

## SECTION 4: DUTIES OF DIRECTORS AND OTHERS

Tweed Heads & Coolangatta SLSC Membership Policy Manual provides for Role Descriptions for all Officer Positions (both elected and prescribed in the Constitution, By-Laws and those appointed and not formally prescribed). Full Role Descriptions of all elected Directors and Officers of the Club are set out in the Club Membership Policy Manual. Primary accountabilities for all Officers are included below.

### 4.1 CLUB BOARD OF MANAGEMENT

#### 4.1.1 THE PRESIDENT shall:

- a) be the nominal head of the Club and shall be a member ex-officio of all Committees;
- b) be chairperson of the Club and Club Board of Management;
- c) preside at all meetings of the Club and shall exercise his authority by generally supervising the affairs of the Club in conjunction with the Club Board of Management;
- d) when presiding at a meeting, have a deliberative and a casting vote;
- e) have unlimited authority on every question of order, only to what is equitable and just in the circumstances;
- f) attend each Branch Council meeting, being the Club's representative on the Branch Council;
- g) where required, be responsible for the discipline of all Members in all matters in general;
- h) represent the Club at major award presentations throughout the season;
- i) facilitate all matters relating to conflict, grievances, harassment, equity and the like of any Club members.

#### 4.1.2 THE DEPUTY PRESIDENT shall:

- a) assist the President and shall deputise for him in his absence and shall carry out special assignments as directed by the President.

#### 4.1.3 DIRECTOR OF SURF LIFE SAVING shall:

- a) be chairperson of the Surf Life Saving Committee;
- b) ensure all rostered patrols are conducted in accordance with Association Manuals, policies and procedures;
- c) be responsible for the conduct and discipline of all Active Members in all Club matters, and the general education of Members in Surf Life Saving;
- d) arrange patrols and conferences with Patrol Captains & Chief Training Officer during the season to discuss suggestions and observations made he or she, or them regarding the general efficiency of the Club in Surf Life Saving;
- e) have the power to refuse the use of Club lifesaving gear or property to any person;
- f) call upon any members to perform such duties as he deems necessary in the interests of the Club;
- g) be an ex-officio member of Sub-Committees associated with his Lifesaving duties;
- h) in consultation with the Branch or SLSQ Grievance Officer, be responsible for the discipline of all patrolling Members in respect of all lifesaving matters;
- i) liaise and coordinate with the Chief Training Officer the requirement to have addition award holders trained for any short fall in patrol teams to meet the required Club's Patrol Agreement to SLSQ;
- j) attend and represent the Club at all Branch or SLSQ Life Saving Meetings;

- k) be the Club's representative on the Branch Life Saving Committee.

**4.1.4 THE SECRETARY shall:**

- a) be chairperson of the Membership Services Committee;
- b) keep a register of all Members and an up-to-date record of their addresses, and shall file all Application Forms whether or not the nominees have been accepted;
- c) forward notices of all meetings and the business to be transacted thereat to Members in accordance with the By-Laws;
- d) record and keep Minutes of all Annual General, General, Special General, Club Board of Management, Meetings;
- e) conduct the correspondence of the Club and be responsible for the custody of all documents and instruments of Incorporation belonging to the Club and for the disposition thereof;
- f) be responsible for the drafting of the Annual report to be submitted to the Club Board of Management for approval before printing and circulation to all Members at least seven (7) days prior to the Annual General Meeting;
- g) carry out all duties arising from decisions of Annual, Special, General and/or Committee Meetings;
- h) be responsible for any investigation of the conduct and discipline of all Members in all matters in general;
- i) respond to all requests for Membership category changes or requests;
- j) be responsible for the Club's Surfguard data entry accuracy and reporting;
- k) coordinate membership growth and youth development in the Club;
- l) oversee the management of content on the club's Website, Publicity Media, Facebook, Instagram and Social Media.

**4.1.5 DIRECTOR OF FINANCE shall:**

- a) be chairperson of the Finance and Audit Committee;
- b) supervise the receipt of all monies on behalf of the Club and the issuance of receipts for same, and shall be responsible to the Club Board of Management for such monies. All monies received on behalf of the Club shall be banked within four (4) days of receipt thereof and all payments over \$250 shall be made by cheque or electronic transfer;
- c) supervise the keeping of necessary records as required by the relevant Government Act, viz., a receipt book to acknowledge collections, a cheque book issued by the Club's bankers for the purposes of payments, and a Ledger to record income and expenditure. Ensure that details of cheque/EFT payments are to be recorded and duly presented to meetings. The Director of Finance shall ensure that the annual audited statement, applicable statements and returns are submitted to SLSQ and/or the relevant Government Department, as and when required;
- d) at each Club Board of Management Meeting, present a report relating to the Club's finances, showing details of receipts and expenditure since the presentation of the previous report and shall produce the Bank statement together with a reconciliation statement, showing the balance as the debit or credit of the Club's finances;
- e) prepare the total Club's Annual Budget and monitor cash flow expenditure throughout the season;
- f) liaise with Club's Administration to prepare club cheques and invoices for processing and payment;
- g) be responsible for the Club's Asset register for equipment and property;

- h) coordinate the Club merchandising products, ordering, storage, distribution and sales;
- i) be responsible for the overseeing and management of Club fundraising and events.

**4.1.6 DIRECTOR OF SURF SPORTS shall:**

- a) be the Chairperson of the Surf Sport Committee;
- b) be the Chairperson of the Surf Sports Selection Sub Committee;
- c) present a yearly budget covering all financial matters associated with the Club Surf Sports competition;
- d) be responsible for the assembly (after selection), transport, accommodation and general behaviour of the team;
- e) be responsible for overseeing and co-ordinating of carnival competition events in Surf Sport;
- f) be primarily responsible for the conduct of all Active Members in all Surf Sport matters, and the general education of Members in Surf Sport;
- g) attend all official briefings at carnivals/events as Team Manger where the Club is represented;
- h) in consultation with the Branch or SLSQ Grievance Officer, participate in the discipline of all Members in all Surf Sport matters;
- i) attend Branch and SLSQ Surf Sport forums where required;
- j) be the Club's representative on the Branch Surf Sports Committee;
- k) arrange post carnivals/events gatherings with Supporters Club Events/Social Coordinator.

**4.1.7 DIRECTOR OF JUNIOR ACTIVITIES shall:**

- a) be chairperson of the Junior Activities Committee;
- b) be responsible for the conduct and co-ordination of all matters relating to Junior Activities,
- c) provide for Junior Members, an education experience in a wide range of subjects and skills within the aquatic/marine environment;
- d) be responsible for the Club's JAC Surfguard data entry accuracy and reporting
- e) prepare and present to the Finance Manager a budget covering all financial matters associated with Junior Activities Committee for their season;
- f) be responsible for the assembly (after selection), transport, accommodation and general behaviour of the team.

**4.1.8 DIRECTOR OF PROPERTY & AMENITIES shall:**

The duties of the Property & Asset Officer are to oversee and report on the property and assets of the Club.

- a) be chairperson of the Building and Development Committee;
- b) be a member of the Finance and Audit Committee;
- c) responsible for the Club's Asset Register for all equipment and property;
- d) ensure property leases are up to date, all vehicle and trailer registrations are compliant;
- e) manage the Clubs property maintenance schedule and repairs;
- f) Report monthly on works to be carried out on Club property and assets;

## **4.2 LIVESAVING OFFICERS**

### **4.2.1 PATROL COORDINATOR shall:**

- a) in the event of the absence of the Chairman, assume all of the defined responsibilities of the Chairman
- b) represent all Patrols Captains on the Life Saving Committee;
- c) as required, report back to Patrol Captains on matters of relevance to all patrol operations from the Life Saving committee;
- d) as required, assist in the training and preparation of all Members for patrol operations;
- e) maintain an up-to-date knowledge of the latest methods of Surf Life Saving and the Training Manuals and impart such knowledge to all patrol members;
- f) manage patrols such that all members, including SRC members, are encouraged to upgrade their lifesaving skills through training activities and/or scenario work.

### **4.2.2 THE IRB CAPTAIN shall:**

- a) be a qualified IRB Driver;
- b) at all times be subject to the direction of the Director of Surf Life Saving;
- c) be responsible for the care, maintenance and housing of Club IRB's and associated equipment;
- d) be responsible for the training, rostering and supervision of all IRB Drivers and Crew in consultation with the Chief Training Officer and Director of Surf Life Saving;
- e) in consultation with the Surf Sport Team Manager, be responsible for the provision of IRB equipment and crews as required to satisfy the Club's carnival competition requirements.

### **4.2.3 THE CHIEF TRAINING OFFICER shall:**

- a) be a qualified SLSA TAE Cert IV in Training and Assessing;
- b) conduct and oversee, or assist in the instruction and preparation of all members awards training and probationary members for Award examinations;
- c) maintain an up-to-date knowledge of the latest methods of Surf Life Saving and the Training Manuals and impart such knowledge to all Club, Trainers, Assessors and Facilitators.
- d) coordinate club run proficiency days.
- e) attend all SLSQ and Branch CTO Meetings and training days.
- f) be the Club's representative on the Branch CTO Committee.
- g) liaise and coordinate with the Director of Surf Life Saving the requirement to have addition award holders trained for any short fall in patrol teams to meet the required Club's Patrol Agreement to SLSQ.

### **4.2.4 THE FIRST AID OFFICER shall:**

- a) possess a current SLSA First Aid Award and be responsible for fostering high standards for first aid treatment and liaise with other accredited First Aid organisations eg St. John and Red Cross.
- b) maintain adequate stocks of approved first aid material and equipment provided that he must first obtain the approval of the Life Saving Committee for the purchase of materials;
- c) maintain the first aid room in a clean and orderly condition and for the purpose, may, with the approval of the Director of Surf Life Saving Chairman, call on the services of any member;
- d) organise and arrange instruction for First Aid Awards in conjunction with the Association;

- e) keep a record of names and addresses of patients treated for major first aid and also a record of the number of patients treated for minor first aid;

**4.2.5 THE GEAR STEWARD shall:**

- a) be responsible for all the lifesaving gear (with the exception of surf sport boards & skis, surf boat or its gear) belonging to the Club, refer to Appendix E;
- b) keep all such gear in good repair and condition, and report to the Director of Surf Life Saving any damage which he is unable to repair. Any expense shall require the approval of the Life Saving Committee;
- c) at the request of the Director of Surf Sports and or Team Manager, prepare gear and equipment, other than Surf Boats and Surf Sport Craft, required for carnivals/events;
- d) for the purpose of implementation of such duties and with the approval of the Director of Surf Life Saving, have power to call on the services of any member.

**4.3 SURF SPORTS OFFICERS**

**4.3.1 THE TEAM MANAGER shall:**

- a) Shall in the event of the absence of the Director of Surf Sports
  - i) be the nominal head of the Surf Sports Selection Sub Committee in an acting capacity.
  - ii) preside at all Surf Sports Meetings of the Club and shall exercise thier authority in the capacity as acting Director of Surf Sports.
  - iii) have unlimited authority on every question of order, only to what is equitable and just in the circumstances.
  - iv) be the Club representative on the Branch Board of Surf Sports as acting Director of Surf Sports.
  - v) in consultation with the Branch or SLSQ Grievance Officer, participate in the discipline of all Members in all Surf Sport matters;
  - vi) in consultation with the Branch or SLSQ Grievance Officer, participate in the discipline of all Members in all Surf Sport matters.
- b) Shall in the event of the absence of the Director of Surf Sports, act as proxy at Club Board of Management meetings with full voting rights of the Director of Surf Sports.
- c) Coordination of all fund raising of the Surf Sport Team/s.
- d) Arrange and coordinate the transport to and from carnivals of all Club equipment.
- e) Attend Branch and SLSQ Surf Sport forums where required.

**4.3.2 THE SURF SWIM CAPTAIN shall:**

- a) be responsible for the care, maintenance and housing of all gear appertaining to Swimming competition;
- b) at all times be subject to the direction of the Director of Surf Sports and Team Manager;
- c) be responsible for the training and supervision of all Swimming competitors in consultation with the Director of Surf Sports;

**4.3.3 THE SURF BOAT CAPTAIN shall:**

- a) be responsible for the care, maintenance and housing of the surf boat(s) and all gear appertaining thereto;
- b) at all times be subject to the direction of the Director of Surf Sports and Team Manager;

- c) be responsible for the supervision of all surf boat crews in consultation with the Director of Surf Sports and Team Manager .

**4.3.4 THE BOARD & SKI CAPTAIN shall:**

- a) be responsible for all the Club's boards and skis and its orderly housing;
- b) at all times be subject to the direction of the Director of Surf Sports and Team Manager;
- c) be responsible for the housing of boards and skis belonging to the Club & members,
- d) in consultation with the Director of Surf Sports permit or prohibit the use of any Club boards and skis or Association gear;
- e) maintain Club boards and skis in a serviceable condition.

**4.3.5 THE BEACH CAPTAIN shall:**

- a) be responsible for all the Club's beach equipment and its orderly housing;
- b) at all times be subject to the direction of the Director of Surf Sports and Team Manager;
- c) in consultation with the Director of Surf Sports permit or prohibit the use of any Club beach equipment or Association gear;
- d) maintain Club beach equipment in a serviceable condition.

**4.3.6 THE SURF / POOL RESCUE CAPTAIN shall:**

- a) be responsible for the care, maintenance and housing of all gear appertaining to Lifesaving competition;
- b) at all times be subject to the direction of the Director of Surf Sports and Team Manager;
- c) be responsible for the supervision of all Surf / Pool Rescue competitors in consultation with the Director of Surf Sports.

**4.4 MEMBERSHIP SERVICES OFFICERS**

**4.4.1 THE MEMBERSHIP & GREVIENCE OFFICER shall:**

- a) be subject to the direction of the Membership Committee.
- b) keep the Surfguard Membership database register up to date with all club members examinations and competition results, together with a register of all patrol activities, including rescues effected and patients treated for first-aid.
- c) conduct exist surveys of club members that have discontinued their membership.
- d) liaise with club members that haven't fulfilled their recent patrolling requirements.
- e) respond to club members inquires about gaining new awards.
- f) determine (in consultation with the Club President or Appointee) matters relating to grievances, harassment, equity and the like;
- g) as soon as practicable after receiving a reference, meet with, or discuss the issue with the aggrieved party/parties, and take whatever steps and conduct whatever investigations are necessary to determine if the grievance is legitimate, including a requirement of members to provide a statement or report;
- h) refer it to the Branch or SLSQ who must then action the grievance within a reasonable time but no longer than three (3) months;
- i) if the grievance is determined to be not legitimate, advise the aggrieved party/parties accordingly;

- j) if unable to resolve a grievance or the grievance is considered to be of a very serious nature, they shall report the grievance to the Club President/Judiciary Committee for action;
- k) keep all information surrounding the circumstances of a grievance confidential, and communicate such information only to the Club President/Judiciary Committee and/or an appropriate enforcement body following written authority from the Club President/Judiciary Committee.
- l) assist the JAC Registrar with all membership inquiries.

**4.4.2 THE EDUCATION OFFICER shall:**

- a) be subject to the direction of the Membership Committee.
- b) work with and assist the Membership Officer to enhance recruitment and retention and transition through the various age levels.
- c) develop and manage a Volunteer Recognition Program (VRP) in the Club which will raise the enjoyment and satisfaction of volunteers involved in Club activities.
- d) liaise with the Branch and SLSQ Volunteer Co-ordinators on a regular basis and ensure that Club programs complement those conducted by the Branch and SLSQ.
- e) provide advice to Membership Services Committee on ways to ensure volunteers are recognised and satisfied within the Clubs different areas of operations and activities.
- f) assist Club Officers to identify and recruit new Officers and members.
- g) in consultation with the relevant Club Officers, coordinate the briefing sessions which may be required from time to time.
- h) provide advice on the development and coordination of professional development programs and resources which will assist member satisfaction.
- i) carry out research into volunteer satisfaction and performance levels and provide appropriate recommendations.
- j) assisting the Youth Development Officer in progressing Junior Activity members to the Senior Club.
- k) maintain an up-to-date knowledge of Surf Life Saving policies in respect to Member Protection and impart such knowledge to all Club Officers.

**4.4.3 THE YOUTH DEVELOPMENT OFFICER shall:**

- a) be subject to the direction of the Membership Committee.
- b) In consultation with the Secretary, prepare club youth development policy and implementation plan.
- c) lead and participate in Youth Development activities.
- d) be responsible for promoting and delivering development programs, mentoring programs and other activities for youth members (generally 15 years to 20 years).
- e) oversee youth recruitment and retention programs and activities within the Club.
- f) promote youth members' participation in development camps and leadership programs.
- g) pursue any issues of benefit to the safety and enjoyment of youth members.
- h) work with and assist the Membership & Grievance Officer to enhance recruitment and retention and transition through the various age levels.
- i) maintain an up-to-date knowledge of Surf Life Saving policies in respect of Youth Development and Child Protection and impart such knowledge to all Club Officers.

#### **4.4.4 THE PUBLICITY MEDIA OFFICER shall:**

The duties of the Publicity Media Officer are to oversee and promote the management of content on the club's Website, Facebook and Publicity of the Club.

- a) be subject to the direction of the Membership Committee.
- b) work with and assist the Membership Officer to enhance recruitment and retention and transition through the various age levels.
- c) provide advice to Membership Services Committee on ways to ensure volunteers are being communicated to and satisfied within the Clubs different areas of operations and activities.
- d) assist Club Officers to identify and recruit new Officers and members.
- e) assist the Clubs paid administration staff in promotion of Surf Sports Athletes, Club Sponsors, Local Government and Life Saving pathway programs.
- f) No press or media statement of any type is to be released to the public media domain, before it is approved by the President or Club Board of Management taking into account that it will not be in conflict with the SLSA and SLSQ media policies or Code of Conduct.

#### **4.5 FINANCE AND AUDIT OFFICERS**

##### **4.5.1 THE PROPERTY & AMENITIES OFFICER shall:**

The duties of the Property & Asset Officer are to oversee and report on the property and assets of the Club.

- a) be subject to the direction of the Finance and Audit Committee
- b) compile and manage the Club's Asset Register for all equipment and property.
- c) assist the Director of Property and Amenities with property leases are up to date, all vehicle and trailer registrations are compliant.
- d) manage the Clubs property maintenance schedule and repairs.
- e) Report monthly on works to be carried out on Club property and assets.

##### **4.5.2 THE EVENTS / SOCIAL COORDINATOR shall:**

Coordinate the social and funding raising and account for all event activities of the Club and its members.

- a) be subject to the direction of the Finance and Audit Committee.
- b) liaise with the Supporters Club committee for social events including but not limited to the, Annual dinner and other events approved by the Finance & Audit Committee.
- c) in conjunction with Publicity Officer arrange for the promotion of Club social activities.
- d) provide a point of contact for the 'Old Boys' and 'Life Members' to assist with their reunions per season.

##### **4.5.3 THE BUILDING & DEVELOPMENT OFFICER shall:**

- a) be subject to the direction of the Finance and Audit Committee;
- b) assist the Director of Property and Amenities with all proposed property development investigations including future staging of the building;
- c) investigate and prepare all development proposals for presentation to the Finance & Audit Committee;
- d) the single point of contact with GCCC Officers regarding all issues associated with the property
- c) a member of the Building Committee when convened to obtain a Building Application and subsequent costing, procurement and project construction;