

Position Statement: President

Title:	President	Purpose of the Role: The Club President is the principal leader of the club and has overall responsibility for its administration
Working Group Membership:	Ex-Officio of all committees	
Financial Delegation	Delegation to spend up to \$500 of preapproved budget items	
Reference Documents	By- Laws Constitution	

Responsibilities

Responsibilities	Uphold the values of the Palm Beach Surf Club and adhere to the Code of Conduct
	The President is the nominal head of the Club and Chair of the Council, Management Committee and Executive Committee
	Have a good working knowledge of the club's constitution, rules and the duties of all office bearers
	Ensure the planning and budgeting for the future of the club is carried out in accordance with the wishes of the members.
	Be well informed on club activities
	Be aware of the future directions and plans of the club
	Manage committee and/or executive meetings, including the Annual General Meeting
	Act as the signatory to the club's bank accounts, investments and loan facilities (with at least one other management committee member)
	Represent the club at branch, state and national levels

Position Statement: Deputy President

Title:	Deputy President	Purpose of the Role: to assist the President in the management of the club
Working Group Membership:	Management Committee Executive Chair Boards of Membership and Property	
Financial Delegation	Delegation to spend up to \$200 of preapproved budget items	
Reference Documents	By- Laws Constitution	

Responsibilities

Responsibilities	Uphold the values of the Palm Beach Surf Club and adhere to the Code of Conduct
	Deputise for the President in their absence and carry out special assignments as directed by the President or Executive Committee
	Chair the Board of Membership

Position Statement: Treasurer

Title:	Treasurer	Purpose of the Role: To oversee the financial affairs of the Club
Working Group Membership:	Executive Management Committee	
Financial Delegation	Delegation to spend up to \$500 of preapproved budget items	
Reference Documents	By- Laws Constitution	

Responsibilities

Responsibilities	Uphold the values of the Palm Beach Surf Club and adhere to the Code of Conduct
	Ensure that adequate financial accounts and records exist regarding the club's financial transactions, including accurate and up-to-date records of all income and expenditure
	Coordinate the preparation of an annual budget and monitor it carefully with the Management Committee and Administrator
	Ensure receipts are issued and monies promptly deposited in the club's bank account.
	Make all approved payments and oversee prompt invoicing
	Act as the signatory to the club's bank accounts, investments and loan facilities (with at least one other management committee member)
	Oversee the club's cash flow and petty cash
	Receive and present regular financial statements to the committee at meetings
	Negotiate with banks for overdraft facilities, mortgages and other loan facilities where requested by the committee
	Ensure business activity statements (including GST) with the relevant authorities, where applicable, are filed in a timely manner
	Oversee preparation of financial accounts for an annual audit, and provide the auditor with information as required
	Oversee preparation of an annual financial report

Position Statement: Secretary

Title:	Secretary	Purpose of the Role: To coordinate the link between members, the committee, and external agencies, and contribute to the day to day administrative activities of the club
Working Group Membership:	Executive Management Committee	
Financial Delegation	No financial delegation	
Reference Documents	By- Laws Constitution	

Responsibilities

Responsibilities	Uphold the values of the Palm Beach Surf Club and adhere to the Code of Conduct
	Prepare the agenda for club meetings in consultation with the President and Administrator
	Work with the Administrator to collect and collate reports from office bearers.
	In conjunction with the administrator send adequate notice of the meetings to members
	Call for and receive nominations for committees and other positions for the club AGM
	Take the minutes of meetings and distribute as soon as possible after meetings
	Read, reply and file correspondence
	Collate and arrange for the printing of the annual report with the President and Administrator
	Oversee the maintenance of files of legal documents such as constitutions, leases and titles
	Act as the signatory to the club's bank accounts, investments and loan facilities (with at least one other management committee member)

Position Statement: Club Captain

Title:	Club Captain	Purpose of the Role: The Club Captain is the operational leader within the club
Working Group Membership:	Executive Management Committee Chair of Board of Life Saving	
Financial Delegation	Approval to spend up to \$200 of preapproved budget items	
Reference Documents	By Law Constitution	

Responsibilities

Responsibilities	Uphold the values of the Palm Beach Surf Club and adhere to the Code of Conduct
	Responsible for the conduct of all patrolling members of the club
	Oversee the conduct and expertise of patrol captains
	Schedule patrols and roster patrol duties prior to the commencement of each season
	Assist the JAC coordinator with the safe running of junior activities
	Ensure sufficient numbers are on patrol
	Oversee the Surf Life Saving Gear Steward and provide direction where required
	Communicate with patrol defaulters to maintain efficiency of patrols
	Keep a record of member re-qualifications each season
	Keep a record of members' performances at patrol duties
	Submit monthly report to the Management Committee
	Maintain a good understanding of club culture and operations

Position Statement: Director of Surf Sports

Title:	Director of Surf Sports	Purpose of the Role: Oversee the delivery of surf sport coaching and competitions
Working Group Membership:	Executive Management Committee Chair of the Board of Surf Sports	
Financial Delegation	Approval to spend up to \$200 of preapproved budget items	
Reference Documents	By Law Constitution	

Responsibilities

Responsibilities	Uphold the values of the Palm Beach Surf Club and adhere to the Code of Conduct
	Responsible for the engagement of coaches and approving training programs
	Oversee the conduct of coaches ensuring they uphold the values of the Palm Beach Surf Club
	Oversee, with the coaches, age managers and team managers, the conduct of competitors representing the Club at training and when competition
	Liaise with team managers to ensure timely entries of competitors to carnivals and competitions
	Coordinate the selection of competitors and teams, with coaches and age managers, for carnivals and competitions
	Ensure that all members nominated for competition have performed the minimum patrol and fundraising qualification requirements for their competition, in conjunction with the Administrator
	Submit monthly report to the Management Committee

Position Statement: Junior Activities Chairperson		
Title:	Junior Activities Chairperson	Purpose of the Role: To be responsible for the conduct and co-ordination of all matters relating to junior activities U6 - U14; including the Junior Activities Committee
Working Group Membership:	Chair of the JAC Committee Executive Management Committee	
Financial Delegation	Approval to spend up to \$300 of preapproved budget items	
Reference Documents	By Law Constitution	
Responsibilities		
Responsibilities	The Chair of the JAC shall be an Executive Officer of the Club and shall be elected at the AGM of the Club following an endorsed nomination from the Annual Meeting of the JAC.	
	Uphold the values of the Palm Beach Surf Club and adhere to the Code of Conduct	
	The responsibility for the conduct and co-ordination of all matters relating to Junior Activities members who have attained the age of seven (7) but who have not attained the age of fourteen (14) years.	
	Provide an educational experience in a wide range of subjects and skills within the aquatic/marine environment	
	Prepare Junior (Nipper) members for their eventual transition to the marine and patrol environment of the Club	
	Organise, in conjunction with the Chief Training Officer, the instruction and/or examination of Junior (Nipper) members willing to gain the Resuscitation Certificate, and/or the Surf Life Saving Certificate of the SLSQ/ SLSA	
	Submit monthly report to the club Management Committee	
	Act as the signatory to the club's bank accounts, investments and loan facilities (with at least one other management committee member)	

Position Statement: Team Manager		
Title:	Team Manager	Purpose of the Role: Be responsible for the attendance, logistics and general behaviour of individual competitors and teams at carnivals, Branch, State and Australian titles
Working Group Membership:	Member of the Board of Surf Sports	
Financial Delegation	No financial delegation	
Reference Documents	By Law	
Responsibilities		
Responsibilities	Uphold the values of the Palm Beach Surf Club and adhere to the Code of Conduct	
	Be responsible for coordinating the assembly, transport, accommodation and general behaviour of the club's competitors and teams at carnivals and competitions	
	Remain in attendance with the Club's competitors during competitions and carnivals and ensure that competitors report to the Check Marshal immediately they are called upon to do so	
	Be responsible for the proper conduct of them self and of the members under their control, and attend all briefings.	

Position Statement: Surf Life Saving Gear Steward		
Title:	Surf Life Saving Gear Steward	Purpose of the Role: Oversees the condition and storage of surf life saving gear and ensure its condition and access for patrolling members
Working Group Membership:	Member of the Board of Life Saving	
Financial Delegation	Up to \$200 dollars within approved budget	
Reference Documents	By Laws Constitution	
Responsibilities		
Responsibilities	Uphold the values of the Palm Beach Surf Club and adhere to the Code of Conduct	
	Responsible for the storage, repair and maintenance of tractor, ATV, Patrol arena and rescue boards	
	Regularly inspect the equipment and gear to ensure it is kept in working order	
	Undertake an annual audit of the gear and equipment and update the Club's asset register	
	Report any damage or loss of gear to the Club Captain and agree on repairs or replacement	
	Seek quotes and oversee repairs and maintenance	
Submit quotes/expenses in excess of \$200 to the Management Committee, via the Administrator, for approval		

Position Statement: Surf Sport Gear Steward		
Title:	Surf Sport Gear Steward	Purpose of the Role: Oversee the condition and storage of club and member surf craft equipment and gear
Working Group Membership:	Member of the Board of Surf Sports	
Financial Delegation	Up to \$200 dollars within approved budget	
Reference Documents	By Laws Constitution	
Responsibilities		
Responsibilities	Uphold the values of the Palm Beach Surf Club and adhere to the Code of Conduct	
	Responsible for all the Club's boards & skis and their orderly housing and coordinating orderly housing of members boards and skis	
	In consultation with the DoSS, Coaches and JAC permit or prohibit the use of any Club craft or gear	
	Regularly inspect the equipment and gear (including tents, poles and other competition gear) to ensure it is in working order	
	Maintain Club boards & skis in a serviceable condition	
	Report any damage or loss of gear to the DoSS and/or JAC and agree on repairs or replacement	
	Seek quotes and oversee repairs and maintenance	
	Submit quotes/expenses in excess of \$200 to the Management Committee, via the Administrator, for approval	
	Undertake an annual audit of the gear and equipment and update Club assets register	
	At the request of the DoSS, and/of JAC prepare gear required for carnivals and competitions; tents, flags, boards, skis	
Liaise with the Transport Officer for transportation of gear to and from carnivals and competitions		

Position Statement: First Aid Officer

Title:	First Aid Officer	Purpose of the Role: Oversee the First Aid service and supplies and promote First Aid education and training
Working Group Membership:	Member of Board of Life Saving	
Financial Delegation	Delegation to spend up to \$50 of preapproved budget items	
Reference Documents	By- Laws Constitution	

Responsibilities

Responsibilities	Uphold the values of the Palm Beach Surf Club and adhere to the Code of Conduct
	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
	Maintain adequate stocks of approved first aid material and equipment
	Maintain the first aid room in a clean and orderly condition and for the purpose, may, with the approval of the Captain, call on the services of any member
	Organise and arrange instruction for First Aid Awards in conjunction with the Association
	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

Position Statement: Vice Club Captain

Title:	Vice Club Captain	Purpose of the Role: Support the Club Captain in the operations of the Club
Working Group Membership:	Member of Board of Life Saving	
Financial Delegation	Nil	
Reference Documents	By- Laws Constitution	

Responsibilities

Responsibilities	Uphold the values of the Palm Beach Surf Club and adhere to the Code of Conduct
	Assist the Club Captain in the overall operations of the Club
	Refer to Club Captain Position Statement

Position Statement: Chief Training Officer

Title:	Chief Training Officer	Purpose of the Role: Oversee the training and development of members in the SLSQ and SLSA awards and certificates
Working Group Membership:	Member of Board of Life Saving	
Financial Delegation	Nil	
Reference Documents	By- Laws Constitution	

Responsibilities

Responsibilities	Uphold the values of the Palm Beach Surf Club and adhere to the Code of Conduct
	Hold a current Training Officers Certificate
	Maintain an up to date knowledge of the SLSQ manuals and best practice
	Coordinate with Club Captain and JAC to provide training and instruction for members in the SLSQ and SLSA awards and certificates
	Recruit course participants with the assistance of the Administrator
	Assist trainers and assessors with running courses
	Oversee the use and storage of training resources and presentation of the training room
	Complete and submit relevant paperwork and records of training, with the assistance of the Administrator

Position Statement: IRB Captain

Title:	IRB Captain	Purpose of the Role: Inflatable Rescue Boat (IRB) Club Captain co-ordinates the IRB activities of the club
Working Group Membership:	Member of Board of Life Saving	
Financial Delegation	Up to \$200 dollars within approved budget	
Reference Documents	By- Laws Constitution	

Responsibilities

Responsibilities	Uphold the values of the Palm Beach Surf Club and adhere to the Code of Conduct
	Be a qualified IRB driver
	Responsible for the care, repair and maintenance and housing of IRB, gear and trailers
	Report any damage or loss of gear to the Club Captain and agree on repairs or replacement
	Seek quotes and oversee repairs and maintenance
	Submit quotes/expenses in excess of \$200 to the Management Committee, via the Administrator, for approval
	Responsible for the training, rostering and supervision of all IRB Drivers and Crew in consultation with the Club Captain
	Supervising and organising the training and education of members in IRB practices
	Ensuring the appropriate log books are available and correctly completed as per SLSA requirements
	Actively encouraging participation in IRB competition by Club Members
	Overseeing and managing a roster for IRB services pertaining to water safety of surf carnivals

Position Statement: Property Officer		
Title:	Property Officer	Purpose of the Role: oversee the presentation of the club house and coordinate repairs and maintenance
Working Group Membership:	Member of the Board of Property	
Financial Delegation	Up to \$200 dollars within approved budget	
Reference Documents	By Laws Constitution	
Responsibilities		
Responsibilities	Uphold the values of the Palm Beach Surf Club and adhere to the Code of Conduct	
	Ensure the facilities and building are well presented and maintained	
	Report any damage or loss of gear to the Deputy President and agree on repairs or replacement	
	Seek quotes and oversee repairs and maintenance	
	Submit quotes/expenses in excess of \$200 to the Management Committee, via the Administrator, for approval	
	Identify building and facility improvements	
	Oversee member working bees at the beginning and end of season	
	Submit monthly report to the Management Committee	

Position Statement: Transport Officer		
Title:	Transport Officer	Purpose of the Role: oversee the road worthy condition of Club vehicles and trailers and coordinate repairs and maintenance
Working Group Membership:	Member of the Board of Property	
Financial Delegation	Up to \$200 dollars within approved budget	
Reference Documents	By Laws Constitution	
Responsibilities		
Responsibilities	Uphold the values of the Palm Beach Surf Club and adhere to the Code of Conduct	
	Responsible for the roadworthy condition of all transport vehicles and trailers and for current vehicle registrations	
	Ensure the safe and secure storage of vehicles and trailers	
	Report any damage or loss of gear to the Deputy President and agree on repairs or replacement	
	Seek quotes and oversee repairs and maintenance	
	Submit quotes/expenses in excess of \$200 to the Management Committee, via the Administrator, for approval	
	Co-ordinate the use of the vehicles and trailers with the JAC and Surf Sports Gear Steward for carnivals and competitions	

Position Statement: Cadet Officer		
Title:	Cadet Officer	Purpose of the Role: Coordinate a skill and education program for U15 - U19 members
Working Group Membership:	Member of the Board of Membership	
Financial Delegation	Nil	
Reference Documents	By Laws Constitution	
Responsibilities		
Responsibilities	Uphold the values of the Palm Beach Surf Club and adhere to the Code of Conduct	
	Coordinate and supervise skill and education program and other worthwhile experiences for members U15 - U19	
	Develop a program of activities with DoSS, JAC and Club Captain	
	Coordinate the program with the Youth Development Officer	

Position Statement: Youth Development Officer		
Title:	Youth Development Officer	Purpose of the Role: Coordinate a program of social activity and development for U15 - U19 members
Working Group Membership:	Member of the Board of Membership	
Financial Delegation	Delegation to spend up to \$50 of preapproved budget items	
Reference Documents	By Laws Constitution	
Responsibilities		
Responsibilities	Uphold the values of the Palm Beach Surf Club and adhere to the Code of Conduct	
	Coordinate and supervise social activities and other worthwhile experiences for members U15 - U19	
	Develop a program of activities with Cadet Officer	

Position Statement: Surf Boat Captain

Title:	Surf Boat Captain	Purpose of the Role: Surf Boat Captain co-ordinates the surf boat competitors and training and the condition of the surf boat and equipment
Working Group Membership:	Member of Board of Surf Sports	
Financial Delegation	Up to \$200 dollars within approved budget	
Reference Documents	By- Laws Constitution	

Responsibilities

Responsibilities	Uphold the values of the Palm Beach Surf Club and adhere to the Code of Conduct
	Coordinate the training and supervision of surf boat crews in consultation with the DoSS
	Responsible for the care, repair and maintenance of surf boat, gear and trailers in consultation with the Property Officer
	Report any damage or loss of gear to the DoSS and agree on repairs or replacement
	Seek quotes and oversee repairs and maintenance
	Submit quotes/expenses in excess of \$200 to the Management Committee, via the Administrator, for approval