

Club Management Committee positions & descriptions

President

The President is the key leadership position that provides the Club with strategic direction and supervises the functions and activities of the Club. They are the official representative and spokesperson of the Club. The President chairs all Committee meetings and General meetings and is an ex-officio member of all Sub-Committees. The President maintains the ethical standards of the Club. The President leads the fundraising activities of the Club and consults with key agencies such as Council and relevant State Departments and SLSC NSW as required. The President chairs the Governance Sub-Committee.

Vice President

The Vice President supports the President in all their duties at all times and in absence of the President, represents the Club and carry out the President duties. The Vice-President chairs the Life Membership Sub-Committee.

Secretary

The Secretary is responsible for recording the minutes of all meetings and ensures that all records of the club are properly kept. The Secretary issues notices of meetings and conducts the Club's correspondence. The Secretary is responsible for preparing the Annual Report. The Secretary is entitled to attend all sub-committee meetings of the Club. The Secretary chairs the Building Sub-Committee.

Treasurer

The Treasurer is responsible for the Club's overall budget strategy. The Treasurer is responsible for all monies and keeps all records and/or books relevant to the financial position of the Club. The Treasurer keeps an inventory of all Club property. The Treasurer chairs the Finance Sub-Committee.

Club Captain

The Club Captain is responsible for organising the Patrol Roster, liaising with SLS NSW re patrol requirements and is responsible for the general conduct of the members when associated with patrol duties. The Club Captain works with the Chief Training Officer to ensure proficiency of all club members. The Club Captain has responsibility for organising the Club Swim and works with the Competition Manager to improve the quantity and quality of competitors of all age divisions. The Club Captain is responsible for the care and maintenance of all the assets of the Club. The Club Captain chairs the Awards Sub-Committee.

Port Macquarie Surf Life Saving Club Inc

Chief Training Officer

The Chief Training Officer is responsible for the implementation of the Club's Training Strategy and coordinates the Club's training programs. The Chief Training Officer provides accurate records of training to the Club's registrar and maintains equipment and resources designated for training purposes.

Chair of Junior Activities Committee

The Chair of the Junior Activities Committee is the key leadership role for the development of the Club's Nippers. They are the Chair of the Junior Activities Committee and are responsible for all activities involving Nippers. The Chairperson must ensure Nippers and members of the Junior Activities Sub-Committee are aware of their duties as defined and that they are carried out in accordance with the Club rules, as well as the Junior Activities Sub-Committee by-laws.

Regulatory & Legislation Officer

The Regulatory and Legislation Officer enforces the Child Protection policy of the Club and SLS NSW and ensures compliance with OHS legislation and Workcover regulations; liquor licensing requirements; Association Legislation as well as any other compliance requirements that are imposed by SLS NSW; Governments or the Committee. They are the Chair of the Judiciary sub-committee.

Competition Manager

The Competitions Manager is responsible for improving the quality and quantity of coaching staff and officials within the Club and for improving the skills of all competing members. The Competitions Managers is responsible for implementing strategies to encourage active members to participate in competition. The Competitions Managers coordinates the Club's entry in competitions including the provision of information about competitions to active members, selection of senior, open and masters competition teams, submission of entries for competitors and officials and transportation of equipment.

Gear & Maintenance Officer

The Gear and Maintenance Officer is responsible for the care, repair and maintenance of all Club equipment and maintain a Register of Club assets. The Officer is responsible for promptly reporting to Council any building matters and is responsible for all grant applications for gear and building maintenance.

Events & Publicity Officer

The Events and Publicity Officer organises the annual Presentation/Awards night and liaises with the Competitions Manager to promote Club competitions. The Officer provides the media information to promote the Club and is responsible for distributing the "Club News".

JUNIOR ACTIVITIES SUB-COMMITTEE POSITIONS AND RESPONSIBILITIES

Chair of the Junior Activities Sub-Committee

The Chair of the Junior Activities Committee is the key leadership role for the development of the Club's Nippers. They are the Chair of the Junior Activities Committee and are responsible for all activities involving Nippers. The Chairperson must ensure Nippers and members of the Junior Activities Sub-Committee are aware of their duties as defined and that they are carried out in accordance with the Club rules, as well as the Junior Activities Sub-Committee by-laws.

Deputy Chair (x2)

The Deputy Chair(s) support the Chair of the JASC and in the absence of the Chair, represent the Club and carry out their duties.

Secretary

The Secretary is responsible for the general administration of the JASC. They issue notice of meetings of the JASC as required and take minutes of all general meetings of the JASC and provide a copy of the minutes, attendees and resolutions to the Club Secretary in a timely manner. They coordinate input for "Nipper Mail" and coordinate the annual review of the Junior Member Handbook and JASC Standard Operating Procedures.

Treasurer

The Treasurer develops a Budget with the JASC and presents it to the Club Finance Sub-Committee and is responsible for the implementation and management of the JASC Budget throughout the year as well as the JASC Bank Account. They must keep a record of receipts and expenditure and receive and bank all funds and issue receipts for monies received. They must pay such accounts in a timely manner. They provide a financial report at the regular meeting of the JASC and assist the Club Treasurer to prepare the Annual Financial Statement. They are a member of the Finance Sub-Committee and makes recommendations to the Finance Sub-committee regarding purchase of items for junior activities that are not within the agreed budget.

Gear Steward

The Gear Steward (Junior) supports and work with the Club's Gear and Maintenance Officer as required and is responsible for the maintenance, upkeep and distribution of the gear and equipment in the possession of the JASC. They work closely with the JASC Treasurer to develop a priority listing for purchase, sale and repair of equipment and coordinate the availability of competition equipment and transport of that equipment to and from competition.

Beach Superintendent

The Beach Superintendent has control of beach activities and conduct on the beach and other Beach Officials shall follow his directions and instruction.

Age Group Manager Representative/Coordinator

The Age Group Manager Representative/Coordinator disseminates information to Age-Group Managers about JASC decisions relating to Age-Group Managers and brings issues raised by Age-Group Managers to the JASC for discussion and decision. They are responsible for briefing Age-Group Managers at training days and carnivals, and are responsible for ensuring that all age-groups at training days and carnivals have an Age-Group Manager. They work with the JASC and Head Coach to develop and implement the JASC's training strategy.

Competition Manager

The Competition Manager (Junior) supports and work with the Club's Competition Manager as required and is responsible for disseminating information about junior competitions, including entry details. They coordinate selection of junior teams, submit and record all entries for junior carnivals, and if necessary, travel and accommodation associated with competition. They submit competitions entries, including names of officials, for all Surf Life Saving events being entered by junior members and attend junior carnivals, or organise a delegate, to assist in the Club participating in the junior competition. They record results and pass any junior competitions results to the Publicity Officer as soon as possible post-event.