

## Appendix 4

Job descriptions may be reviewed from time to time by the Executive as and changed when required;

### **President:**

1. As per his/her legal Constitutional role as defined in the Constitution.

### **Vice President:**

1. Will assist the President as per his/her legal Constitutional role as defined in the Constitution. As well as reviewing all policies and OH&S structures.

### **Treasurer:**

1. As per his/her legal Constitutional role as defined in the Constitution.

### **Assistant Treasurer:**

1. Will be required to support the Treasurer in his/her legal Constitutional role as defined in the Constitution.
2. As well as ensuring that the CPL'S are up to date which has to be forward on a monthly bases with branch and handed to the Assistant Secretary weekly.

### **Secretary:**

1. As per his/her legal Constitutional role as defined in the Constitution.

### **Assistant Secretary:**

1. Will be required to support the Secretary in his/her legal Constitutional role as Register defined in the Constitution. As well as liaising with the Assistant Treasurer.

### **Club Captain:**

1. Will be responsible for all life saving gear and shall be directly responsible to ensure sufficient persons to man patrols and will communicate with patrol defaulters to maintain efficiency of patrols.

### **Vice Club Captain:**

1. Shall assist the Club Captain and be responsible for all life saving gear and shall be directly responsible to ensure sufficient persons to man patrols and will communicate with patrol defaulters to maintain efficiency of patrols, and in the absences of the Club Captain shall exercise that officers duties.

### **Youth Development Manger:**

1. Will be responsible for the conduct and co-ordination of all matters to youth development activities.
2. To implement the Youth Development Policies and procedures.

**Assistant Youth Development Manger:**

1. Will support the Youth Development Manager with all his/her duties and will and in the absences of the Youth Development Manager shall exercise that officers duties.

**Chief Instructor:**

1. Shall arrange and be responsible for classes of instruction in the methods of surf life saving as laid down in the manuals of the Surf Life Saving Australia and shall arrange for examinations for awards.
2. Shall coach members to qualifying for SLSA Instructors Certificate.
3. Shall be the holder of the SLSA Instructors Certificate and current advanced Resuscitation Certificate.

**Assistant Instructor:**

1. Will support the Chief Instructor with all his/her duties and will and in the absences of the Chief Instructor shall exercise that officers duties.

**Competition Manager:**

1. Shall Chair the Selection Committee for both Seniors and Juniors.
2. Shall be responsible for all Training Activities of Seniors and Juniors.
3. Shall be responsible for the scheduling, execution and keeping of accurate records for all Carnival's.
4. Shall submit all documents required by Surf Life Saving; Branch/State/Australia.
5. Shall be responsible for the scheduling, execution and keeping of accurate records for all Club events.

**Senior Assistant Competition Manager:**

1. Shall be responsible for the scheduling, execution and keeping of accurate records for all Training Activities of Seniors.
2. Shall be the club liaison officer with all contactors/ trainers.
3. Does not have any authority to negotiate any contract variances unless by written authority by the Executive Committee.
4. Will support the Competition Manager with all his/her duties and will and in the absences of the Competition Manager shall exercise that officers duties.

**Junior Assistant Competition Manager:**

1. Shall be responsible for the scheduling, execution and keeping of accurate records for all Training Activities of Juniors.
2. Shall be the club liaison officer with all contactors/ trainers.
3. Does not have any authority to negotiate any contract variances.
4. Will support the Competition Manager with all his/her duties and will and in the absences of the Competition Manager shall exercise that officers duties.

**Surf Boat Captain:**

1. Shall be responsible for the care, housing and maintenance of all surf boats and equipment.
2. Shall supervise and organise the training of members in surf boat best practices.
3. The Boat Captain shall be empowered to require any member to assist in the launching or housing of a boat.
4. Shall always be subject to the direction of the Club Captain.

**Vice Surf Boat Captain:**

1. Shall assist the boat Captain and shall carry out instructions that may be conveyed to him/her from time to time.
2. Will support the Surf Boat Captain with all his/her duties and will and in the absences of the Surf Boat Captain shall exercise that officer duties

**The Inflatable Rescue Boat Captain:**

1. Shall be qualified and currently proficient as an IRB driver in accordance with the manuals of the Surf Life Saving Australia.
2. Shall be responsible for the supervision of all IRB drivers and crew in consultation with the Club Captain.
3. Shall be responsible for the care and upkeep of the club's IRBs, motors and tools required for maintenance.
4. Shall maintain a sufficient quantity of fuel and spare parts at the clubhouse to enable all patrols and any reasonable emergency to be satisfactorily completed.
5. Shall be responsible for the arrangement and coordination of training for all IRB related awards.

**Vice Inflatable Rescue Boat Captain:**

1. Shall assist the IRB Captain and be responsible for the care and upkeep of the IRBs, Motors and tools required for maintenance.
2. Shall maintain a sufficient quantity of fuel and spare parts at the clubhouse to enable all patrols and reasonable emergency to be satisfactorily completed.

**The Surf Board and Ski Captain:**

1. Shall control the members use of boards and skis to comply with club regulations.
2. Shall be responsible for the training of members in the use of surf boards and surf skis in competition work.
3. Shall be responsible for the maintenance and safe keeping of the club's surf boards and skis.

**First Aid Officer:**

1. Shall be responsible for equipment in the first aid room, keep all first aid material replenished and good order.
2. Shall attend any First aid classes required by members and shall keep a correct record of cases treated and material used.
3. Shall submit an annual report at the termination of each season and hand to the secretary a summary of the condition and quality of all first aid equipment.
4. Shall report to the monthly meeting any member of the club or of the public who misuses any first aid equipment.
5. First aid officers of the club shall hold a recognised first aid certificate or equivalent qualification.