

PALM BEACH SURF CLUB POSITION STATEMENTS DIRECTORS AND OFFICERS

PRESIDENT

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	
	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	

SECRETARY

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:	Board of Management	
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	
	Oversee incoming and outgoing correspondence of significance including complaints and grievances	
	Oversee the collation and arrangement for the production of the annual report with the President and Operations Manager	

	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)

TREASURER

Position Statement: Treasurer		
Title:	Treasurer	Purpose of the Role: To oversee the financial affairs of the Club
Working Group Membership:	Board of Management Finance and Property Committee	
Financial Delegation	Delegation to spend up to \$500 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 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 Operations Manager	
	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		

CLUB CAPTAIN

Position Statement: Club Captain		
Title:	Club Captain	Purpose of the Role: The Club Captain is the operational leader within the club
Working Group Membership:	Operations Committee	
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	
Maintain a good understanding of club culture and operations		

VICE CAPTAIN

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:	Nil	
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	

SURF SPORTS OFFICER (Chairperson Board of Surf Sports)

Position Statement: Surf Sports Officer		
Title:	Surf Sports Officer	Purpose of the Role: Oversee the delivery of surf sport coaching and competitions
Working Group Membership:	Operations Committee Selection Committee	
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

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:	Nil	
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

CADET OFFICER

Position Statement: Cadet Officer		
Title:	Cadet Officer	Purpose of the Role: Coordinate a skill and education program for U15 - U19 members
Working Group Membership:	Nil	
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	
	In coordination with the Chief Training Officer, monitor the induction of new youth Bronze holders into the club	
	Coordinate the program with the Youth Development Officer	

JUNIOR ACTIVITIES OFFICER (Chairperson of Junior Activities)

Position Statement: Junior Activities Officer		
Title:	Junior Activities Officer	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:	Operations 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)	

CHIEF TRAINING OFFICER

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:	Operations Committee	
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	

SURF BOAT CAPTAIN

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:	Operations Committee	
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 Board, via the Administrator, for approval	

IRB OFFICER (IRB Captain)

Position Statement: IRB Captain		
Title:	IRB Captain	Purpose of the Role: Inflatable Rescue Boat (IRB) Captain co-ordinates the IRB activities of the club
Working Group Membership:	Operations Committee	
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	
	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	

SURF LIFE SAVING GEAR STEWARD

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:	Nil	
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 Board, via the Administrator, for approval	

SURF SPORT GEAR STEWARD

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:	Nil	
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	

FIRST AID OFFICER

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:	Nil	
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	

TEAM MANAGER

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:	Nil	
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.	

TRANSPORT OFFICER

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:	Nil	
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	

GRANTS OFFICER

Position Statement: Grants Officer		
Title:	Grants Officer	Purpose of the Role: To assist Palm Beach SLSC to obtain funding and grants to cover surf club and surf lifesaving costs, offsetting the expenditure of the Club.
Working Group Membership:	Nil	
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	
	Develop list of priorities for grants approved by the Board of Management	
	Be responsible for the co-ordination of applications for grants on behalf of the Club in conjunction with the Operations Manager	
	Ensure reporting and completion of grant documentation and submissions comply with the grant requirements	

GRIEVANCE OFFICER

Position Statement: Grievance Officer		
Title:	Grievance Officer	Purpose of the Role: The Grievance Officer will be appointed by the Board of Management to assist in resolution of any grievances raised by or involving a member(s) of the Club.
Working Group Membership:	Nil	
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	
	Determine (in consultation with State Centre CEO or Appointee) matters relating to grievances, harassment, equity and the like	
	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	
	Refer it to the Club/Branch President who must then action the grievance within a reasonable time but no longer than three (3) months	
	If the grievance is determined to be not legitimate, advise the aggrieved party/parties accordingly or if unable to resolve a grievance or the grievance is considered to be of a very serious nature he/she shall report the grievance to the Club President/Judiciary for action;	