



Title	Board - Roles & Responsibilities
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Proposed Duties of Board of Directors

President:

- Is the principal leader of the Club and has overall responsibility for the Club's functions, administration and operations
- Is the head of the Board of Directors
- Is appointed at each AGM
 - Represent the Club on LSV's Council of Lifesaving Clubs
 - Be the spokesperson or "face" of the Club by representing the Club at official functions and any other relevant conferences or state/national meetings as required
 - Has overall responsibility for the Club's administration, including the planning and budgeting for the future of the Club that is carried out in accordance with the wishes of the members.
 - Manage the Board of Directors and/or Executive meetings. Manage the Annual General Meeting.
 - Be well informed on Club activities by liaising with all Club officers on a regular basis
 - Has final responsibility for the integrity and development of the organisation
 - Demonstrate leadership in representing the organisation at the highest level
 - Be a supportive leader for all Club members
 - Delegate effectively to distribute leadership amongst Club members and to promote genuine inclusiveness
 - Have a good working knowledge of the Club's constitution, policies, operational plans and the duties of all office bearers
 - Ensure that all office bearers are performing their required duties and acting in accordance with the Constitution and policies of the Club
 - Be aware of the future directions and plans of the Club including implementation and reviewing Club policies and for developing and implementing the Club's strategic planning processes
 - Oversee the procedures of disciplinary action against members in accordance with policies
 - Engage stakeholders, sponsors and supporters of the Club
 - Submit an annual report to the Administration Manager on area of management prior to the AGM

Vice President:

- Deputises for the President as required. Has overall responsibility for ensuring the Club's compliance with national, state and Club directives and policies, as well as the management of the Club sponsorship program & overseeing the Club's OH&S and Risk Management practices
- Is a member of the Board of Directors
- Is appointed at each AGM
 - Responsible for reviewing and implementing any directives / policies provided by SLSA and LSV
 - Responsible for ensuring members are aware of SLSA, LSV and PFSLSC directives / policies
 - Liaise with the President on developing and implementing the Club's strategic planning processes
 - Responsible for special projects as required
 - Work with the Club OH&S and Risk Management Officer to ensure the Club's health, safety and rehabilitations systems are compliant, implemented and monitored in all areas of the Club
 - Responsible for reporting at each Board of Directors meeting on area of management
 - Attend Executive Board meetings as directed by the President
 - Responsible for the management of the Clubs sponsorship program, including sponsor liaison, recognition and contract confirmation



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Life Saving Manager (Club Captain):

- Has overall responsibility for the Club's lifesaving services
- Is a member of the Board of Directors
- Is the Head of the Life Saving Committee
- Is appointed at each AGM
- Reports to the Board of Directors
 - Responsible for coordinating all functions associated with the provision of lifesaving services including the maintenance of efficient, quality patrols
 - Responsible for reviewing and implementing any directives/policies provided by state centre and national council
 - Responsible for communicating with local authorities & emergency service groups (such as Moyne Shire, Marine Rescue, SES, Ambulance, Police) on patrol operations
 - Maintain an exemplary & prominent profile within the Club and develop inter-personal relationships which encourage members to positively and actively contribute towards Club goals
 - Responsible for the conduct & discipline of all active members in all Club matters, and the general education of Members in Surf Life Saving
 - Arrange conferences with Patrol Manager, Patrol Captains and Training Manager regarding the efficiency of the Club in Surf Life Saving
 - Will represent the Club on the LSV Lifesaving Operations Council (LSOC)
 - Responsible for reporting at each board meeting on area of management
 - Submit an annual report on area of management to administration manager prior to the AGM
 - Responsible for managing (where applicable) patrol manager, rescue equipment officer, first aid officer, radio officer, IRB officer, emergency management coordinator and OH&S and Risk Management officer. Where these positions are unable to be filled, the lifesaving services manager will also be responsible for performing these roles.

Surf Sports Manager:

- Has overall responsibility for the Club's competition services
- Is a member of the Board of Directors
- Is the Head of the Competition Committee
- Is appointed at each AGM
- Reports to the Board of Directors
 - Responsible for coordinating all functions associated with the provision of Club competition & surf sports services
 - Responsible for overall presentation of competitive teams to carnivals and other such organised competitions
 - Responsible for reviewing and implementing directives/policies provided by state centre and national council
 - Responsible for organising Club members to attend and compete for the Club at carnivals and other such organised competitions
 - Liaise with Development Manager to increase levels of participation in surf sports & at competition carnivals
 - Responsible for reporting at each board meeting on area of management
 - Submit an annual report on area of management to administration manager prior to the AGM
 - Represent the Club on LSV's Aquatic Sports Council (ASC)
 - Responsible for managing (where applicable) board & ski captain, boat captain, IRB sports captain, beach area captain, water area captain, R&R captain and surf sports gear officer. Where these positions are unable to be filled, the surf sports manager will also be responsible for performing these roles.



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Development Manager:

- Has overall responsibility for the Club's development and training services
- Is a member of the Board of Directors
- Is the Head of the Development Committee
- Is appointed at each AGM
- Reports to the Board of Directors
 - Responsible for coordinating all functions associated with the provision of development and training services
 - Responsible for managing (where applicable) chief instructor, nipper coordinator and youth development coordinator. Where these positions are unable to be filled, the development manager will also be responsible for performing these roles.
 - Responsible for reviewing and implementing directives/policies for junior/youth development provided by LSV and its affiliated parent bodies
 - Responsible for the preparation of the Club youth development policy and implementation plan
 - Responsible for coordinating & planning Club award training programs
 - Responsible for reporting at each board meeting on area of management
 - Submit an annual report on area of management to administration manager prior to the AGM
 - Represent the Club on LSV's Membership & Leadership Development Council (MLDC)

Administration Manager (Secretary):

- Has overall responsibility for the Club's administration services - is supported in their role by the paid Club Administrator
- Is a member of the Board of Directors
- Is the Head of the Administration Committee
- Is appointed at each AGM
- Reports to the Board of Directors
 - Responsible for coordinating all functions associated with the provision of administrative services
 - Responsible for reviewing and implementing any directives/policies provided by LSV and its national bodies
 - Responsible for sourcing legal and insurance services for the Club
 - Responsible for ensuring effective communication to Club members of relevant decisions and activities of the Board of Directors and Sub-Committees
 - In conjunction with the paid Club administrator, responsible for the general routine administration and record keeping of the Club
 - Responsible for the correspondence of the Board of Directors and Sub-Committees
 - Coordinate the compilation of Club annual reports
 - Authorise Club orders, invoices, receipts and payment of monies in conjunction with the Finance Manager and paid Club Administrator
 - Maintain Club constitution, by-laws and rules
 - Keeper of the Club seal and official documents
 - Responsible for reporting at each Board meeting on area of management
 - Submit an annual report on area of management prior to the AGM
 - Responsible for managing (where applicable) Finance Manager, sponsorship & fundraising coordinator, apparel purchasing officer, paid Club administrator, member protection officer, events & social coordinator, media & promotions manager, Club historian and building maintenance supervisor. Where these positions are unable to be filled, the administration manager will also be responsible for performing these roles



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Training Manager (Chief Instructor):

- Has overall responsibility for the training and examination of lifesaving awards
- Is a member of the Board of Directors
- Is a member of the Development Committee
- Is appointed at each AGM
- Reports to the Development Manager
 - Develop and conduct training programs for members to gain lifesaving awards
 - Maintain current knowledge of award requirements and up-to-date training techniques
 - Ensure that the Club has sufficient qualified members to patrol efficiently & effectively
 - Encourage all members to gain lifesaving skills and obtain further awards
 - Promote and assist Club trainers in the gaining of trainer and assessor awards
 - Liaise with the Development Committee to review and actively promote youth development and leadership programs within the Club

Finance Manager (Treasurer):

- Has overall responsibility for the management and reporting of Club finances
- Is a member of the Board of Directors
- Is a member of the Administration Committee
- Is appointed at each AGM
- Reports to the Administration Manager
 - Ensure money is received, banked and receipted appropriately
 - Provide statements of receipts and expenditure for the month immediately preceding
 - Ensure records of current income and expenditure are adequately maintained & presented as required
 - Present regular accounts for approval and payment by the Board of Directors
 - If instructed by the Board of Directors, prepare budgets for the forthcoming year, in consultation with all Club managers
 - Oversee the preparation of annual financial accounts for auditing and provide the Club's auditor with information as required
 - Oversee the preparation of an income and expenditure account for that financial year together with a balance sheet setting out the Club's assets and liabilities, the foregoing statements to be presented to the members at the annual general meeting together with annual report
 - To be the signatory (with other nominated Board of Directors members) on Club accounts & authorisations
 - Oversee the maintenance of the Club asset & liabilities register(s)
 - Manage Club investment programs where applicable
 - Oversee all financial aspects associated with Club merchandising products & apparel
 - Ensure adherence to Club's procurement policy
 - Be responsible for the overseeing and management of Club sponsorship and fundraising activities
 - Ensure the preparation and submission of quarterly BAS
 - Organise the auditors to review the financial accounts and receive the auditors report at least two weeks prior to the AGM
 - Provide a copy of the Clubs audited financial statement & a Finance Manager's report for inclusion in the Annual Report