



"THE SEA SHALL NOT HAVE THEM"

MBSLC committee portfolios

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Club Chairman

Role: The club Chairman is the principle leader of Mossel Bay Surf Lifesaving Club and has the overall responsibility for the club's administration.

Responsibilities:

- Chairing committee/executive meetings.
- Liaison with elected office bearers and club captains regarding the day to day running of the club.
- Is responsible for calling all committee meetings at regular intervals.
- Is the face, of the club and will represent the club at all provincial and national meetings as required.
- Must submit an annual report to the committee on areas of management, for presentation at the annual general meeting.
- Will represent Mossel Bay Surf Lifesaving Club when meeting with national and local government parties.
- Will take part and affiliate in all matters attended by the club disciplinary committee.
- Must be living in the immediate Mossel Bay vicinity.

Knowledge and skills required:

Ideally the Club Chairman is someone who

- Has an excellent working knowledge of Surf Life Saving in general.
- Possesses a high degree of team leadership skills.
- Is aware of future direction and plans of the club.
- Has a good working knowledge of the club constitution, policies and duties of all elected office bearers and sub-committees.
- Must have a current police clearance in accordance with the working with children.

Club President

Role: The Club President provides a supportive role to the Chairman and the committee.

Responsibilities:

- Chairing executive /committees in the absence of the Chairman
- Help and support to the Chairman in the execution of his/her duties with involvement in club.
- Must be living in the immediate Mossel Bay vicinity.

Knowledge and skills required:

The club President is someone who

- Has an excellent working knowledge of Surf Life Saving in general.
- Possesses a high degree of team leadership skills.
- Is aware of the future direction and plans for the club.
- Has a good working knowledge of the club constitution, policies and duties off all elected office bearers and sub-committees.
- Must have a current police clearance in accordance with the working with children.

Club Captain

Role: The Club Captain is the operational leader within the club.

Responsibilities:

- Organize and assist with training and examination of lifeguard awards in conjunction with the club coach.
- Assist the club coach in running of training camps.
- Produce and distribute voluntary roster for weekends and public holidays.
- Supervise the work of and develop the leadership skills of the patrol captains.
- Ensure that all necessary voluntary logs and data are returned to secretary in a timely manner.
- Liaise with the Public Relations officer and provide information for the website, newsletter, and social media.
- Bring to notice the committee, any breaches of discipline on the part of club members.
- Assist Mossel Bay Surf Lifesaving Club with the provision of adequate water safety officers / equipment at non lifesaving events where club assistance has been requested.
- Ensure adequate patrol numbers are present at all events and activities undertaken by the club.
- Provide a mentor role to the junior club members.
- Conduct regular meetings with instructors and members.
- Submit a written/verbal report to the committee at the monthly meetings.
- Liaise with the nipper officer to provide any assistance with water safety personnel during nipper training.
- Must submit an annual report to the president/chair for tabling at the annual general meetings.
- Assist the secretary, chief instructor, and registrar with the organization of the various awards given out during the club's prize giving.
- Is responsible for overseeing the management of equipment used during voluntary duties.
- Is willing to assist the club in preparing for lifesaving events such as camps, carnivals, provincial and national events.
- Must be living in the immediate Mossel Bay vicinity.

Knowledge and Skills required:

- At a minimum has a lifeguard (LA) award.
- Been a senior lifeguard for at least 5 years.
- Has a current driver's license.
- Has a current police clearance.
- Is able to coordinate and schedule voluntary rosters.
- Has proven mentoring and team leadership skills.
- Must be involved throughout the year.

Club Coach

Role: The club coach has the responsibility for the coordination and delivery of the club training programs.

Responsibilities:

- Develop and conduct training programs for members to gain lifeguard awards.
- Maintain current knowledge of award requirements and up to date training techniques.
- Encourage all club members to gain lifesaving skills and obtain further rewards.
- Liaise with the club secretary to ensure that the member awards database is kept up to date.
- Assist club and committee with the annual refresher and retest process for all new and active members.
- Working with the publicity officer to promote MBSLC's entrance at local secondary and primary schools to recruit for the first-year lifeguard and nipper training.
- Must submit an annual report to the secretary for tabling at the annual general meetings.
- Submitting to the committee/treasurer any financial budgets covering training equipment repair/replacements.
- Liaise with the club captain, nipper officer, instructors and first aid officer/compliance officer regarding club training requirements/commitments.
- Must be living in the immediate Mossel Bay vicinity.

Knowledge and skills required:

- Must have a current police clearance.
- Must have a valid driver's license.
- Poses excellent communication skills.
- Liaise with a variety of age groups, with the primary emphasis on youth.
- Develop, plan, and deliver training schedules and programs.

Club Secretary

The core roles of the club secretary are to provide the coordinating link between members, the committee, and external agencies and to manage day to day administrative activities of the club.

Role: Shared responsibility for the recruitment and retention of the club membership and all associated membership records.

Responsibilities:

- Maintain current list of all club members including categories of membership.
- Ensure current membership list is sent to LSA database where applicable.
- Inform the executive committee of any listed members who have not submitted their membership fees for the season.
- Submit a report to the executive committee meetings and annual general meeting.
- Is responsible for maintaining a current list of membership contacts and provide the secretary with regular updates as needed.
- Is responsible for submitting a budget covering all financial matters associated with registrar duties, to the secretary.
- Must be living in the immediate Mossel Bay vicinity.

Knowledge and skills required:

No formal qualifications are required. Ideally the Secretary is someone who:

- Can communicate effectively.
- Is well organised and can delegate tasks.
- Can maintain confidentiality on relevant matters.
- Has a good working knowledge of the club constitution and other related policies and procedures.

Club Treasurer

Role: 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. Shared responsibility with Secretary for the recruitment and retention of the club membership and all associated membership records.

- Coordinate the preparation of a budget and monitor it carefully.
- Issue receipts and promptly deposit all monies received in the club's bank account.
- Make all approved payments and invoice groups/ members promptly.
- Act as the signatory to the club's bank accounts, investments and loan facilities (with at least one other management committee member).
- Manage the club's cash flow and be accountable for its petty cash.
- prepare 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.
- Regularly file business activity statements (including GST) with the relevant authorities, where applicable.
- Prepare financial accounts for an annual audit and provide the auditor with information as required.
- Prepare an annual financial report.

Knowledge and skills required:

No formal qualifications required, however an understanding of financial management principles and practices is needed. Ideally the Treasurer is someone who has:

- Well organised and able to work unsupervised and be self-motivated.
- Ability to keep correct up to date financial records.
- Able to work in a logical orderly manner.
- Time management skills.
- Awareness of information needed for the Annual Audit.

Equipment Officer

Role: Is responsible for the preparation and supervision of club participation in board and ski competition. Is also responsible for the care and maintenance of all patrol equipment other than specific 'specialist' equipment.

Responsibilities:

- Care and maintenance of all the club's competition boards and skis including correct storage within the clubhouse.
- To ensure all the club rescue boards are maintained in an operational condition as per LSA guidelines.
- To provide a contact point for any club member wishing to store personnel boards and skis within the club building.
- Prepare budget costing for the executive committee to consider purchasing board and ski replacements and repairs.
- In consultation with the chief instructor, club captain and club coach assisting in the selection and supervise the training of individuals/teams participating in competitions.

Knowledge and skills required:

- Must have a current police clearance.
- Must have a valid driver's license.
- Understand current competition rules relating to board and ski events.
- Has sound knowledge of storage and handling of boards and skis.
- Is familiar with the appropriate road traffic regulations regarding the transport of boards and skis.

Nipper Officer

Role: Is responsible for coordinating all functions associated with the provision of the club nipper activities.

Responsibilities:

- Develop and chair a nipper sub-committee.
- Coordinate all nipper committee responsibilities and activities.
- Liaise with the club committee regarding the use of club facilities for nipper functions.
- Liaise regularly with the club captain to ensure adequate water safety officers are present at nipper training and competition events.
- Via the club WhatsApp, disseminate information of nipper events to club members and nipper parents.
- Actively encourage parent participation in nipper programs (e.g. age managers).
- Liaise with the club secretary to ensure those parents assisting have a current police clearance.
- Liaise with the club treasurer and secretary regarding all income and expenditure associated with the club nipper program.
- Have regular contact with LSA/Eden nipper coordinator, re changes/updates to nipper activities.
- Liaise with the club coach to coordinate nipper training programs for the season.
- Accept nipper enrollments and maintain a database of nipper participants including changes in age groups.
- Must submit a report to the secretary for each committee meeting and the annual general meeting.
- Liaise with the Public Relations officer for the club exposure of the nipper program, in the local media.
- Must be living in the immediate Mossel Bay vicinity.

Knowledge and skills required:

- Must have a current police clearance.
- Must have a valid driver's license.
- Have effective communication skills when working with children and parents.
- Strong team leadership skills.
- Experience in the education of children.

Public Relations Officer

Role: To arrange and coordinate all media and publicity activities of the club.

Responsibilities:

- Liaise with the club captain and nipper officer in producing material for the club newsletter.
- Liaise with local media bodies to assist with the publishing of surf club activities.
- Accompany members of the media at surf club activities, to aid identification, particularly with photography of junior club members.
- Work with the club president and secretary to assist with invitations of dignitaries at club events.
- To assist the secretary in providing local businesses with information of surf club activities.
- Submit written/verbal reports to the committee meetings and the annual general meeting.
- Assist the secretary and nipper officer in keeping LSA up to date with club activities/programs.
- Must be living in the immediate Mossel Bay vicinity.

Knowledge and skills required:

- Must have a current police clearance.
- Possess good communication and reporting skills.
- Has a knowledge of local media release formats.
- Work with members of the media when attending club activities.
- Must have effective computer skills.

Additional Members / Voluntary Squad Leaders

Role: The First Aid Officer has the overall responsibility for the provision of first aid services within the club.

Responsibilities:

- Maintaining adequate stocks of LSV/SLSA approved first aid and material.
- Maintaining the club first aid room in a clean and orderly manner.
- To ensure that all first aid equipment is cleaned and operational at the time for the annual gear inspection, as per the LSV gear inspection list.
- Ensure that all oxygen regulators are tested and tagged on an annual basis.
- Liaise with the club captain and patrol captains to ensure that the first aid log is filled for all first aid cases.
- Ensure the security of first aid log details to protect the patient details in accordance with the Information Privacy Act and privacy policies of LSV.
- Provide first aid training assistance as required by the chief instructor, at the training sessions.
- Coordinate and participate any debriefing process of stressful first aid cases that members have been exposed to.
- Ensure that all bio-hazard waste is correctly disposed.
- Service and clean all manikins prior to training sessions.
- Prepare a report for the executive committee meetings including the annual general meeting.

Knowledge and skills required:

- Must possess a current LSV first aid award.