

Kingston Beach SLSC – Club Roles

CLUB ROLE DESCRIPTIONS

This document outlines the structure, roles, and responsibilities of Kingston Beach Surf Life Saving Club office bearers and operational positions. It is intended to:

- Support members to understand club roles prior to nomination
- Provide clarity on responsibilities across all areas of the club
- Ensure good governance, accountability and safe operations
- Assist in the effective running of the club in line with Surf Life Saving Australia (SLSA) requirements

ELIGIBILITY TO HOLD A ROLE

Any person nominating for a committee or operational role must:

- Be a current financial member of Kingston Beach Surf Life Saving Club
- Hold a valid Registration to Work with Vulnerable People (RWVP) card
- Be willing to comply with all SLSA, Surf Life Saving Tasmania and club policies
- Uphold and model the values and behaviours of Kingston Beach Surf Life Saving Club at all times

TERM OF APPOINTMENT

All club roles are:

- Appointed annually at the Club Annual General Meeting (AGM)
- Held for a 12-month term, unless otherwise determined by the Club Committee or Constitution
- Subject to ongoing compliance with club and SLSA requirements

CHILD SAFETY & MEMBER PROTECTION

Kingston Beach SLSC is committed to providing a safe, inclusive and respectful environment for all members. All role holders are expected to:

- Support child safe practices and safeguarding principles
- Act in accordance with SLSA Member Protection and Child Safe policies
- Maintain confidentiality and appropriate conduct in all club matters

NOMINATIONS

Members are encouraged to consider involvement in club roles that align with their skills, interests and availability.

Club roles are appointed annually at the Kingston Beach Surf Life Saving Club Annual General Meeting (AGM).

This document is intended to support members by providing clear role descriptions to assist with understanding responsibilities prior to nomination.

CONTACT

For further information about roles or nomination processes, please contact the Club Secretary – kingstonbeachslsc@gmail.com.

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CLUB STRUCTURE OVERVIEW

| Area | Roles |
|--|---|
| Governance & Administration | President Vice President Secretary Treasurer Registrar Communications Officer Community and Development Manager Member Complaints Officer Member Protection Information Officer (MPIO) Child Safety Officer Archivist |
| Lifesaving Operations | Lifesaving Manager First Aid Officer IRB Captain Water Safety Coordinator |
| Junior Activities (Nippers) | Junior Activities Coordinator Junior Club Captains |
| Senior Activities & Surf Sports | Senior Activities Coordinator |
| Training & Education | Training Officer |
| Finance, Sponsorship & Grants | Treasurer Sponsorship Coordinator Grants Officer Fundraising and Social Coordinator |
| Equipment, Merchandise & Club Support | Uniform Officer Facility support roles (as required) |

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PRESIDENT

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

RESPONSIBLE TO: Committee and Members

RESPONSIBILITIES:

- Provide leadership and promote a positive, inclusive and member-focused club culture.
- Uphold Surf Life Saving Australia (SLSA), Surf Life Saving Tasmania (SLST) and club policies, ensuring a safe, welcoming and engaging environment for all members.
- Lead the strategic direction, planning and future development of the club.
- Represent the club at state council meetings for Surf Life Saving Tasmania
- Oversee the governance and administration of the club in accordance with the club constitution and relevant policies.
- Chair committee meetings in accordance with the club constitution and by-laws.
- Chair the Annual General Meeting (AGM).
- Maintain a strong understanding of all club activities, operations and committee functions.
- Support and provide guidance to club officers, coordinators and sub-committees.
- Represent Kingston Beach SLSC at local, state and national meetings, events and stakeholder engagements.
- Act as the primary representative of the club when engaging with government, community organisations and external stakeholders.
- Work collaboratively with the Treasurer and Committee to ensure responsible financial planning, budgeting and long-term sustainability of the club.
- Support succession planning and the ongoing development of club leadership and volunteers.
- Ensure the club operates in alignment with its strategic goals, values and member expectations.

KNOWLEDGE AND SKILLS REQUIRED:

Ideally the club president is someone who;

- Has strong leadership, communication and interpersonal skills.
- Possesses a sound understanding of club governance and committee operations.
- Has a good working knowledge of the Kingston Beach Surf Life Saving Club constitution, policies and structure.
- Can work collaboratively with members, volunteers, external stakeholders and governing bodies.
- Demonstrates sound decision-making and problem-solving abilities.
- Has experience leading teams, projects or organisations.
- Possesses an understanding of Surf Life Saving policies, procedures and operational requirements.
- Is approachable, professional and committed to fostering a positive club culture.

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VICE PRESIDENT

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

RESPONSIBLE TO: Club Committee

RESPONSIBILITIES:

- Support the President in the execution of their duties and responsibilities.
- Chair Executive and Committee meetings in the absence of the President.
- Represent the club at State meetings or external engagements when required and in the absence of the President.
- Assist with special projects and delegated responsibilities as requested by the President or Committee.
- Provide input into the strategic direction and future planning of the club.

KNOWLEDGE AND SKILLS REQUIRED

Ideally the club Vice President is someone who;

- Has a strong understanding of the Kingston Beach Surf Life Saving Club operations and structure.
- Possesses leadership and communication skills suitable for working with committees and volunteers.
- Has a good working knowledge of the club constitution, policies and duties of office bearers and sub-committees.
- Can work collaboratively with all stakeholders across the club.
- Understands Surf Life Saving Tasmania and Surf Life Saving Australia policies and frameworks.
- Is supportive of positive club culture and member engagement.

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SECRETARY

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

RESPONSIBLE TO: Club Committee

RESPONSIBILITIES:

- Receive, record, distribute and respond to all governance correspondence in a timely manner, ensuring deadlines are met.
- Maintain accurate records of correspondence, agendas, minutes and notices of motion for Executive and General Meetings.
- Prepare and distribute meeting agendas, minutes and supporting documents for Committee and General Meetings.
- Monitor the club mailbox and ensure club mail is actioned appropriately.
- Submit and complete the annual affiliation form to Surf Life Saving Tasmania.
- Ensure the club's ACNC reporting obligations are completed annually in collaboration with the Treasurer.
- Maintain official club records, including governance documents and correspondence files.
- Support the President with the preparation of the Annual General Meeting, including the annual report.
- Coordinate and submit annual nominations for the Surf Life Saving Tasmania Awards of Excellence.
- Maintain communication links between Kingston Beach SLSC and Surf Life Saving Tasmania State Office.
- Ensure appropriate record keeping and management of official club documentation, including the club seal where applicable.

KNOWLEDGE AND SKILLS REQUIRED:

Ideally the Secretary is someone who;

- Has strong organisational and time management skills.
- Has sound knowledge and/or understanding of club governance.
- Has strong written communication skills and attention to detail.
- Has a good working knowledge of the club constitution, policies and duties of all elected office bearers and sub-committees.
- High level of IT skills including managing Google drive, Gmail, Zoom meetings, etc. (or future approved programs)

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TREASURER

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

RESPONSIBLE TO: Club 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.
- Prepare and present regular accounts for approval and payment by the executive committee.
- Manage the clubs point of sale system (SQUARE and STRIPE) 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 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.

- Collaborate with the Secretary to submit the ACNC annual report.

KNOWLEDGE AND SKILLS REQUIRED:

Ideally the Treasurer is someone who;

- Has 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.

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CLUB REGISTRAR

ROLE: The registrar is responsible for the management of club membership records

RESPONSIBLE TO: Committee, Junior Activities Coordinator and Lifesaving Manager.

RESPONSIBILITIES:

- Maintain record of current list of all club members including categories of membership in the membership management system (Surfguard).
- Informing committee of any new members and transfers in/out of the club via email for approval
- Promoting RWVP requirements and working with the Child Safety Officer to ensure members have completed relevant child safety requirements as per their membership category
- Promote membership fees and membership renewals in collaboration with the Communications Officer
- Inform the committee of any members who have not submitted their membership fees for the season.
- Submit a report to the committee meetings and Annual General Meeting with membership data.
- Help members on membership renewal issues
- Communicate with club treasurer when refunds are needed for memberships
- Be responsible for Ticket to Play and Ticket to Wellbeing vouchers which involves being the contact person with the state government department and redeeming vouchers through the online platform.
- Liaise with Surf Life Saving Tasmania as required over any flagged membership issues.

KNOWLEDGE AND SKILLS REQUIRED:

Ideally the Registrar is someone who;

- 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.

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COMMUNICATIONS OFFICER

ROLE: The Communications Officer is responsible for the management, coordination and dissemination of club communications across all digital, media and communication platforms.

RESPONSIBLE TO: Committee

RESPONSIBILITIES:

- Manage and maintain the club's social media accounts and ensure content is current, engaging and aligned with club values.
- Edit, update and maintain the Kingston Beach SLSC website, ensuring information is accurate and up to date.
- Ensure the clubs branding guidelines are being upheld across the clubs communications
- Manage the login of the club Canva account (graphic design platform) and ensure club logos and branding guidelines are uploaded into the system
- Monitor and respond to general enquiries received through the club email system in a timely manner.
- Disseminate relevant emails and correspondence to the appropriate club officers and committees.
- Organise, maintain and update the club email database and communication distribution lists.
- Communicate important club information to members through the Surfguard email system
- Prepare and distribute regular club newsletters through social media platforms, Surfguard and other communication channels.
- Engage with local media outlets and provide stories, achievements and updates relating to Kingston Beach SLSC activities and events.
- Promote club events, programs, achievements and member activities across all communication channels.
- Construct and manage online data collection forms and communication tools for club events, programs and activities.
- Work collaboratively with club officers and committees to support communication needs across all areas of the club.
- Ensure all club communications maintain a professional standard and positively represent Kingston Beach SLSC.

KNOWLEDGE AND SKILLS REQUIRED:

Ideally the Communications Officer is someone who;

- Has strong written and verbal communication skills.
- Has experience or confidence using social media platforms, websites and digital communication systems.
- Possesses strong organisational and time management skills.
- Is able to work collaboratively with club officers, members and external stakeholders.
- Has the ability to manage multiple communication tasks and deadlines effectively.
- Has sound computer and technology skills, including email systems and online form platforms.
- Has an understanding of media engagement and promotion.

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GENERAL COMMITTEE MEMBER

ROLE: Supports the effective governance, planning and operation of Kingston Beach Surf Life Saving Club by contributing to committee discussions, assisting with club priorities, and supporting activities that benefit members, beach safety and the broader community.

RESPONSIBLE TO: Club Committee

RESPONSIBILITIES:

- Attend committee meetings regularly and actively contribute to discussion, planning and decision-making.
- Support the club's purpose, values, constitution, policies and strategic direction.
- Read meeting papers in advance and make informed, constructive contributions.
- Assist the Executive and portfolio leads to progress actions, projects and events as required.
- Represent the interests of members and promote a positive, inclusive and respectful club culture.
- Help identify opportunities, risks and practical solutions relating to club operations, member experience and community outcomes.
- Maintain confidentiality where required and appropriately manage conflicts of interest.
- Support good governance by acting honestly, responsibly and in the best interests of the club.
- Contribute to club activities outside meetings where possible, including working bees, events, fundraising, member engagement and sub-committees.
- Promote compliance with relevant Surf Life Saving, safety, child and youth safety, and incorporated association requirements.

KNOWLEDGE AND SKILLS REQUIRED:

Ideally, the General Committee Member:

- Demonstrates a commitment to the mission and values of Surf Life Saving.
- Works collaboratively with volunteers, members and stakeholders.
- Demonstrates sound judgement, reliability and a practical approach to problem-solving.
- Communicates respectfully and constructively in meetings and club activities.
- Has an understanding of community organisations, governance or club operations (desirable but not essential).
- Shows initiative and a willingness to contribute beyond committee meetings.

Reporting and Commitment

The General Committee Member is accountable to the Committee and works collaboratively with the President, Executive, team leaders and volunteers. The role is appointed or elected in accordance with the club's constitution and governance processes.

The expected commitment includes:

- Attending monthly committee meetings.
- Completing agreed actions between meetings where required.
- Providing reasonable support to club activities and priorities throughout the season.

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MEMBER COMPLAINTS OFFICER

ROLE: The Member Complaints Officer is responsible for receiving, recording and coordinating the appropriate handling of complaints within the club in accordance with Surf Life Saving Australia (SLSA) policies and procedures.

The role supports fair, timely and confidential complaint management and assists the club to maintain a safe, respectful and inclusive environment. The role operates in accordance with SLSA Complaint Resolution Policy 6.06 and Complaints Handling Guideline 6.06A, as amended from time to time.

The Member Complaints Officer must act impartially and appropriately manage conflicts of interest when undertaking the role.

RESPONSIBLE TO: Club Committee

RESPONSIBILITIES:

- Receive and record formal complaints raised by members or stakeholders in accordance with SLSA Complaint Resolution Policy 6.06.
- Ensure formal complaints are recorded, updated and managed within the relevant SLSA complaint management system in accordance with SLSA policies and procedures.
- Maintain confidential and secure complaint records in accordance with relevant policies and privacy requirements.
- Acknowledge receipt of complaints and provide information regarding available complaint resolution pathways.
- Assess the nature of complaints and determine appropriate referral pathways (e.g. MPIO, Committee, Lifesaving Manager or external authorities where required).
- Maintain confidentiality and ensure complaint information is only shared on a need-to-know basis.
- Support timely and procedurally fair handling of complaints and encourage respectful and constructive outcomes where appropriate.
- Escalate serious, complex or sensitive matters to the appropriate club or external authority in line with policy requirements.
- Maintain accurate and secure records of complaints, actions taken and outcomes.
- Work collaboratively with the Member Protection Information Officer (MPIO) to ensure appropriate guidance and support is available to complainants where required.
- Promote awareness of complaint pathways and respectful behaviour expectations within the club.
- Identify recurring issues or trends and recommend procedural or cultural improvements to the Committee where appropriate.

KNOWLEDGE AND SKILLS REQUIRED:

Ideally the Member Complaints Officer is someone who:

- Has a strong understanding of SLSA Complaint Resolution Policy 6.06 and associated guidelines.
- Understands principles of procedural fairness, confidentiality and natural justice.
- Has good interpersonal and communication skills.
- Is able to remain neutral, calm and objective when dealing with sensitive issues.
- Has strong organisational skills and attention to detail for record keeping.
- Understands when to escalate matters and when to refer to MPIO or external authorities.
- Has awareness of child safeguarding and member protection frameworks.
- Can manage sensitive information in accordance with privacy requirements.

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MEMBER PROTECTION INFORMATION OFFICER

ROLE:

A Member Protection Information Officer (MPIO) provides information about the rights, responsibilities and options available to an individual making a complaint. MPIOs are impartial and do not investigate or mediate complaints. As subject matter experts they can also advise committees, administrators and complaint handlers in Member Protection Regulations and Child Safeguarding Policy to highlight non-compliance or to clarify the correct process during specific situations.

RESPONSIBLE TO: Members

RESPONSIBILITIES:

- Review club processes regularly to ensure safety and welfare of all club members.
- Provide advice regarding options for complaint resolution as outlined in the Complaints Resolution policy.
- Act as an impartial body, being available to all members of the club to provide options available in grievance and complaints resolution.
- Adhere to requirements of confidentiality with regards to notes, emails, meetings and any conversations participated in while holding the role of MPIO.
- Be proactive in matters of member welfare, creating awareness of policies and expectations at both member and executive level.
- Identify any Member Protection Policy non-compliance and raise with the committee.
- Provide advice regarding options for compliant resolution as outlined in the Complaints Resolution policy.
- Act as an impartial body, being available to all members of the club to provide options available in grievance and complaints resolution.
- Be a support person if requested (and willing) during the complaint proceeding, or be able to provide contact details for local support agencies.
- Act as MPIO for members of other SLST clubs, due to conflict of interest, availability or specific skill sets required.

KNOWLEDGE AND SKILLS REQUIRED:

Ideally the Member Protection Information Officer is someone who;

- Has a thorough knowledge of the Member Protection Policy 6.05, Complaint Resolution Policy 6.06 and Complaints Handling Guideline 6.06A
- Possess detailed awareness of Safeguarding and the Child Safe Policies
- Be aware of and adhere to requirements of confidentiality with regards to notes, emails, meetings and any conversations participated in whilst holding the role of MPIO.
- Undertake training for the role as provide by “Play by the Rules” MPIO online course (includes modules Child Protection, Harrassment & Discrimination, Member Protection Information Officer Training).
- Undertake the virtual webinar component run by Morgan Lander Advisory or the Office of Sport, to be accredited
- Have the ability to respond appropriately to members requiring support, using conversational skills to create a supportive environment and develop rapport
- Demonstrates self-awareness regarding their own limitations and when to escalate matters appropriately.
- Understands reporting, recording and documentation requirements for sensitive information in accordance with privacy legislation.
- Understands the boundaries of confidentiality, including when information must be escalated or disclosed under policy.

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CHILD SAFETY OFFICER

ROLE: The Child Safety Officer is responsible for promoting awareness of the child safeguarding principles and child safe policies so all members understand their obligations to protect children and young people. Ensuring compliance with current legislation and SLSA policies.

RESPONSIBLE TO: Committee and Members

RESPONSIBILITIES:

- Proactively promote SLSA Child Safe Policy 6.04 within the club.
- Review and advise the club on best practice in relation to child safety and SLSA/key stakeholder activities, events and training.
- Monitor and promote the completion of the child safe awareness training.
- Address any identified non-compliances within the SLSA Child Safe Policy.
- Encourage and enable reporting of child-related incidents and concerns.
- Ensure all members over the age of 16 have provided their WVP details.
- Validate members over the age of 16 WVP details with CBOS.
- Monitor CBOS for any updates to a member's WVP status.
- Be the single point of contact at a club level for all child safe information.
- Represent the club at the Child Safeguarding SLST Community of Practice.

KNOWLEDGE AND SKILLS REQUIRED:

Ideally the Child Safety Officer is someone who:

- Has a strong understanding of SLSA Child Safe Policy 6.04 and Child Safe Commitment Policy 6.04A, including Code of Conduct and reporting requirements.
- Has good interpersonal and communication skills.
- Can manage sensitive information with confidentiality and discretion.
- Has a strong awareness of child safeguarding principles and obligations.
- Is able to respond appropriately to concerns and escalate issues in line with policy and procedure.

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COMMUNITY AND DEVELOPMENT MANAGER

ROLE: The Community and Development Manager is responsible for overseeing the Club's community engagement and development programs, with a focus on governance, risk management, stakeholder engagement, and program quality. The role supports program leaders to deliver safe, inclusive and high-quality experiences for both community participants and club members.

RESPONSIBLE TO: Club Committee

RESPONSIBILITIES:

- Provide guidance and support to leaders responsible for community programs and events.
- Support the delivery of high-quality outcomes for both community participants and club members involved in program delivery.
- Provide regular reports to the Club Committee on activities, outcomes and developments within the community and development portfolio.
- Support the collection and documentation of evidence demonstrating program impact and participation outcomes.
- Liaise with relevant internal and external stakeholders to support effective program delivery.
- Maintain an overarching awareness of the Club's community presence, reputation and engagement activities.
- Assist in ensuring community programs align with club governance, risk management and safeguarding requirements.

KNOWLEDGE AND SKILLS REQUIRED:

Ideally the Community and Development Manager is someone who:

- Has a strong understanding of Kingston Beach Surf Life Saving Club and the needs of the wider community it serves.
- Possesses strong leadership, mentoring and stakeholder engagement skills.
- Has the ability to build and maintain networks that support community program delivery.
- Has good organisational and reporting skills, including the ability to summarise program outcomes and impact.
- Demonstrates sound judgement in relation to risk, governance and community engagement.

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CLUB CAPTAIN

ROLE: The Club Captain provides club-wide leadership, mentoring and member engagement across all areas of Kingston Beach Surf Life Saving Club, with a focus on culture, participation and member development.

RESPONSIBLE TO: Club Committee

RESPONSIBILITIES:

- Provide leadership in promoting a positive, inclusive and supportive club culture across all areas of the club. Act as a senior mentor to Junior Club Captains and other youth leadership roles. Support member engagement across junior, senior and surf sports activities.
- Assist in the coordination and preparation of the club for major events including carnivals, camps and state competitions.
- Represent the club at official functions and events as required.
- Act as a visible ambassador for the club and promote positive member behaviour and values.
- Work collaboratively with the Lifesaving Manager, Junior Activities Coordinator and Senior Activities Coordinator to support member participation and development.

KNOWLEDGE AND SKILLS REQUIRED:

Ideally the Club Captain;

- Has strong leadership and mentoring skills across a broad range of age groups.
- Has a sound understanding of all areas of club operations.
- Is able to build positive relationships with members, particularly youth and emerging leaders.
- Demonstrates strong communication and interpersonal skills.
- Has a commitment to fostering a positive and inclusive club culture.
- Is respected within the club and leads by example in promoting positive member behaviour, engagement and club values.

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LIFESAVING MANAGER

ROLE: Oversees lifesaving activities, including patrol administration, emergency response teams and equipment maintenance. Collaborates with club members and provides support to patrol captains.

RESPONSIBLE TO: Club Committee

RESPONSIBILITIES:

- Oversee and manage all lifesaving activities to ensure they are conducted safely, effectively and in accordance with SLSA and Surf Life Saving Tasmania requirements.
- Ensure the Club meets all lifesaving obligations and operational requirements appropriate to local beach conditions and community needs.
- Endorse and manage the Club's Lifesaving Agreement requirements through Surf Life Saving Tasmania.
- Act as the primary contact for lifesaving operational matters within the Club.
- Coordinate patrol teams and develop seasonal patrol rosters through SurfGuard.
- Communicate regularly with patrolling members regarding patrol expectations, operational updates, policy changes and club requirements.
- Coordinate and support Patrol Captains, First Aid Officers, IRB Captains, Emergency Response Teams and other operational personnel.
- Prepare and facilitate Patrol Captains meetings, briefings and operational documentation.
- Support and develop Patrol Captains to promote strong leadership and effective patrol operations.
- Ensure all patrolling members hold appropriate qualifications and maintain proficiency in required awards.
- Ensure adequate opportunities are provided for members to complete annual skills maintenance requirements.
- Ensure patrol hours are accurately maintained in SurfGuard.
- Ensure active patrolling members have access to required patrol uniforms and operational apparel in accordance with Surf Life Saving guidelines.
- Monitor lifesaving operations to ensure activities are conducted safely, responsibly and with integrity.
- Assess operational risks and work collaboratively with relevant club officers to develop risk mitigation strategies.
- Conduct end-of-season reviews, including member feedback and operational evaluations.
- Identify lifesaving equipment and resource requirements, including submissions and acquittals under the Beach Safety and Equipment Fund (BSEF).
- Represent the Club at regional and state lifesaving meetings and operational forums as required.
- Provide reports to the Committee and contribute to the Club Annual Report.

KNOWLEDGE AND SKILLS REQUIRED:

- Hold a high understanding of the club activities and duties
- Good understanding of Lifesaving practices and operations
- Effective communicator with good interpersonal skills
- Effective report writing skills
- Have a thorough understanding of the lifesaving activities, the lifesaving agreement and Surf Life Saving Tasmania requirements

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IRB CAPTAIN

ROLE: The IRB captain/s is responsible for the care and maintenance of the club IRBs, trailers and ATV and IRB storage facilities.

RESPONSIBLE TO: Club Committee

RESPONSIBILITIES:

- Ensure that all power craft, 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. Report and tag out any equipment that is damaged or out of service, arrange repairs.
- Liaise with the training officer and lifesaving manager to provide power craft training programs for club members and complete storage facilities inductions.
- Ensure that club members adhere to correct SLSA procedures and regulations governing power craft at all times.
- Advise President, Lifesaving manager and committee of any misconduct on and/or misuse of power craft immediately via a written report.
- Stay up to date with and ensure that all IRB drivers and crew are familiar with the club IRB policy, procedures and SLSA/SLST bulletins.
- Liaise with the Lifesaving Manager to ensure all Power craft crews and drivers have completed annual skills maintenance.
- Ensure correct fuel signage, storage equipment and spills kit are available in the garage area.
- Assess the capacity to provide equipment to training programs and events throughout the state, when requested.

KNOWLEDGE AND SKILLS REQUIRED:

- Has strong knowledge of IRB operations, maintenance and safety requirements.
- Holds (or is willing to maintain) relevant IRB qualifications such as Silver Medallion IRB Driver.
- Has a good understanding of WHS requirements relating to power craft, fuel and storage.
- Demonstrates strong organisational and practical maintenance skills.
- Has strong communication skills and ability to work with patrol teams and training staff.
- Is responsible, safety focused and detail-oriented in managing high-risk equipment.

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FIRST AID OFFICER

ROLE: The first aid officer has the overall responsibility for managing the club's first aid and medical equipment.

RESPONSIBLE TO: Club Committee and Lifesaving Manager

RESPONSIBILITIES:

- Maintain adequate stocks of SLST/SLSA approved first aid supplies across all kits and first aid storage areas.
- Order first aid supplies as required and provide invoices to the Treasurer for processing.
- Maintain the club first aid room in a clean, safe and orderly condition.
- Ensure all first aid equipment is checked, cleaned and operational prior to the annual gear inspection in accordance with SLST requirements.
- Monitor and manage expiry dates of first aid supplies and equipment, ensuring timely replacement.
- Ensure oxygen equipment and regulators are tested and tagged annually in line with relevant requirements.
- Maintain appropriate PPE stock levels and liaise with the Lifesaving Manager and Training Officer regarding club requirements.
- Ensure out-of-date or expired equipment is safely managed and, where appropriate, used for training purposes.
- Liaise with the training officer to service, test and clean training manikins prior to the start of each season.
- Maintain awareness of relevant regulations relating to storage, handling and supply of first aid materials and medical consumables used within Surf Life Saving operations.

KNOWLEDGE AND SKILLS REQUIRED:

Ideally the First Aid Officer is someone who:

- Holds a current approved First Aid and Advanced Resuscitation Techniques (ART) qualification.
- Has a sound understanding of first aid equipment requirements within a Surf Life Saving environment.
- Is organised and able to manage stock levels and seasonal preparation tasks.
- Has attention to detail, particularly around expiry dates and compliance requirements.
- Can work collaboratively with the Lifesaving Manager and Training Officer.

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WATER SAFETY COORDINATOR

ROLE: The Water Safety Coordinator is responsible for coordinating water safety services for community groups, external bookings and club-supported events requiring lifeguard or water safety coverage.

RESPONSIBLE TO: Club Committee and Lifesaving Manager.

- Maintain and update the club's water safety/lifeguard booking forms and associated online information.
- Liaise with external organisations and contacts booking lifeguard and water safety services.
- Coordinate availability of suitably qualified members to provide water safety services.
- Create and submit special event applications for external programs requiring water safety, in consultation with the Committee and SLST requirements.
- Communicate water safety requirements, including Surf Risk Rating requirements, ratios, briefing notes and operational expectations to all involved personnel.
- Ensure appropriate equipment is available and prepared for each water safety deployment.
- Arrange invoicing for water safety services and submit to the Treasurer in a timely manner.
- Maintain clear records of bookings, deployments and service delivery.
- Recognise and support volunteers appropriately, including coordination of thank-you gifts or acknowledgements where required.

KNOWLEDGE AND SKILLS REQUIRED:

Ideally the Water Safety Coordinator is someone who:

- Has a good understanding of surf lifesaving water safety and lifeguarding practices.
- Possesses strong organisational and coordination skills.
- Has effective communication skills when working with members, clubs and external organisations.
- Can manage rostering and availability of qualified personnel.
- Is familiar with SLSA/SLST water safety requirements and standards.

Kingston Beach SLSC – Club Roles

TRAINING OFFICER

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

RESPONSIBLE TO: Committee and Lifesaving Manager

RESPONSIBILITIES:

- Develop, coordinate and deliver training programs for members to gain lifesaving awards such as SRC, Bronze Medallion, IRB Crew and other operational qualifications.
- Promote positive club culture, uphold SLSA policies, and ensure training sessions are safe, inclusive, welcoming and effectively delivered.
- Encourage members to develop lifesaving skills and pursue further training and development opportunities.
- Maintain current knowledge of SLSA award requirements, training frameworks and assessment standards.
- Attend state and regional training, education and assessor development opportunities, workshops and meetings as required.
- Promote inclusive and accessible participation pathways within training and education programs.
- Coordinate course enrolments, assessments and candidate documentation through SurfGuard.
- Ensure all training courses are correctly logged in SurfGuard and all required documentation is submitted to Surf Life Saving Tasmania within required timeframes.
- Organise and distribute learning materials, assessment portfolios and course resources.
- Maintain accurate records of candidate attendance, progress and award completion requirements.
- Support and encourage club trainers and assessors to gain additional qualifications, participate in upskilling opportunities and engage in skills moderation activities.
- Assist with the coordination and delivery of annual skills maintenance sessions for active members in collaboration with club and regional assessors.
- Liaise with the Lifesaving Manager, IRB Captain and First Aid Officer regarding training requirements, operational needs and member development pathways.
- Submit recommendations and budget requirements relating to training equipment maintenance, repair and replacement to the Committee and Treasurer.

KNOWLEDGE AND SKILLS REQUIRED:

Ideally the Training Officer is someone who:

- Must have a passion for training and education
- Knowledge of current training, award structure, training and assessing requirements
- Can communicate with current and new members on training enquiries
- Possess excellent communication skills.
- Can liaise with a variety of age groups, with a primary emphasis on youth.
- Can develop, plan and deliver training schedules and programs.

Kingston Beach SLSC – Club Roles

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: Committee

RESPONSIBILITIES:

- Develop, coordinate and oversee the delivery of the Junior Activities (Nippers) program.
- Chair the Junior Activities sub-committee and coordinate its activities throughout the season.
- Liaise with the Lifesaving Manager to ensure appropriate water safety and support is in place for all junior activities.
- Work with the Training Officer to support development opportunities for junior members, parents and guardians.
- Oversee and attend junior sessions, training and carnival events to ensure effective program delivery.
- Communicate all junior program information, events and updates to families via approved communication platforms (e.g. TeamApp).
- Prepare and distribute regular junior program communications, including newsletters and seasonal updates.
- Encourage and support parent and volunteer participation, including recruitment of Age Managers and support roles.
- Liaise with the Registrar to ensure all parent volunteers meet Working With Vulnerable People (WWVP) requirements and are correctly recorded in SurfGuard.
- Work with the Treasurer and Secretary regarding budgeting, income and expenditure for junior program activities.
- Maintain accurate records of junior participants and program participation in relevant systems (e.g. SLS Hub / Nipper App).
- Maintain regular communication with Surf Life Saving Tasmania regarding junior program requirements, updates and compliance.
- Provide reports to Committee meetings and the Annual General Meeting.
- Liaise with the Communications Officer to promote the junior program across club communication channels.
- Coordinate junior participation in Nipper carnivals and junior competition events
- Support the organisation of junior teams attending carnivals, including entry coordination and logistics
- Ensure junior members and families are informed of relevant competition opportunities, calendars and event requirements

KNOWLEDGE AND SKILLS REQUIRED:

Ideally the Junior Activities Coordinator is someone who:

- Has strong leadership and organisational skills.
- Demonstrates effective communication skills with children, parents and volunteers.
- Has the ability to coordinate multiple activities and stakeholders.
- Is committed to child safe practices and positive youth development.
- Has a good understanding of Surf Life Saving junior programs and pathways.
- Is approachable, inclusive and able to build positive relationships within the club.
- Can plan and manage seasonal programs effectively.

Kingston Beach SLSC – Club Roles

JUNIOR CLUB CAPTAIN

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

RESPONSIBLE TO: Junior Activities Coordinator and Club Committee

RESPONSIBILITIES:

- Act as a positive role model for junior members and nipper participants.
- Encourage participation, inclusion and positive behaviour at junior club activities.
- Support and motivate fellow junior members during training sessions, carnivals and club events.
- Assist in welcoming and engaging new junior members into the club.
- Promote club values of respect, teamwork and sportsmanship.
- Represent the junior group at selected club events and activities when appropriate.
- Assist with junior social activities such as end-of-season celebrations.

KNOWLEDGE AND SKILLS REQUIRED:

Ideally the Junior Club Captain is someone who:

- Has a positive attitude and enjoys being involved in the club.
- Leads by example in behaviour, effort and attitude.
- Is confident engaging with peers in a supportive and respectful way.
- Understands and promotes the values of Surf Life Saving.
- Works well in a team environment.
- Is enthusiastic about helping others feel included in the club.

Kingston Beach SLSC – Club Roles

SENIOR ACTIVITIES COORDINATOR

ROLE: The Senior Activities Coordinator is responsible for coordinating and supporting all senior club activities, including surf sports, training participation, social engagement and member development pathways for senior members.

RESPONSIBLE TO: Club Committee

RESPONSIBILITIES:

- Coordinate and support all senior club activities, including surf sports, training and social engagement opportunities.
- Work with coaches to support senior member development, training opportunities and participation pathways.
- Liaise with the Club Captain and Communications Officer to ensure senior members are informed of club activities, events and competition calendars.
- Support coordination of senior teams for surf sports events, carnivals and championships.
- Maintain communication with Surf Life Saving Tasmania (SLST) regarding relevant competition rules, updates and senior program requirements.
- Work collaboratively with the Lifesaving Manager, Training Officer and club coaches to support senior member development and engagement.
- Encourage participation in both competitive and non-competitive club activities.
- Support the development of officials, coaches and mentors within the senior membership group.
- Assist with coordination of club representation at senior events and club activities.
- Promote positive club culture, participation and retention of senior members.
- Provide reports on senior activities and participation to Committee meetings and the Annual General Meeting.

KNOWLEDGE AND SKILLS REQUIRED:

Ideally the Senior Activities Coordinator is someone who:

- Has a strong understanding of senior surf lifesaving activities, including surf sports and club participation pathways.
- Demonstrates strong leadership and coordination skills.
- Has effective communication skills with athletes, coaches and volunteers.
- Has a good understanding of Surf Life Saving Australia (SLSA) and SLST structures and opportunities.
- Can support both competitive and non-competitive member engagement.
- Has good organisational and planning skills.
- Can work collaboratively across multiple areas of the club.

Kingston Beach SLSC – Club Roles

UNIFORM OFFICER

ROLE: The Uniform Officer is responsible for the coordination, management and distribution of club uniforms, apparel and merchandise for Kingston Beach SLSC members.

RESPONSIBLE TO: Committee

RESPONSIBILITIES:

- Coordinate and manage all club uniform and merchandise orders throughout the season.
- Maintain accurate records of club uniform stock, sizing and purchases through the point of sale system (SQUARE)
- Organise and conduct uniform fitting and collection days for members.
- Liaise with suppliers regarding uniform orders, stock availability, pricing and delivery timelines.
- Monitor and maintain stock levels of uniforms and club merchandise and arrange reordering when required.
- Manage the storage and organisation of all club uniform and merchandise stock.
- Provide clear communication to members regarding ordering processes, collection times and uniform requirements.
- Work collaboratively with the Treasurer regarding payments, invoicing and financial records associated with uniform sales.
- Assist with the promotion of club merchandise and apparel through club communication channels and at club events.
- Ensure all uniforms and apparel align with Surf Life Saving Australia and Kingston Beach SLSC branding requirements.
- Prepare reports on uniform stock and sales as requested by the Committee.

KNOWLEDGE AND SKILLS REQUIRED:

Ideally the Uniform Officer is someone who;

- Has strong organisational and record keeping skills.
- Possesses good communication and customer service skills.
- Is able to manage stock, orders and timelines effectively.
- Has basic computer and administration skills
- Is approachable and able to work collaboratively with members, suppliers and club officers.
- Can work independently and efficiently during busy periods throughout the season.

Kingston Beach SLSC – Club Roles

GRANTS OFFICER

ROLE: The Grants Officer is responsible for identifying, coordinating and managing grant opportunities that support the development, sustainability and growth of Kingston Beach SLSC.

RESPONSIBLE TO: Committee

RESPONSIBILITIES:

- Liaise closely with the Surf Life Saving Grant Seeking Unit (GSU) who provide grant writers to the club and support grant seeking process
- Research and identify relevant local, state and national grant opportunities that align with the needs and strategic goals of Kingston Beach SLSC.
- Coordinate and prepare grant applications with the GSU on behalf of the club in collaboration with relevant club officers and committees.
- Maintain a calendar of grant opportunities, submission deadlines and reporting requirements.
- Work closely with the Committee to identify priority projects, equipment, programs and facility upgrades suitable for grant funding.
- Collect supporting information, quotes, budgets, letters of support and required documentation for grant submissions and then provide to GSU for the grant writing process
- When needed, liaise with Surf Life Saving Tasmania, local councils, community organisations and funding bodies regarding grant opportunities and applications.
- Monitor the progress and outcomes of submitted grant applications and communicate updates to the Committee.
- Ensure all successful grant acquittals, reports and funding obligations are completed accurately and within required timeframes.
- Maintain accurate records of grant applications, funding received and project outcomes.
- Work closely with the Communications Officer to promote successful grant outcomes and funded projects through club the communication channels and local media where appropriate.
- Support club officers and sub-committees in understanding funding opportunities available to their areas of management.

KNOWLEDGE AND SKILLS REQUIRED:

Ideally the Grants Officer is someone who;

- Has strong written communication and administration skills.
- Has good organisational and time management abilities.
- Can interpret grant guidelines and funding criteria accurately.
- Has attention to detail and the ability to meet strict deadlines.
- Can work collaboratively with committee members and external organisations.
- Has basic budgeting and project planning understanding.
- Is proactive and motivated to support club growth through external funding opportunities.

Kingston Beach SLSC – Club Roles

SPONSORSHIP COORDINATOR

ROLE: The Sponsorship Coordinator is responsible for developing, managing and maintaining sponsorship partnerships that support the ongoing growth and sustainability of Kingston Beach SLSC.

RESPONSIBLE TO: Committee

RESPONSIBILITIES:

- Identify and pursue sponsorship opportunities with local businesses, organisations and community partners.
- Develop and maintain positive relationships with existing and potential sponsors of Kingston Beach SLSC.
- Coordinate sponsorship proposals, agreements and partnership packages in collaboration with the Committee.
- Ensure sponsors receive agreed benefits, recognition and promotional opportunities throughout the season.
- Work closely with the Communications Officer to promote sponsors across club communication channels including social media, newsletters, website content and club events.
- Maintain accurate records of sponsorship agreements, contact details, contributions and renewal dates.
- Coordinate sponsor signage, acknowledgements and branding opportunities at the clubhouse, events and club activities.
- Liaise with sponsors regarding club events, presentations and promotional opportunities.
- Seek opportunities to increase sponsor engagement and long-term partnerships with the club.
- Provide regular updates to the Committee regarding sponsorship activities and partnership outcomes.
- Assist with fundraising initiatives and community engagement opportunities where required.
- Ensure sponsorship activities align with Surf Life Saving Australia policies, branding guidelines and club values.

KNOWLEDGE AND SKILLS REQUIRED:

Ideally the Sponsorship Coordinator is someone who;

- Has strong communication and relationship-building skills.
- Possesses confidence in networking and engaging with businesses and community organisations.
- Has good organisational and administration skills.
- Can work collaboratively with club officers, members and external stakeholders.
- Has an understanding of marketing, promotion and community engagement.
- Is proactive, motivated and able to identify partnership opportunities.
- Possesses sound time management and attention to detail.