

SEASPRAY SURF LIFE SAVING CLUB

BY-LAWS

VERSION – JULY 2019

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SEASPRAY SURF LIFESAVING CLUB

1 AIM

- 1.1 At Seaspray Surf Lifesaving Club, we aim to provide and promote a safe beach environment at Seaspray for our beach going community.

2 MISSION

- 2.1 At Seaspray Surf Lifesaving Club:

- We are a family orientated club who inspire life long bonds
- We are an inclusive, community orientated club for all ages and abilities
- We are well Trained and promote the maintenance of a high skill level
- We use aquatic sports training and competition to keep ourselves fit healthy and ready for service
- Our Equipment is contemporary and always ready to service
- We have a culture of safety in all that we do.

3 VALUES

- 3.1 At Seaspray Surf Lifesaving club, we value behaviours which are:

- Welcoming
- Respectful
- United
- Inspiring

4 GENERAL

4.1 Authority

The By-Laws of Seaspray SLSC are enacted with the Seaspray SLSC Constitution, Rule 25

4.2 Policies

- a) The Seaspray SLSC Board of directors shall develop policies, or approve policies as developed by any council for the effective and consistent operation of Seaspray SLSC.
- b) Seaspray shall also subscribe to the policies of LSV and SLSA as appropriate. Where National policies are amended or are not adopted, this shall be clearly identified.

5 MEMBERSHIP CATEGORIES

5.1 MEMBERSHIP CATEGORIES

The Members of the Association shall consist of:

- (a) Life Members, who subject to this Constitution, shall have the right to be present and to debate and vote at General Meetings,
- (b) Individual Members, who shall have the right to be present, to debate and to vote at General Meetings;

- (c) Social Members, who shall not have the right to be present, to debate and to vote at General Meetings;
- (d) Such other classes of membership as determined by the Committee from time to time.

Note: Any Member under the age of 16 is not entitled to a vote.

5.1.1 LIFE MEMBERS

- a) The Life Member Committee may recommend to the Annual General Meeting any person who has rendered outstanding long service to the Association and its members. Such service shall be deemed to have assisted in the advancement of the Association and lifesaving.
- b) Nominations for Life Membership shall be submitted in writing to the Life Member Committee. Such nominations may be submitted by any Member. Subject to the nominee being eligible in accordance with the Rules, the Life Member Committee will consider recommending such an individual be granted Life Membership.
- c) The Life Member Committee will submit the recommendation(s) at the next Annual General Meeting for acceptance by a two-thirds majority of Voting Members.
- d) Notice of proposed confirmation of appointments of any Life Members should appear in the agenda on the Notice to Members convening such Annual General Meeting.
- e) A person must accept or reject the Association's resolution to confer life membership. Upon acceptance, the person's details shall be entered upon the register, and from the time of entry on the register that person shall be a Life Member.
- f) Life members have the same rights and obligations as other members of the Association, except that life members are not required to pay the subscription and the Association shall pay any dues levied in respect of membership.

5.1.2 INDIVIDUAL MEMBERS

Membership of the Association shall be divided into Active Membership Categories and Non Active Membership categories

5.1.3 ACTIVE MEMBERSHIP

All active members shall attend the beach or elsewhere for patrol or other duties on such dates and at such hours as may be specified by the committee, in the patrol roster or at other such times as may be deemed necessary by the responsible Senior Active Officer and unless exempted by the committee, shall undertake and qualify in an annual proficiency test prior to the 31st Of December each year.

- (a) **Senior Active:** - Any person over the age of 18 years at October 1, they must hold a current patrolling award in accordance with the SLSA policy.
- (b) **Junior Active:** - Any person between the ages of 15 and 18 years at October 1, they must hold a current patrolling award in accordance with the SLSA policy.
- (c) **Cadet:** - Any person between the ages of 13 and 14 years at October 1, they must hold a current patrolling award in accordance with the SLSA policy.
- (d) **Active Reserve:-** Any person who has completed not less than five (5) years continuous and satisfactory membership as a senior active member or who through illness, place of residence or other reasons, is prevented from carrying out their patrol duties. The qualifying period of all satisfactory service may be varied under special circumstances or for any special reasons deemed satisfactory by the Committee at its sole discretion in each case. Applications for Active Reserve

membership shall be presented in writing and appointed by the Association committee.

- (e) **Nipper:** - Any person between the ages of 7 and 13 years at October 1, who participates in the junior or nipper programs. All junior members shall be subject to the qualifications, proficiency requirements, rules and policies for junior programs as determined by LSV and SLSA.

Long Service Member: - A Member who in the opinion of the committee and has met the conditions laid down by SLSA

5.1.4 NON ACTIVE MEMBERSHIP

Shall have the same rights and obligations as a senior active member but will not be able to compete in competitions, and will not be eligible for election to any official position directly associated to active surf life saving activities.

- (a) **Associate Member:**-Any person unable or not desiring to become an active member.
- (b) **Honary Member:** - Any person appointed by the Association committee. In each case the committee may determine, extended or terminated such an appointment. Such persons may include distinguished visitors, visiting members of affiliated clubs, club members or others who shall have rendered or may be able to render special services to the Association.

5.1.5 SOCIAL MEMBERS

Persons other than individual members who are interested in promoting the Association, but who do not wish to participate in the operational activities of the Association, may become a Social Member.

6 ANNUAL SUBSCRIPTIONS

- a) The annual subscriptions for all categories of memberships shall be determined by the board.
- b) Life Members and Honorary Members shall be exempt from paying annual subscription)
- c) A family subscription shall be to parents and such of their children as shall be eligible for membership but whose age shall not exceed (17 years on the 1st of October in the financial years.)
- d) If a Member has not re-applied for Membership with the Association by the 31st of December in the year due, that Member's membership will be deemed to have lapsed from that time. The Register shall be amended to reflect any lapse of membership under this Rule 3 (d) as soon as practicable.
- e) A Member whose membership has been discontinued or has lapsed under Rule 3(d)
 - (a)
 - a. must seek renewal or re-apply for membership in accordance with this Constitution; and
 - b. May be re-admitted at the discretion of the Committee.

7 BOARD

7.1 Board of Directors

7.1.1 Composition and role of the board

The Board shall comprise of Ten (10) Members, The Director of Life Saving Services along with the Director of Business Services will also perform the role of Vice President. The Board members will be accountable for the overall running of the Seaspray SLSC.

- a) The President, Treasurer, Director of Program and Development and Director of Membership, Director of Training and assessment will be elected at the AGM on years which end in an even number.
- b) The Director of Life Saving Services, Secretary, Director of Facilities and maintenance, and Director of Sport, Director of Business Services will be elected at the AGM on years which end in an odd number.
- c) Each member of the Board will have voting rights.

1. The President;
2. Director of Lifesaving Services (Vice President)
3. Director of Training and assessment
4. Director of Programs and Development
5. Director of Sports
6. Director of Facilities and maintenance
7. Director Business Services (Vice President)
8. Director of Membership Services
9. Treasurer
10. Secretary

Who must all be Individual Members and who shall be elected under clause 8.2.

7.1.2 Board Obligation

The principle statutory and common law duties imposed upon each Director may be summarised as:

- i. To act honestly and in good faith in the interest of Seaspray SLSC as a whole.
- ii. To exercise the degree of care, skill and diligence that a reasonable person in a like position would exercise in Seaspray SLSC's circumstances.
- iii. To exercise powers granted honestly and for the purposes for which they were conferred and not for collateral purposes.
- iv. To avoid and actual or potential conflict between the obligations owed to Seaspray SLSC and the Director's personal interest or other duties;
- v. To keep confidential information obtained confidential, and not to disclose an advantage or business opportunities acquired, in the course of office;
- vi. To prevent insolvent trading by Seaspray SLSC.

8 OPERATIONAL ROLES

8.1 OPERATIONAL ROLES

The Board shall be supported by operational roles which report to the relevant Board Director as per the Organisational structure described in by law 3.2

8.2 DUTIES OF OPERATIONAL ROLES

These roles will be accountable for the operations of specific aspects required for the running of the Seaspray SLSC. No operational position is authorised to incur expenses to debts on behalf of the Seaspray SLSC without the express permission of the Board.

8.3 NOMINATION OF OPERATIONAL ROLES

Nominations for candidates for Operational roles to be elected shall be called for by the associations thirty days prior to the Annual General Meeting, When calling for nominations the Association shall also provide details for the necessary qualifications and job description for the positions. Qualifications and job description shall be as determined by the board from time to time.

Nominations of candidates for election for an Operational Role shall be:

- i. made in writing, identifying the office for which the nominee is nominating, signed by two Individual Members and accompanied by the written consent of the nominee (which may be endorsed on the form of nomination); and
- ii. delivered to the Association not less than 30 days before the date fixed for the holding of the Annual General Meeting.
- iii. The Association shall send the nominations to the Members entitled to receive notice under rule 15.1

If insufficient nominations are received to fill all available vacancies for the operational roles:

- a) the candidates nominated shall, subject to declaration by the chairperson, be deemed to be elected to the office for which they have nominated; and
- b) the remaining positions will be deemed casual vacancies.
- c) If the number of nominations received for particular offices is equal to the relevant vacancies to be filled, the persons nominated shall, subject to declaration by the chairperson, be deemed to be elected to the relevant office.
- d) If the number of nominations for particular offices exceeds the number of relevant vacancies to be filled, voting papers shall be prepared containing the names of the candidates in alphabetical order, for each vacancy.

8.4 VOTING PROCEDURE

Elections shall be by secret ballot and otherwise by such means as is prescribed by the Board.

8.5 RIGHT TO CO-OPT

It is expressly acknowledged that the Board may co-opt person(s) with appropriate experience or expertise to assist in fulfilling operational roles.

8.6 TERM OF OPERATIONAL ROLES

The term of operational roles will be 12 months, and members may be re-elected.

8.7 OPERATIONAL ROLES ACCOUNTABILITIES

New roles may be added to support the Directors as required, as a guide initially the positions created are:

Director of lifesaving services:

Patrol Services Coordinator
Emergency Services Coordinator
Patrol captains
Gear steward
Power craft co-ordinator

Director Training and Assessment:

Awards Coordinator
TOC's
Assessment Co-ordinator

Director of Program and Development:

YIPS coordinator
Nipper Coordinator
Members programs coordinator
Female leadership

Director of Sport:

Boat captain
Ski captain
Beach captain
Youth sport coordinator
Officiators/Referee Development
Coaches Development

Director Facilities and maintenance:

Property Maintenance coordinator
Safety Health and environment

Director Business Services:

Sponsorship and Fundraising Coordinator
Social Coordinator
Media and advertising

Director Memberships:

Registrar
Member welfare
Team uniform coordinator

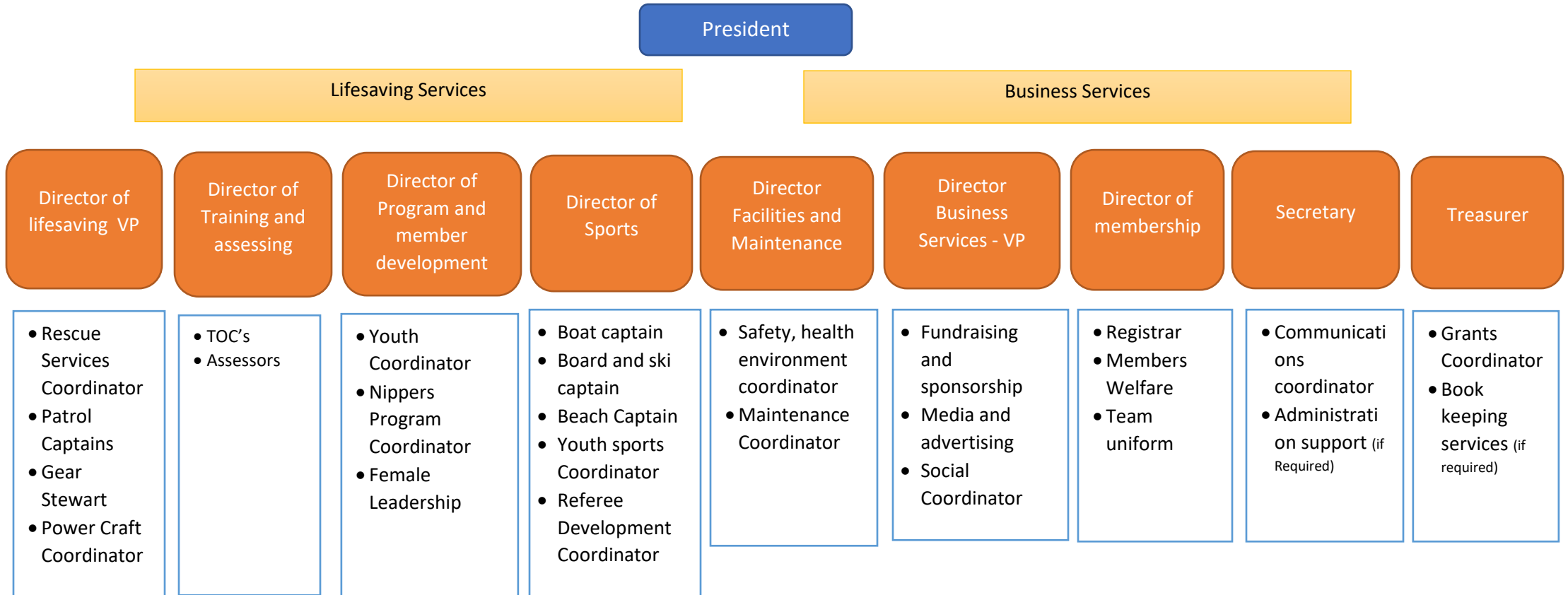
Secretary:

Communications manager
Administration support

Treasurer:

Grants Coordinator
Book keeper (if required)

8.8 ORGANISATION CHART



9 ROLE DESCRIPTIONS

9.1 PRESIDENT

- Manage Seaspray SLSC Board Meetings
- Support the Directors of Seaspray SLSC
- Manage the Annual General Meeting
- Represent Seaspray SLSC at relevant local, regional, state and national forums
- Act as a facilitator for Club activities
- Ensure the planning and budgeting for the future is carried out in accordance with the wishes of the members.
- Be signatory to Seaspray SLSC Bank Accounts
- Address any other task(s) relating to the management of Seaspray Lifesaving Club that may arise during the term
- Facilitate the strategic direction of the club

9.2 DIRECTOR OF LIFE SAVING SERVICES – VICE PRESIDENT

- One of two Vice President of the Club
- Overall responsibility for all Rescue and Surf Life Saving Services
- Developing new initiatives for patrolling that assist with:
 - Leadership and skill development
 - Retention of members
 - Membership recruitment
- Negotiate LSV protocols
- Providing patrolling uniforms for all patrolling members
- Ensure all patrolling equipment is ready for use
- Developing and implementing patrol captain training
- Ensure LIMSOC and surf guard are managed and up to date for current activities
- Liaising with other clubs to improve and enhance lifesaving standards
- Implementing an intra-club patrol competition
- Developing an emergency response unit of key patrollers
- Together with Director of Business Services manage Risk and compliance
- Any other task(s) relating to lifesaving at Seaspray SLSC that may arise during their term.
- Coordinating water safety team for special events

9.2.1 PATROL CAPTAINS

- Directly responsible for the day to day operations of surf life saving patrol services at Seaspray SLSC
- To ensure effective beach management and rescue capabilities are established and maintained during their rostered watch

- Coordinating patrols for the life saving season

9.2.2 RESCUE SERVICES COORDINATOR

- Responsible for the rostering and management of 24hr x 7days a week rescue services for Seaspray SLSC.
- Club Liaison with LSV and Vic Police for rescue services

9.2.3 LIFE SAVING EQUIPMENT COORDINATOR

- Directly responsible for the purchase, maintenance and repair of all non-mechanical equipment required for surf life saving patrol services and rescue services at Seaspray SLSC.
- Organising patrolling equipment for annual gear inspection
- Purchasing new equipment where necessary
- Ensuring all equipment conforms to state OHS legislation and national life saving standards

9.2.4 POWER CRAFT COORDINATOR

- Directly responsible for the purchase (based on approval by the board), maintenance and repair of all power craft and ancillary equipment required for surf life saving patrol services and rescue services at Seaspray SLSC.
- Ensuring all equipment and conform to state OHS legislation and national life saving standards
- Ensuring all Power craft conforms to state OHS legislation and national life saving standards

9.3 DIRECTOR TRAINING & ASSESSMENT

- Responsible for the development and facilitation of award training and assessment programs for members and community groups
- Together with Director Lifesaving Services responsible for the development and maintenance of skills for surf lifesaving patrol and rescue services at Seaspray SLSC
- Develop pathways and coordinate Seaspray SLSC members to develop as training facilitators and training assessors.
- Must have at least 5 Years Active Patrol Duty, must have obtained the relevant Training Officer Certificates
- Must be at minimum in training to be an assessor.
- Organising the annual proficiency at Seaspray SLSC

9.3.1 TRAINING OFFICERS

- Delivery of training for lifesaving awards for Aquatic Rescue, First Aid and Emergency Care or Power Craft

9.3.2 ASSESSMENT OFFICERS

- Provide assessment of training for lifesaving awards for Aquatic Rescue, First Aid and Emergency Care or Power Craft

- Provide assessment at annual proficiency at Seaspray SLSC

9.4 DIRECTOR OF PROGRAMS AND MEMBER DEVELOPMENT

- Overall Responsibility for all Programs, including but not limited to:
 - Age Manager
 - Age Manager Presenter
 - Safeguarding Children
 - Female Leadership Network (FLN)
 - Building Leaders Program
 - 18-25 Mentor Program
 - Youth Involvement Program
 - National Leadership College
- Developing links with schools for bronze training, nipper programs and surf safety programs
- Encourage leadership pathways for members through the promotion of LSV and SLSA participation programs.
- Working with the Director of Memberships ensuring the safety and protection of Seaspray SLSC Junior members
- Representing Seaspray at the LSV Membership and Leadership Development Council Meetings
- Working with the Director of Sport to develop youth competitors
- Any other task(s) relating to Activities at Seaspray SLSC that may arise during their term

9.4.1 YOUTH COORDINATOR

- Develop and implement the LSV endorsed YIP program for youth 14-18 year olds for the Seaspray SLSC club including;
- Social Programs, Sports Participation, Youth Retention Programs
- Must Have passed the relevant member protection checks.
- Organising youth specific social activities

9.4.2 JUNIOR (NIPPERS PROGRAM) COORDINATOR

- Develop and implement a Nipper Education Program for 6-14 year olds for the Seaspray SLSC club.
- Develop and coordinate Age Managers
- Coordinate Water Safety supervision to deliver program
- Implement Child Safety compliance
- Must have passed the relevant member protection checks.

9.4.3 FEMALE LEADERSHIP COORDINATOR

- Coordinates the implementation of Female Leadership Program for Seaspray SLSC

9.5 DIRECTOR OF SPORT

- Overall Responsibility for all Surf Sports, including responsibility for youth sports development
- Developing and implementing a Sport Strategic Plan
- Coordinate team managers and sports administrators for the club
- Organising and promoting coaching and officiating courses for members
- Liaising with state squads and with other clubs to enhance members opportunities
- Pursuing opportunities to link with other sporting organisations or groups to enhance Seaspray training program
- Any other task(s) relating to the development of sport at Seaspray SLSC that may arise during their term

9.5.1 BOAT CAPTAIN

- Directly responsible for the growth and success surf life saving competition in Surf Boats including
- Development Programs ,Expert Coaching, Recruitment
- Organising regular training sessions at the Club in a variety of activities
- Attending Life Saving Carnivals
- Managing the Seaspray Competition team at Carnivals
- Allocating competition craft
- Must possess and maintain a minimum Level 1 surf coaching certificate
- Have passed the relevant member protection checks.
- Must be fully conversant with SLSA competition rules as they relate to Boat Competition

9.5.2 BOARD & SKI CAPTAIN

- Directly responsible for the growth and success surf life saving competition in Boards and Surf Ski's including Development Programs, Expert Coaching, Recruitment
- Organising regular training sessions at the Club in a variety of activities
- Attending Life Saving Carnivals
- Managing the Seaspray Competition team at Carnivals
- allocating competition craft
- Must possess and maintain a minimum Level 1 surf coaching certificate
- Have passed the relevant member protection checks.
- Must be fully conversant with SLSA competition rules as they relate to Boards & Ski's

9.5.3 BEACH CAPTAIN

- Directly responsible for the growth and success surf life saving competition in Beach Sport development Programs, Expert Coaching, Recruitment

- Organising regular training sessions at the Club in a variety of activities
- Attending Life Saving Carnivals
- Managing the Seaspray Competition team at Carnivals
- Allocating competition craft
- Must possess and maintain a minimum Level 1 surf coaching certificate
- Have passed the relevant member protection checks.
- Must be fully conversant with SLSA competition rules as they relate to Beach events

9.5.4 YOUTH SPORTS COORDINATOR

- Directly responsible for the growth and success of youth surf sports for 9 – 14 year old's develop programs, coaching and recruitment.
- Must ensure coaches possess and maintain a minimum Level 1 surf coaching certificate
- Have passed the relevant member protection checks.
- Must be fully conversant with SLSA competition rules as they relate to Nippers

9.5.5 OFFICIATOR/REFEREE DEVELOPMENT COORDINATOR

- Directly responsible for the development and growth of officials/referees within the Seaspray SLSC and regional district

9.5.6 COACHES DEVELOPEMNT COORDINATOR

- Directly responsible for the development and growth of Coaches within the Seaspray SLSC and regional district

9.6 DIRECTOR OF FACILITIES AND EQUIPMENT

- Overall Responsibility for development of new and refurbished buildings controlled by Seaspray SLSC
- Overseeing the general maintenance of buildings and equipment
- Creating a strategic plan for facilities and equipment at Seaspray SLSC
- Ensuring all equipment and buildings conform to state OHS legislation and national life saving standards
- Creating and maintaining an asset register for Seaspray SLSC

9.6.1 PROPERTY COORDINATOR

- Directly responsible for the maintenance, upgrade and repair of the Seaspray SLSC buildings
- Ensuring all buildings conform to state OHS obligation

- Organise maintenance and cleaning contracts where appropriate to maintain facilities

9.6.2 HEATH SAFETY AND ENVIRONMENT

- Ensuring the safety of members through promotion and implementation of SLSA OHS policies
- Ensure compliance to environmental obligations under building permit
- Develop strategies to reduce environmental foot print

9.7 TREASURER

- Consulting with all other directors to form an annual budget
- Reviewing performance against the annual budget
- Accountable for the production of the Annual Financial reports
- Any other task(s) relating to the financial management of Seaspray SLSC that may arise
- Be signatory to Seaspray SLSC bank accounts
- Presenting financial reports at Executive Committee meetings

9.7.1 BOOK KEEPER (if required)

- Keeping a timely and proper record of all payments paid and monies received
- Showing evidence of financial transactions
- Arranging an annual audit and ensuring that annual audit information is prepared
- Producing an annual financial report
- Sending out accounts
- Paying all bills and accounts

9.7.2 GRANTS COORDINATOR

- Grant Applications including but not limited to:
 - LSV grants for admin and equipment
 - Sports travel cost
 - Asset purchases
 - Program delivery
- Ensure compliance and acquittal of grants are completed.

9.8 DIRECTOR OF BUSINESS SERVICES - VICE PRESIDENT

- Manage Seaspray SLSC Business to promote the aims of the club
- Develop strategies to promote National and State promotional initiatives
- Manage and implement strategies for fundraising, including but not limited to club raffles

- Manage and implement strategies to generate major sponsorship
- Manage stakeholder engagements
- Together with Director of Lifesaving Services manage Risk and compliance
- Ensuring the club complies with local liquor licensing laws
- Coordinate Presentation night
- Merchandise development and sales

9.8.1 SPONSORSHIP AND FUNDRAISING COORDINATOR

- Develop initiatives and coordinate fundraising activities
- Develop initiatives and coordinate major Sponsorships for the club,

9.8.2 SOCIAL COORDINATOR

- Directly responsible for the organising of social functions for the Seaspray SLSC
- Coordinate club entertainment
- Strategically use social functions to generate Club atmosphere

9.8.3 MEDIA AND ADVERTISING

- Develop and implement ad media and advertising to promote club goals
- Develop other promotional material as required to promote club programs
- Develop promotional material to support fundraising and major sponsors

9.9 SECRETARY

- Community and Public Events coordination, All Club and Surf Life Savings Promotions Activity
- Manage the day to day communications internally and externally at Seaspray SLSC,
- Responsible for all records are maintained in accordance with legislative requirements
- Creating and maintaining a relevant club history document.
- Preparation, production and distribution of the Annual Report
- Being a signatory on the Seaspray SLSC bank accounts
- Acting as the Public Officer of Seaspray SLSC and ensuring compliance with Association legislation.
- Any other task(s) relating to secretarial services for Seaspray SLSC that may arise during their term

9.9.1 ADMINISTRATION SUPPORT (if required)

- Secretarial services for the Seaspray SLSC Board of management, including preparing the agenda for meetings in conjunction with the President
- Making arrangements including venue, date, times and hospitality for board meetings

- Collecting and collating monthly reports from the Directors
- Calling for and receiving nominations for Directorships for the Seaspray SLSC AGM
- Taking the minutes of all meetings, Writing up the minutes after meetings as soon as possible after the meeting.
- Responding to communications promptly

9.9.2 COMMUNICATIONS COORDINATOR

- Coordinate Social media accounts
- Coordinate Club Website development,
- Manage Club Newsletter

9.10 DIRECTOR OF MEMBERSHIP

- Assessing the human resource needs for the club,
- Recruiting and recommending the appointment of volunteers to suitable,
- Organising the orientation and the induction of members,
- Developing volunteer recognition and retention programs,
- Developing a club identity through uniform

9.10.1 REGISTRA

- Managing a Register of all Seaspray SLSC Members, including appropriate membership mapping and appropriate access for other club users
- Membership packs

9.10.2 MEMBERS WELFARE

- Managing promotion and compliance to members protection policy 6.05
- Along with Director of Programs and Member Development manage compliance to the Safeguarding of Children and Young People (SCYP) Policy and Procedure, relevant legislation, and statutory requirements for the club in relation to (SCYP)

9.10.3 CLUB UNIFORM

- Coordinate Club uniform sales and promotion