

Management Structure
and Roles

Eimeo Surf Life Saving Club



Overview of Appointment

All members of the Clubs Management and Executive Committee must meet the following requirement before they can be appointed:

- Holder of a positive notice Blue Card
- Completed required child safety inductions
- Not disqualified from managing a corporation within the meaning of the Corporations Act 2001
- Not been disqualified by the Australian Charities and Not for Profits Commission at any time during the previous year from being a responsible person (as per the ACNC Act)
- Agree to the nomination

Expectations:

- Organise and participate in regular meetings
- Provide written reports to the Secretary on activities within their area of responsibility prior to meeting.

Club Board / Management Committee

The Club Executive is made up of:

- President
- Secretary – Members Services
- Treasurer – Director of Finance
- Club Captain

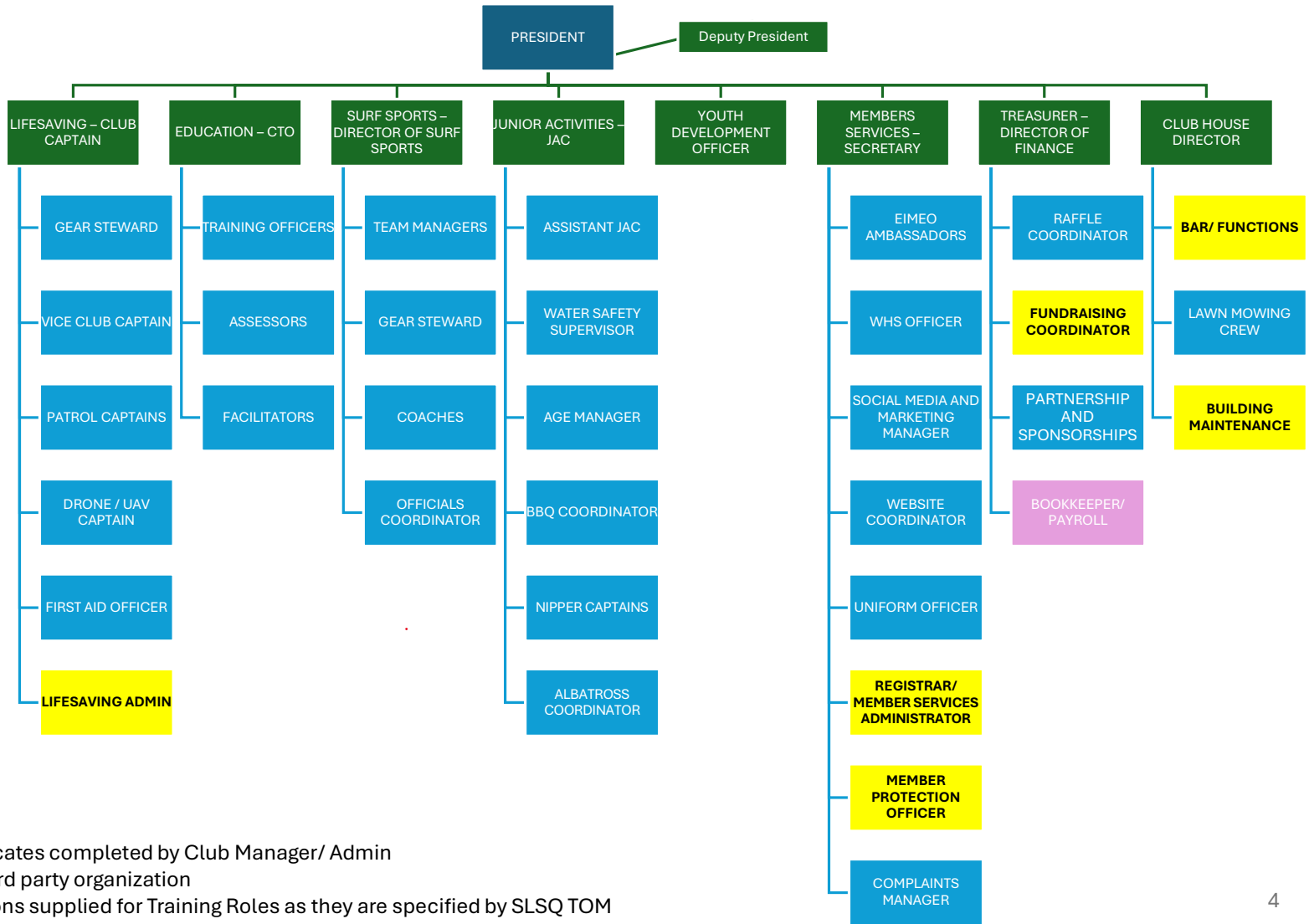
The following additional roles make up the Club Management Committee:

- Deputy President
- Club House Director
- Director of Surf Sports (DOSS)
- Junior Activities Coordinator (JAC)
- Youth Development Officer (YDO)
- Chief Training Officer (CTO)



Retaining Wall Project
Bill and Andrew

Master Planning Project



Yellow indicates completed by Club Manager/ Admin
 Purple – third party organization
 No definitions supplied for Training Roles as they are specified by SLSQ TOM

Lifesaving | Led by the Club Captain

Gear Steward

Key responsibilities include maintenance of patrolling equipment, oversee gear and equipment inspections, and collaborate with administration to ensure accurate and up-to-date records in SurfGuard for all gear and equipment within the club. IRB the care, maintenance, and operation and related equipment.

First Aid Officer

The First Aid Officer is responsible for managing and maintaining first aid equipment, stocking supplies before the season, monitoring stock levels, and ensuring the cleanliness and maintenance of blankets, towels, first aid kits, oxygen, and defibrillators.

Patrol Captains

Patrol Captains (PCs) support the Director of Lifesaving (DOL), manage their patrols, facilitate communication with patrolling members, and oversee the management of their patrolling team.

Drone Captain

The UAV Coordinator is responsible for maintaining UAVs, ensuring qualified personnel are available and drones are maintained.

Lifesaving Administrator – Club Admin

The Life Saving Administrator assists with rostering and administration of patrol teams in SurfGuard, manages incident reports administration, maintains equipment records, and supports the administration of lifesaving grants



Surf Sports – Led by the Director of Surf Sports

Team Managers

The team manager oversees a variety of tasks, including communication with team members, organising training sessions in collaboration with coaches, coordinating accommodation and transportation arrangements.

Gear Steward

Responsibilities include organising gear for competitions and training, managing any damages, and coordinating the transport of gear to competitions

Coach/s

Coaches are responsible for developing and implementing training programs, providing guidance and instruction to athletes, and improving athlete performance. Clubs could have coaches over various disciplines, these might include; Board, Ski, Swimming, Pool Rescue, Beach, Boats, IRB, Fitness, R&R, March Past, Lifesaving/First aid, Masters and Juniors.

Officials Coordinator

Responsibilities include recruiting and assigning officials to competitions and providing development opportunities for officials

Junior Activities – Led by the JAC

JAC

Responsibilities include roll call records, assists the club registrar with enrolments, manages communication with parents and nippers, collaborates with the Child Safe Coordinator on Working With Children Check (WWCC) matters, administers end-of-season awards, and maintains the Nipper calendar.

Assistant JAC

Responsible for assisting JAC and minutes secretary

Water Safety Supervisor

The Water Safety Supervisor (WSS) is responsible for the safe conduct and delivery of nipper water activities, supervising Water Safety Personnel (WSP) to carry out their responsibilities as part of a team. They work with the Junior Activity Chair and the Patrol Captain to ensure that risk assessments are carried out and communications are open at all times.

Age Managers

The Age Manager ensures the safety and education of the group, facilitating engaging and educational programs aligned with age guides to develop surf lifesaving skills. The goal of an Age Manager is to create a fun, safe learning environment while developing future surf lifesavers through the building of knowledge, skills and confidence.

BBQ Coordinator

Responsibilities include planning and coordinating bbq for nipper events: organizing volunteers, providing food orders to club admin and ensuring the equipment and area is left clean.

Nipper Captains

Education Committee – Led by the CTO

Training Officer

The training officer role involves organising and delivering course content and knowledge to participants, guiding them through the learning process according to the latest SLS Delivery and Assessment Guides, and preparing them for assessment events. Trainers also contribute significantly to creating a welcoming and safe environment for new members at the Surf Life Saving Club.

Assessors

The Assessor role involves evaluating participants' skills and knowledge to determine competency outcomes at assessment events. They complete assessment portfolios for participants to award relevant certifications, while ensuring adherence to assessment guidelines and procedures.

Facilitators

Facilitators are authorized to both train and assess course participants with approval from their club and/or branch. This role aids in collaborative course delivery and provides crucial training and assessment support.

Junior Education Coordinator

The Junior Education Coordinator responsibilities include collaborating with the Junior Activities Committee (JAC) to provide cadets with timely access to education pathways and coordinating youth education initiatives within the club.

** Roles are set by SLSQ on criteria



Members Services – Led by the Director of Administration (Secretary)

Eimeo Ambassadors	The Eimeo Ambassadors help make new members feel welcome and direct people to the right area
Registrar / Member Services Administrator	The Club Registrar manages membership records, processes registrations, and maintains accurate and up-to-date member information within the club. They facilitate the registration process for new and existing members, handle inquiries related to memberships and ensure compliance with registration requirements and documentation.
Social Media and Marketing Manager	Responsibilities include managing the club’s public relations, social media presence, and internal communications. They create and distribute content, engage with members and the community, and promote club activities and achievements through various communication channels with may include social media platforms, websites and other digital platforms
Uniform Officer	Responsibilities include managing the procurement, distribution, and maintenance of uniforms and apparel for club members. They coordinate uniform orders, ensure inventory levels are maintained, and organize fittings for members as needed.
Member Protection/ Child Safety	The MPIO is responsible for possessing knowledge of the Member Protection Policy, Complaint Resolution Policy, Safeguarding, Child Safe Policies, and other Surf Life Saving policies. They provide advice on complaint resolution options, serve as an impartial resource for all club members in resolving grievances, and uphold strict confidentiality standards in all MPIO-related activities, including documentation and communication
Complaints Manager	Responsibilities include addressing complaints fairly and transparently and in line with policy, escalating issues when necessary, and ensuring clear communication with all parties involved. They maintain confidentiality, report serious concerns to authorities, and keep detailed records of complaints in a secure and confidential manner
WHS Officer	The WHS (Work Health and Safety) Officer is responsible for overseeing and implementing workplace health and safety measures within the club. They identify potential hazards, assess risks, develop safety protocols, and ensure compliance with WHS regulations.

Finance Committee – Led by the Director of Finance

Raffles Coordinator

Responsible for the fortnightly Friday night raffles and the Northern Beaches Bowls Club raffles to ensure member coverage.

Fundraising Coordinator

Responsibilities include maintaining charitable fundraising registrations, seeking and managing grant applications, and overseeing fundraising activities for the club. They identify fundraising opportunities, develop fundraising strategies, and coordinate initiatives to secure financial support for club. Ensuring there is a Club member responsible for individual events to ensure they run smoothly.

**Partnerships/
Sponsorships**

Responsibilities include developing a partnership and sponsorship strategy for the club, as well as building and managing relationships with sponsors. They identify sponsorship opportunities, negotiate agreements, and coordinate sponsor-related activities to support the club's financial objectives

Bookkeeper / Payroll

Responsible for payroll and reviewing BAS before submission

Club House Director

Bar Manager

Responsibilities include overseeing the operation of the club's bar facilities, including managing inventory, customer service, and compliance with licensing regulations.

Lawn Mowing Crew

Responsible for ensuring the lawns and gardens are maintained on a regular basis

Building Coordinator

Responsibilities include managing the maintenance, operations, and safety of the club's facilities, including coordinating repairs, renovations, and compliance with building codes. They may also oversee bookings for club facilities, ensuring efficient scheduling and allocation of spaces for various activities and events



PRESIDENT

RESPONSIBILITIES:

- Act as the principal leader with overall responsibility for the Club's administration
- Set the overall committee agenda and help the committee prioritise its goals and ensure office bearers work within this framework
- Facilitate meetings, including: Management, General and Annual General Meetings
- Represent Eimeo Surf Life Saving Club appropriately at local, regional, state and national levels
- Act as a facilitator for Club activities and voice members views at appropriate forums
- Ensure planning and budgeting is completed in accordance with the needs of the Club and members wishes
- Ensure all rules and regulations of the Club are upheld
- Engage sponsors and supporters
- Ensure financial, social and structural viability of the Club is established and maintained
- Identify and communicate to members opportunities available at club, branch, state and national levels
- Liaise appropriately with Mackay Regional Council
- Be responsible for club planning, including succession and business planning
- Ensure all club activities are carried out within the laws of Queensland
- Monitor and amend the Club Strategic Plan

KNOWLEDGE AND SKILL REQUIRED

- Communicate effectively
- Well informed of the organisations activities
- Aware of future directions and plans of members
- Demonstrate a high level of enthusiasm when representing the Club to members, other organisations and the general public
- Maintain a policy of loyalty to the Surf Club and it's activities whilst maintaining confidentiality and respect towards members
- Maintain effective and efficient administration
- Have a good working knowledge of the constitution, rules and the duties of all office holders and subcommittees
- Must be a supportive leader for all organisations members
- Have a good knowledge of organisational governance

DEPUTY PRESIDENT

- Develop skills/attributes and understanding of the Club President role (succession planning)
- Assist the Club President (as delegated to)
- Stand in for President during President absence
- Chair the Honours and Awards Committee to determine Club and broader initiatives

MEMBER SERVICES | SECRETARY

RESPONSIBILITIES & DUTIES

- Make arrangements including agenda, venue, date, etc, for Club meetings in consultations with the President and advise members accordingly
- Collect and collate reports from office bearers
- Call for and receive nominations for committees and other positions for the Club's Annual General Meeting
- Take minutes of meetings and maintain a copy for records, circulate within 7 days of meetings
- Comply with ACNC requirements
- Receive, record, read, reply and file correspondence promptly and report to the Executive on content as necessary
- Collate and prepare annual report
- Support the Club Administrator to ensure data entry on the SLSA Surfguard system and ensure records are current
- Submission of recognition awards and honours
- Maintain files, including (but not limited to) legal documents, constitutions, leases, titles and instruments of Incorporation
- Perform the general routine administration of the Club
- Ensure circulation of minutes to committee members prior to the next meeting
- Ensure achievement of relevant sections of the Club Strategic Plan
- Control and manage security keys and control register
- Be the designated person of contact for Fair Trading and ensure the Form 14 is lodged within Fair Trading Guidelines
- Manage uniforms, WHS and Complaints on behalf of the Club

KNOWLEDGE AND SKILL REQUIRED

- Communicate effectively
- Well-organised and can delegate tasks
- Maintain confidentiality on relevant matters
- Have a good working knowledge of the Club constitution
- Demonstrate a high level of enthusiasm when representing the Club to members, other organisations and the general public
- A good business sense
- A practical knowledge of computer systems and programs such as Surfguard and Microsoft Office applications

DIRECTOR OF FINANCE| TREASURER

RESPONSIBILITIES:

- Is the Chief Financial Management Officer for the Surf Club
- Drive the Executive/Management Committee to prepare annual budgets with assumptions for their respective areas
- Collate and consolidate the area/divisional budgets into an overall Club budget
- Produce relevant and timely financial reports and submit these to each Management Committee meeting as required and ensure they are understood
- Monthly preparation of bank reconciliation and Profit & Loss comparing actual to budget
- Monitor the actual v budget results monthly seeking explanation for material variation >10% so the Executive can be advised
- Maintain the Surf Club's accounting records including detailed records of all payments and monies received ensuring it is logically filed with authorised supporting documentation
- Liaise with Club auditor regarding the annual audit and preparation of compliant financial statements for presentation to members at the AGM
- Cause the preparation of statutory returns and reports as required, specifically Activity Statement for the ATO

KNOWLEDGE AND SKILL REQUIRED

- Communicate effectively
- Prior bookkeeping / financial experience desirable
- Well-organised and can delegate tasks
- Maintain confidentiality on relevant matters
- Have a good working knowledge of the Club constitution
- Demonstrate a high level of enthusiasm when representing the Club to members, other organisations and the general public
- A good business sense
- A practical knowledge of computer systems and programs such as Surfguard and Microsoft Office applications

CLUB CAPTAIN

- Administer and organise patrols (rosters, experience / qualification spread)
- Maintain records of all patrol activities, patrol hours, rescues effected, incident reports and other required statistics.
- Manage adherence to requirements as per Patrol Service Agreement and SOP's ensuring public safety in the water and on the beach
- Ongoing management of service delivery standards and issue resolution
- Coordinate pre-season preparation phase (equipment, uniforms, rostering, communication etc)
- Responsible for the conduct of members in the Club
- Oversee the Gear Steward/IRB Officer concerning lifesaving gear, ensuring it is well maintained
- Provide regular communication to PC's and members direct and in Club
- Work with Chief Training Officer to address training requirements and deficiencies
- Supply regular reports and recommend actions to Club Management Committee
- Liaise with Branch Director of Lifesaving and attend Lifesaving Committee Meetings in person or via technology
- Perform duties as authorised under the Local and State Government ordinances
- Keep a record of member re-qualifications each season
- Keep a record of member performances at patrol duties
- Work with other lifesaving officers within the Club on a regular basis
- Manage BSEF purchases and grant acquittal

Must hold Bronze Medallion for a min of 2 seasons

CLUB HOUSE DIRECTOR

- Oversee Friday night trading, functions and other commercial activities that occur at the Club house to ensure activities are profitable and in line with Club values.
- Be responsible for arranging maintenance of clubhouse and grounds
- In conjunction with the Sunset Bay Outriggers Canoe Club, oversee maintenance of top shed and grounds
- Be responsible for planning, organising and executing renovation and extension/addition projects for the Surf Club property by liaising with Council, contractors and subcontractors to achieve this with the best outcome for the Club
- Maintain agreement on outcomes with key stakeholders and update Executive Committees on all correspondence including planning and decision-making outcomes
- Ensure appropriate licences and permits are held by the Club for activities undertaken – liquor licences, food permits and any other necessary requirements for trading
- Ensure Square is set up to meet the needs for the Club and all activities are financially tracked and reported on
- Review the performance with the President of paid staff
- Ensure acquittal reports and progress reports are completed on time with relevant parties

CHIEF TRAINING OFFICER (CTO)

- Analyse skill mix throughout the Club and develop training solutions to meet the operational needs of the Club
- Assess, develop and coordinate delivery of training solutions to meet the Club's Patrol Service Agreement and service quality issues
- Assist in development of youth within the Club
- Coordinate all instruction squads, their trainer/s and resources
- Positively support the policies, culture, operation and management of the Club, Branch, SLSQ and SLSA
- Follow procedures and protocols as outlined in SLSQ and SLSA Training SOPs
- Ensure all training sessions are efficient, records completed and filed
- Ensure re-qualifications of awards and certificates are completed by required date and recorded
- Arrange assessments through the Branch as required, ensuring follow-up
- Attend Branch meetings (as required) and report to Branch and/or Club all relevant information
- Liaise with Branch Education Officer (EATS)
- Contribute to the Strategic Plan relating to education and training in consultation with appropriate staff

Must hold minimum Cert IV in Training & Assessment; Bronze Medallion

DIRECTOR OF SURF SPORTS (DOSS)

- Ensure implementation of relevant policies relating to Surf Sports
- Conduct regular communication with Club Surf Sports representatives
- Ensure effective directorship of Surf Sports and its competition operations
- Provide leadership and strategic direction relating to Surf Sports
- Act as Chairperson of meetings, conferences, committees relating to Surf Sport matters
- Represent the Club at Branch, State and National Surf Sports meetings
- Develop programs and reports as requested by the Committee and/or Branch
- Initiate visits to other Clubs to discuss items of a strategic nature
- Oversee programs relating to Surf Sports
- Organise and conduct Club Championships
- Participate in team selections in conjunction with JAC
- Point of referral for Club Board/Ski allocation procedure
- Contribute to the Strategic Plan relating to Surf Sports in consultation with appropriate staff
- Prepare reports for presentation to Committee, Branch and other meetings as required

JUNIOR ACTIVITIES COORDINATOR (JAC)

- Coordinate all Junior Activities
- Identify issues and potential solutions to recommend to the Management Committee
- Provide advice, direction and coordination for Age Managers
- Monitor the implementation of new initiatives
- Work with Management Committee to set the agenda for each season's activities
- Chair the Age Managers meetings and regularly report to the Management Committee on the progress of the junior groups
- Work as required with the Chief Training Officer, Surf and Beach Coaches, Water Safety Coordinator and the Membership Development Coordinator (YDO) to ensure satisfactory outcomes for the Club
- Participate in team selections in conjunction with DOSS
- Distribute relevant correspondence to the Age Managers
- Contribute to the Strategic Plan relating to Junior Activities in consultation with appropriate staff
- Prepare reports for presentation to Committee, Branch and other meetings as required

YOUTH DEVELOPMENT OFFICER (YDO)

- Plan, set and supervise Youth Development activities to meet Club objectives
- Lead and manage the Club's Youth Development Committee
- Club contact for Youth Development, youth-related matters within the Club, primary contact including direct communication with Youth members
- Organise a minimum of 2 club functions for youth throughout the season
- Coordinate closely with the JAC to maximise retention of junior members through to become senior lifesavers
- Contribute to the Strategic Plan relating to Youth in consultation with appropriate staff
- Prepare reports for presentation to Committee, Branch and other meetings as required

VICE CLUB CAPTAIN

- Develop skills/attributes and understanding of the Club Captain role (succession planning)
- Assist the Club Captain (as delegated to)

Examples:

- Oversee the Gear Steward in relation to all lifesaving equipment
- Roster development and administration
- Exercise Club Captain's role in the absence of Club Captain
- Submit regular reports to the Club Captain

Must hold Bronze Medallion for a min of 2 seasons

PATROL CAPTAIN

- Ensure that identified high risk areas along their beach are appropriately covered with Surf Life Saving Services in a proactive capacity
- In the event of an incident, assume command of resources available to them at their beach on the advice of SurfCom
- Arrange with Club Captain for suitable de-briefings and/or peer support for club members when required
- Take immediate steps to report any serious breach of Surf Life Saving safety policies and/or patrol deficiencies identified to the Club Captain
- Liaise with the Lifeguards to identify any issues or hazards present
- Ensure all Lifesaving equipment is checked before duty
- Select the safest area of beach to erect the red & yellow flags
- Dependant on conditions the patrol captain shall be responsible for the opening and closing of flagged areas and/or beaches.
- Allocate responsibilities to team members in case of emergency and/or rescue.
- Ensure the safe positioning of lifesaving equipment
- Designate suitable areas for surfboard/boogie board riders
- Ensure a proper buffer zone exists between the surf craft area and the swimming area
- Ensure all Lifesaving Services personnel take a pro-active approach to preventative measures and make themselves accessible to the public to answer any general enquiries
- Co-ordinate any search and rescue situation that may occur
- Be aware of and abide by the Local Government Act
- Ensure the correct recording of information in LIMSOC, log books, report forms etc.
- Retain a radio (hand held) at all times during patrol

FIRST AID OFFICER

- Maintain fully-stocked First Aid/Oxygen/AED Kits and First Aid Room (plus backup supplies)
- Purchase and receive delivery of supplies when needed
- Monitor adherence to cleaning and hygiene requirements of First Aid Room
- Monitor equipment quality and expiry details of supplies (i.e. AED Pads)
- Ensure training manikins are in good working order and have suitable hygiene supplies
- Provide communication to Patrol Captains as required
- Promote and support first aid training in consultation with Chief Training Officer
- Attend Branch's bi-annual First Aid Room inspections & audits
- Submit reports to the Club Executive Committee

DRONE/ UAV CAPTAIN

- Ensure all club UAV operations are conducted in accordance with this SOP manual, and any additional SLSQ requirements deemed necessary for the particular club
- Regularly audit operations, both through physical visits and virtually using FlyFreely (or designated Drone Management system) to ensure procedures are being adhered too, all flight within pre-determined flight areas and documentation is completed
- Assist State Drone Co-ordinator in investigating any breaches of CASA legislation or this manual, including enforcing any remedial actions
- Ensure all Drone Operators currently hold a CASA Drone Operators Accreditation that is current
- Ensure all club owned RPA are registered
- Ensure all RPA are serviceable by conducting scheduled maintenance as per this manual. All non-worthy RPA are to be removed from service
- Ensure all required equipment is provided to Drone Operators – laptops, signage etc.
- Ensure they are up to date with the latest CASA rules and legislation
- Complete the SLSQ Drone Operator Course
- Complete SLSQ Club Drone Captain induction
- Attend any development days provided by SLSQ

GEAR STEWARD - LIFESAVING

- Check and maintain gear and equipment for Lifesaving/ Patrols
- Carry out Annual Gear and Equipment Inspection before start of season
- Coordinate the maintenance and repair of gear and equipment
- Be responsible for the security and return of all gear and equipment
- Maintain a record of gear and equipment issued to relevant sections
- Supervise the relocation of gear and equipment to alternative venues
- Maintain adequate fuel levels and reserves for ATV and IRB
- Ensure IRB meets requirements of SLSQ
- Maintain and manage radios

TEAM MANAGERS

CARNIVAL NOMINATIONS

JUNIOR & SENIOR TEAM MANAGER

- Travel with teams to events and camps, arrange travel and accommodation as required and details provided to parents
- Adhere to and implement organisational and team codes of conduct
- Facilitate entries for all events
- Assess and manage risk in all team associated events
- Ensure any protests at carnivals are dealt with in an efficient and appropriate manner
- Ensure all monies (i.e. membership, competition levy, accommodation etc) are paid in full by the required date.
- Make sure all Club equipment (e.g. tents, boards, skis, motors, fuels etc) is transported to carnivals by start time
- Allocate responsibility of tent setup and dismantle
- Ensure equipment is returned clean and report all damages.

CARNIVAL NOMINATIONS

- Referring to the current SLSQ Surf Sports Calendar on the Club's web site, call for and receive carnival nominations and manage Live Heats – if Club pays for nominations ensuring the Club Administrator sends bills
- Ensure nominations are entered before cut-off dates
- Provide competitors with relevant carnival bulletins
- Ensure competitors have completed pool, beach and competition proficiencies before nominating for a carnival. This is for beach-only competitors also.
- Ensure official & water safety personnel ratios are adhered to, e.g. competitor: official and competitor: water safety ratio

COACH/S

COACH/S

- Coaches are responsible for developing and implementing training programs, providing guidance and instruction to athletes, and improving athlete performance. Clubs could have coaches over various disciplines, these might include; Board, Ski, Swimming, Pool Rescue, Beach, Boats, IRB, Fitness, R&R, March Past, Lifesaving/First aid, Masters and Juniors.

OFFICIALS COORDINATOR

- Responsibilities include recruiting and assigning officials to competitions and providing development opportunities for officials
- Working with the Team Manager to ensure we have sufficient Officials for specific carnivals
- Assist members with completing the requirements to be an official

OFFICIALS COORDINATOR

GEAR STEWARD – SURF SPORTS & NIPPERS

- Check and maintain gear and equipment Surf Sport and general uses, including tents
- Carry out Annual Gear and Equipment Inspection before start of season
- Coordinate the maintenance and repair of gear and equipment
- Be responsible for the security and return of all gear and equipment
- Maintain a record of gear and equipment issued to relevant sections
- Supervise the relocation of gear and equipment to alternative venues

ASSISTANT JAC

WATER SAFETY SUPERVISOR

BBQ COORDINATOR

RESPONSIBILITIES

- Develop skills/attributes and understanding of the Junior Activities Coordinator role (succession planning)
- Provide advice, direction and coordination for Age Managers
- Assist the Junior Activities Coordinator (as delegated to)

- Supervise water safety personnel for Nippers, sports events and member training as required
- Be responsible for the safety of competition while water events are in progress
- Supervise and roster water safety personnel
- In all competitions ensure that water safety meets the prescribed and assessed requirements

Must have Bronze Medallion

- Arrange the set up and pack up of the BBQ on nipper training days
- Organise nipper parent-help roster for season with the assistance of the JAC
- Ensure all equipment is clean and put away after use
- Operation of kitchen/BBQ facilities for nippers
- Arrange for the repair and/or replacement of any defective equipment.
- Order stock as required with the Club Administrators Assistance
- Maintain canteen area – keep clean & tidy

NIPPER CLUB CAPTAIN

AGE MANAGER - NIPPERS

RESPONSIBILITIES

- Must adhere to SLSQ Codes of Conduct for
 - Members
 - Youth Leaders
- Be role models for all Club youth including nippers and shall actively integrate to provide leadership and direction for the Club's Junior Members
- Be involved in Club activities including fund-raising events
- Submit written reports to Youth Development Officer
- Attend monthly Youth Development Committee Meetings.

RESPONSIBILITIES

- Ensure the safety and well-being of the group
- Take responsibility for the education of a group
- Establish, coordinate and report all operational aspects relating to the age group
- Reference the Age Managers Course to educate junior lifesavers in surf lifesaving, surf awareness, personal, leadership and teamwork skills
- Plan creative, educational and fun lessons
- Be a positive role model

EIMEO AMBASSADOR

WHS OFFICER

RESPONSIBILITIES

- Attend Club events to liaise with new members, members and the community to work out how they can be engaged with the Club
 - Ability to assess the human resource needs for the Club for general running and special events – refer people to the right area and follow up that they have been engaged
 - Recruit and recommend the appointment of volunteers to roles that suit them
 - Organise the orientation and the induction of volunteers
 - Work in conjunction with the Director of Administration to organising volunteer rosters and to maintain records
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- Ensure the Surf Club Health and Safety systems are up-to-date, implemented and monitored in all areas within surf lifesaving (refer Guidelines for Safer Surf Clubs)
 - Implement and oversee risk management procedures
 - Set up, implement and monitor injury reporting system.
 - Carry out investigations of Surf Club workplace incidents
 - Set up, implement and monitor WHS education and training systems
 - Implement rehabilitation and “return to surf club duties” procedures.

SOCIAL MEDIA AND MARKETING MANAGER

UNIFORM OFFICER

- Manage Club Social Media, Website and marketing
- Develop the Club Brand, Voice and styling in consultation with the Club Committee

- Work with Surf Sports, Lifesaving and the other members of the Club to determine merchandising requirements
- Organise and control of Uniform and Apparel stocks and pricing structures in Square
- Source and liaise with suppliers
- Ensure invoices are paid or forwarded to the Treasurer
- Keep true and accurate records of all sales and expenses
- Roster and manage a regular service to sell Club merchandise and uniforms
- Attend meetings as required
- Perform stock take duties as required
- Prepare annual stocktake and figures for external audit

COMPLIANTS MANAGER

RESPONSIBILITIES:

- Receive and record formal complaints raised by members or stakeholders in accordance with SLSA Complaint Resolution Policy 6.06.
- Ensure formal complaints are recorded, updated and managed within the relevant SLSA complaint management system in accordance with SLSA policies and procedures.
- Maintain confidential and secure complaint records in accordance with relevant policies and privacy requirements.
- Acknowledge receipt of complaints and provide information regarding available complaint resolution pathways.
- Assess the nature of complaints and determine appropriate referral pathways (e.g. MPIO, Committee, Lifesaving Manager or external authorities where required).
- Maintain confidentiality and ensure complaint information is only shared on a need-to-know basis.
- Support timely and procedurally fair handling of complaints and encourage respectful and constructive outcomes where appropriate.
- Escalate serious, complex or sensitive matters to the appropriate club or external authority in line with policy requirements.
- Maintain accurate and secure records of complaints, actions taken and outcomes.
- Work collaboratively with the Member Protection Information Officer (MPIO) to ensure appropriate guidance and support is available to complainants where required.
- Promote awareness of complaint pathways and respectful behaviour expectations within the club.
- Identify recurring issues or trends and recommend procedural or cultural improvements to the Committee where appropriate.

KNOWLEDGE AND SKILLS REQUIRED:

- Has a strong understanding of SLSA Complaint Resolution Policy 6.06 and associated guidelines.
- Understands principles of procedural fairness, confidentiality and natural justice.
- Has good interpersonal and communication skills.
- Is able to remain neutral, calm and objective when dealing with sensitive issues.
- Has strong organisational skills and attention to detail for record keeping.
- Understands when to escalate matters and when to refer to MPIO or external authorities.
- Has awareness of child safeguarding and member protection frameworks.
- Can manage sensitive information in accordance with privacy requirements.

RAFFLES COORDINATOR

FUNDRAISING COORDINATOR

- Prepare the roster for raffles to ensure coverage of members
- Provide instructions for members to be able to follow to accurately complete raffle duties
- Organise with the Club Administrator to ensure prizes and supplies are available when required

Club Administrator will:

- Liaise with members to see if people are interested and willing to take responsibility for the appropriate activities
- Complete Special Event Permit and Print information any required for the team on the tasks

Fundraising Project Manager - Member:

- Member who takes on the responsibility for the fundraising activity – this includes liaising with Social Media Manager as required
- Responsible for organizing equipment, volunteers and any supplies – purchasing details can be supplied to the Club Administrator to purchase necessary items

PARTNERSHIP & SPONSORSHIPS

ROLES & RESPONSIBILITIES

- Identify and pursue sponsorship opportunities with local businesses, organisations and community partners.
- Develop and maintain positive relationships with existing and potential sponsors of Eimeo SLSC.
- Coordinate sponsorship proposals, agreements and partnership packages in collaboration with the Committee.
- Ensure sponsors receive agreed benefits, recognition and promotional opportunities throughout the season.
- Work closely with the Social Media and Marketing Manager to promote sponsors across club communication channels including social media, newsletters, website content and club events.
- Maintain accurate records of sponsorship agreements, contact details, contributions and renewal dates.
- Coordinate sponsor signage, acknowledgements and branding opportunities at the clubhouse, events and club activities.
- Liaise with sponsors regarding club events, presentations and promotional opportunities.
- Seek opportunities to increase sponsor engagement and long-term partnerships with the club.
- Provide regular updates to the Committee regarding sponsorship activities and partnership outcomes.
- Assist with fundraising initiatives and community engagement opportunities where required.
- Ensure sponsorship activities align with Surf Life Saving Australia policies, branding guidelines and club values.

KNOWLEDGE AND SKILLS REQUIRED:

Ideally the Sponsorship Coordinator is someone who;

- Has strong communication and relationship-building skills.
- Possesses confidence in networking and engaging with businesses and community organisations.
- Has good organisational and administration skills.
- Can work collaboratively with club officers, members and external stakeholders.
- Has an understanding of marketing, promotion and community engagement.
- Is proactive, motivated and able to identify partnership opportunities.
- Possesses sound time management and attention to detail.