone who;

* Is able to organise and delegate tasks.
* Has sound knowledge and/or understanding of club governance.
* Possesses excellent time management skills.
* Has a good working knowledge of the club constitution, policies and duties of all elected office bearers and sub-committees.
* Must have a current Working With Vulnerable People card

 The secretary position is appointed for 12 months

**TREASURER**

**ROLE:** The treasurer has the overall responsibility for the management, recording and reporting of Kingston Beach Surf Life Saving finances.

**RESPONSIBLE TO:** Club Executive Committee

**RESPONSIBILITIES:**

* Ensure all monies are received, banked and receipted appropriately.
* Provide monthly statements of receipts and expenditure for tabling at all executive committee meetings using XERO program.
* Prepare and present regular accounts for approval and payment by the executive committee.
* Manage the clubs point of sale system (SQUARE) and cross check payments and sales.
* Prepare annual financial accounts for auditing and provide the club’s auditor with information as required.
* To be the signatory (with other nominated executive committee members) on club cheques and bank accounts.
* Manage and prepare all financial statements required by the Australian Taxation Office.
* Prepare annually, an income and expenditure statement for the financial year, together with a balance sheet setting out the club’s assets and liabilities for tabling at the Annual General Meeting.
* Manage club investments programs where applicable.
* Ensure that Kingston Beach Surf Life Saving remains compliant under the Incorporation act, 1981.

**KNOWLEDGE AND SKILLS REQUIRED:**
Ideally the Treasurer is someone who;

* Has very good time management skills and is able to keep accurate financial records.
* Is able to adapt to use XERO as the clubs accounting system
* Relevant accounting / bookkeeping skills / experience.
* Possesses knowledge of and/or awareness of state and federal relative legislative requirements.
* Is able to allocate regular time periods to maintain the accounts and associated records.

The treasurer is appointed for 12 months.

**CLUB CAPTAIN**

**ROLE:** Oversight role across all club operations.

**RESPONSIBLE TO:** The Club Executive Committee

**RESPONSIBILITIES:**

* Assist with adherence to club service delivery standards.
* Assist with the discharge of club risk management including safety requirements.
* Assist coaches/age managers with safe running of junior activities.
* Communication to and from the Club Committee.
* Member queries and liaison with other teams.
* Provide a mentor role to the junior club captains.
* Is willing to assist the club in preparing for life saving events such as camps, carnivals and state events.

**KNOWLEDGE AND SKILLS REQUIRED:**

Ideally the Club Captain;

* Is over 18 years old.
* Has a current ‘Working With Vulnerable People’ card.
* Has proven mentoring and team leadership skills.

The Club Captain is appointed for 12 months

**JUNIOR CLUB CAPTAIN**

**ROLE:** To support the club captain and Junior Activities Coordinator in his / her activities and provide a mentoring role to the club youth members.

**RESPONSIBLE TO:** Club captain, JAC and executive committee.

**RESPONSIBILITIES:**

* Provide a mentoring role to the nipper club members (under 15 years).
* Liaise with the youth and nippers coordinators to assist with the running of the nippers activities
* Is willing to assist the club at social events and represent the club at parades and state events
* Provide support at junior carnivals by being team captain

Organise end of season nippers party

The junior club captain (s) are appointed for 12 months.

**TRAINING OFFICER**

**ROLE:** The training officer has the overall responsibility for the coordination and delivery of the club educational training programs.

**RESPONSIBLE TO:** Club Executive Committee and Lifesaving Manager

**RESPONSIBILITIES:**

* Develop and conduct training programs for members to gain patrol awards such as SRC, Bronze Medallion, IRB Crew etc
* Maintain current knowledge of award requirements and up to date training
* Attend monthly Southern regional Lifesaving Committee meetings techniques.
* Ensure that all training courses are logged onto Surfguard and Member Training From Anywhere so paperwork can be organised and sent to KBSLSC
* Encourage all club members to gain life saving skills and obtain further awards
* Promote and assist club trainers in the gaining of training and assessor awards.
* Develop and submit to the committee, a seasonal, calendar training program for various awards.
* Assist club and regional assessors with the annual skills maintenance sessions for all active members
* Review and actively promote youth development and leadership program
* Submitting to the committee / treasurer any financial budgets covering training equipment repair / replacement
* Liaise with the Lifesaving Manager, IRB Captain and First Aid Officer regarding club training requirements / commitments.

**KNOWLEDGE AND SKILLS REQUIRED:**

* Must have a current Bronze Medallion award
* Must have a passion for training and education
* Must possess training and assessor awards that are recognised by SLST.
* Is able to communicate with current and new members on training enquiries
* Must have a current ‘Working with Vulnerable People card
* Possess excellent communication skills.
* Is able to liaise with a variety of age groups, with a primary emphasis on youth.
* Is able to develop, plan and deliver training schedules and programs.

The Training Officer is appointed for 12 months

**CLUB REGISTRAR**

**ROLE:** The registrar is responsible for the recruitment and retention of the club membership and all associated membership records

**RESPONSIBLE TO:** Club Executive Committee, JAC, Lifesaving Manager.

**RESPONSIBILITIES:**

* Maintain records of current list of all club members including categories of membership in the membership management system (Surfguard).
* Respond to membership enquiries on club email system
* Promote membership fees and membership renewals through email and social media channels
* Inform the executive committee of any listed members who have not submitted their membership fees for the season.
* Submit a report to the executive committee meetings and Annual General Meeting.
* Provide assistance to members on membership renewal issues
* Cross check membership payments and registrations in Surfguard with club treasurer
* Is responsible for submitting a budget covering all financial matters associated with registrar duties, to the secretary.

**KNOWLEDGE AND SKILLS REQUIRED:**

* Must have a current Working With Vulnerable People Card
* Have good data entry and record management skills.
* Is knowledgeable of current Tasmanian privacy legislation to comply with the Information Privacy Act 2000 and SLST policy.
* Possesses good interpersonal skills when dealing with the general club membership.

The Club Registrar is appointed for 12 months

**JUNIOR ACTIVITIES COORDINATOR**

**ROLE:** The Junior Activities Coordinator (JAC) is responsible for coordinating all functions associated with the provision of the club nipper activities.

**RESPONSIBLE TO:** President and Executive Committee.

**RESPONSIBILITIES:**

* Develop and chair a nipper sub-committee.
* Coordinate all nipper committee responsibilities and activities
* Liaise regularly with the club captain/lifesaving manager to ensure adequate water safety officers
* Attend nippers sessions regularly including nipper training and competition events.
* Via TEAM APP, social media channels and club newsletter, disseminate information of nipper events to club
 members and nipper parents.
* Actively encourage parent participation in nipper programs (e.g. age managers).
* Liaise with the club registrar to ensure those parents assisting have a current WWVP and are in Surfguard
* Liaise with the club treasurer and secretary regarding all income and expenditure associated with the club nipper program.
* Have regular contact with SLST, re changes / updates to nipper activities.
* Maintain a database of nipper participants in TEAM APP.
* Must submit a report to the secretary for each committee meeting and the annual general meeting.
* Liaise with the secretary for club exposure of the nipper program, in the local media.

**KNOWLEDGE AND SKILLS REQUIRED:**

* + Must have a current Working with Vulnerable People card.
	+ Have effective communication skills when working with children and parents
	+ Team leadership skills.
	+ A passion for working with children and families

The Junior Activities Coordinator is appointed for 12 months

**COMPETITION MANAGER**

**ROLE:** The competition manager has the overall responsibility for the clubs competition programs.

**RESPONSIBLE TO:** Club Executive Committee, JAC and Lifesaving Manager**.**

**RESPONSIBILITIES:**

* Coordination of all functions associated with the provision of club competition services.
* Liaison with the secretary and club captain to ensure club members are informed of club and SLST competition calendars.
* Working with the junior activities coordinator to provide assistance with teams attending nipper’s carnivals.
* Responsible for reviewing and implementing directives / policies provided by SLST and SLSA.
* Has the overall authority and responsibility in ensuring that all competition equipment owned by the club, is maintained and used specifically for competitions.
* Working with the club captain, training officer, youth and nippers coordinators in the provision of competition training delivery.
* Regular communication with SLST, to remain cognisant of current competition rules and regulations.
* Hold regular discussion with registered club officials re competition rule updates / changes.
* Submit an annual report to the secretary for the annual general meeting.

**KNOWLEDGE AND SKILLS REQUIRED:**
The competition manager has;

* Effective communication skills with other club office bearers and parents.
* Must have a current ‘Working With Vulnerable People card.
* Has a thorough understanding of current competition rules and regulations.

 The Competition Manager is appointed for 12 months.

**FIRST AID OFFICER**

**ROLE:** The first aid officer has the overall responsibility for the provision of first aid services within the club.

**RESPONSIBLE TO:** Club Executive Committee Lifesaving Manager.

**RESPONSIBILITIES:**

* Maintaining adequate stocks of SLST / SLSA approved first aid and material in first kits and in first aid cupboards
* Ordering first aid stock through local company and providing invoices to club treasurer
* Maintaining the club first aid room in a clean and orderly manner.
* To ensure that all first aid equipment is cleaned and operational at the time for the annual gear inspection, as per the SLST gear inspection list.
* Ensure that all oxygen regulators are tested and tagged on an annual basis.
* Liaise with the lifesaving manager and patrol captains to ensure that the first aid log is filled for all first aid cases.
* Ensure the security of first aid log details to protect patient details in accordance with the Information Privacy Act and privacy policies of SLST.
* Service and clean all training manikins prior to the season

**KNOWLEDGE AND SKILLS REQUIRED:**

* Must possess a current approved first aid award and ART or, has appropriate qualifications in pre-hospital emergency care. Eg paramedic, remote area nurse
* Must be organised and have time over the season to complete checks and re-stocks
* Must have a current Working With Vulnerable People card

The First Aid Officer is appointed for 12 months.

**IRB CAPTAIN**

**ROLE:** The IRB captain is responsible for the care and maintenance of the club IRBs, trailers and ATV.

**RESPONSIBLE TO:** President and Executive Committee.

**RESPONSIBILITIES:**

* Ensure that all powercraft, trailers, motors and ATV are serviced and correctly equipped for the annual gear inspection and patrol season.
* Ensure that an IRB, trailer and ATV are available all year round in a “rescue ready” state.
* Responsible for the care, maintenance and storage of club powercraft, trailers and ATV throughout the year.
* Liaise with the training officer and lifesaving manager to conduct powercraft training programs for club members.
* Ensure that club members adhere to correct SLSA procedures and regulations governing powercraft at all times.
* Advise President, Lifesaving manager and executive committee of any misconduct on and/or misuse of power craft immediately.
* Ensure that all club IRB drivers and crew are familiar with the club IRB policy and procedures
* Liaise with the Lifesaving Manager to ensure all Powercraft crews and drivers have completed annual skills maintenance
* Ensure correct fuel signage, storage equipment and spills kit are available in the garage area.

**KNOWLEDGE AND SKILLS REQUIRED:**

* Must have a SLSA Bronze Medallion.
* Must possess a current driver’s licence, MAST Boat Licence and SLSA Silver Medallion IRB Drivers award.
* Must have a current ‘Working With Vulnerable People’ card.
* Have a sound knowledge of OH&S regulations governing the storage and handling of powercraft, motors and fuels.

The IRB officer is appointed for 12 months.

**GEAR AND EQUIPMENT COORDINATOR**

**ROLE:** Is responsible for the care and maintenance of all patrol, training and competition equipment excluding specialized equipment. (e.g. 4WD, powercrafts, first aid)

**RESPONSIBLE TO:** President and Executive Committee, JAC, Lifesaving manager

**RESPONSIBILITIES:**

* Maintain, audit and repair training, competition and patrol equipment.
* Present budgets / quotes to executive committee meetings for repair and replacement of equipment.
* Work with and engage the junior club captains and members on patrol equipment care and maintenance.
* Ensure that any equipment purchases abide by SLSA operational procedures policy and surf sports criteria.

Ensure that all patrol equipment is cleaned and prepared for the annual pre season gear inspection.

**KNOWLEDGE AND SKILLS REQUIRED:**

* Must have a current ‘Working With Vulnerable People’ card.
* Must have a good knowledge of current SLSA acceptable equipment policy / operational procedure.

 The Gear Steward is appointed for 12 months

**MEMBER PROTECTION OFFICER**

**ROLE:** Is responsible for the provision of information about a person’s rights, responsibilities and options when an individual is making a complaint or concern

**RESPONSIBLE TO:**

**RESPONSIBILITIES:**

* Provide an impartial approach to any club complaints or grievances
* Provide information regarding the complaints process to members
* Assist with club awards process annually
* Promote ‘Safeguarding with children’ resources with members
* Actively promote all members over the age of 18 to apply and hold a Working with Vulnerable People card

**KNOWLEDGE AND SKILLS REQUIRED:**

* Hold a current Working with Vulnerable People check
* Have great communication skills
* The ability to remain impartial and act in a confidential manner