

## **DEPUTY PRESIDENT**

### **Responsible to:**

SLSI President & Branch Council

### **Responsible for:**

SLSI Executive & Branch Council through to the SLSI President

### **Functional Relationships:**

- SLSI Executive
- SLSI Branch Council
- SLSNSW
- SLSA
- SLSI Staff
- Sponsors & Supporters
- Clubs & Members
- Sponsors and commercial identities associated with the operation of SLSI
- Government Agencies associated with the operation of SLSI

### **Responsibilities:**

- Support the role of the President
- Shall attend all meetings of Executive Committee, Branch Council and functions
- The Deputy President shall chair meetings when the President is absent
- Shall have a casting vote at Executive Committee meetings when the President is absent
- Shall be responsible for ensuring that all office bearers carry out their duties in accordance with the rules and by-laws of SLSI
- Shall be an ex-officio member of all Committees formed under these rules as delegated by the President
- Ensure all sponsorship relationships are managed effectively
- Maintain active relationships with Wollongong City Council and state members of parliament
- Maintain active relationships with all SLSI sponsors
- Actively cultivate new sponsorship opportunities
- Actively seek grant opportunities
- Work with other community groups and at community events to actively promote SLSI

### **Desirable Attributes:**

- Demonstrated rapport with SLSI personnel
- Sound leadership skills
- Sound organisational skills
- Sound time management skills
- Sound computer skills
- Sound oral and written communication skills
- Public speaking ability and effective presentation and communications skills
- Good negotiation skills
- Ability to work in a team environment.
- Motivational
- Efficient people management skills
- A sense of justice

- Ability to follow SLSI objectives
- Knowledge of surf life saving in general
- Previous experience in organisational work from either private business or community activities.
- Demonstrated ability to understand a wide scope of community issues, including requirements and objectives of governing/charitable bodies
- Management and administration skills, preferably with a knowledge of the Corporations Law in the areas of corporate governance and Directors duties and responsibilities

## **Statement of Duties:**

### **Administration**

- In consultation with President, Directors and appropriate staff, overview the Strategic Plan and update existing plans which shall be presented to the Directors for the promulgation to the council.
- Through the respective officers, appropriate staff and members, supervise and monitor activities throughout the Illawarra.
- Attend Executive of Directors meetings.
- Be prepared to attend all council and other national, staff and Executive meetings, conferences and forums which are convened and will affect upon SLSI.
- Be the Deputy President of Surf Life Saving Illawarra
- Delegate to SLSI State Council if required
- Attend a conference on future objectives with Directors, SLSI council.
- Initiates visits to clubs.
- Ensure SLSI is adequately covered by local and state media
- Monitors policy at Branch, State and National level.
- Liaises with Patrons, Sponsors and Life Members
- Recruit and develop members to take on current and future roles within SLSI including but not limited to executive positions, Advisors and the Deputy President

### **Time Commitment**

The position of SLSI Deputy President is a voluntary position which requires a commitment of time and energy required to complete the duties of the position.

## **DIRECTOR OF MEMBER SERVICES**

### **Responsible to:**

SLSI President & SLSI Branch Council

### **Responsible for:**

Youth, Developments and Member Services  
Youth, Development and Member Services Advisors

### **Functional Relationships:**

- SLSI Executive
- SLSI Branch Council
- SLSNSW
- SLSA
- SLSI Staff
- SLSI Advisors
- Youth, Development and Member Services Representatives
- Clubs
- Age Managers
- Youth/Rookie Co-Ordinators
- Illawarra youth activities committee
- Sponsors and commercial identities associated with the operation of Youth, Development and Member Services
- Government Agencies associated with the operation of Youth Development and Member Services Activities

### **Responsibilities:**

- Ensure effective management of Youth, Development & Member Services Committee in all of its operations.
- Ensure implementation of all SLSA and SLSNSW policies relating to competition.
- Prepare monthly reports for presentation to Directors and Branch Council Meetings
- Ensure that the Illawarra youth activities committee are effectively represented, managed and are given assistance in carrying out their role
- Maintain active relationships with Wollongong City Council and state members of parliament
- Maintain active relationships with all SLSI sponsors
- Oversee programs to provide development, reward and recognition for members of SLSI
- Actively cultivate new sponsorship opportunities
- Actively seek grant opportunities
- Work with other community groups and at community events to actively promote SLSI

### **Desirable Attributes:**

- Demonstrated rapport with SLSI & SLSNSW personnel
- Sound leadership skills
- Sound organisational skills
- Sound time management skills
- Sound computer skills
- Sound oral and written communication skills
- Public speaking ability and effective presentation and communications skills
- Good negotiation skills

- Willingness to learn new skills
- Ability to prepare and manage basic budgets successfully.
- Ability to work in a team environment.
- Knowledge of surf life saving in general
- Previous experience in organisational work from either private business or community activities.
- Demonstrated ability to understand a wide scope of community issues, including requirements and objectives of governing/charitable bodies
- Management and administration skills, preferably with a knowledge of the Corporations Law in the areas of corporate governance and Directors duties and responsibilities

### **Statement of Duties:**

- In consultation with stakeholders, overview the Youth, Development and Member Services Business Strategic Plan and update existing plans which shall be presented to the Directors for the promulgation to the council.
- Ensure adherence to SLSI Youth, Development and Member Services budget
- Advise SLSI upon reports and recommendations received from officers, appropriate staff, members and other forums, established from time to time to consider and recommend upon surf sport matters.
- Act as chair person of conferences and forums, called together to consider Youth, Development and Member Services matters.
- Act as chair person of Youth, Development and Member Services meetings
- Attend Youth, Development and Member Services meetings and advise, by standard reporting protocol, of strategic recommendations relative to the management of the Member Services Business Plan.
- Attend Executive and SLSI meetings.
- Be prepared to undertake programs to give advice when so requested by the SLSI President
- Be prepared to attend all council and other national, state Executive meetings, conferences and forums which are convened and will affect upon member services.
- Ensure SLSI is represented at all SLSNSW & SLSA programs including but not limited to the 15-17 development program, 18-25 development program, SLSA leadership development program. Ensure that on return from these programs an effective relationship is established whereby these members are continually utilised and mentored.
- Prepare award nominations for all awards candidates going forward to SLSNSW & SLSA awards of excellence.
- Nominate and prepare nominations for the branch, clubs, and members for community awards. Including but not limited to the NSW water safety awards, Wollongong City Council Australia Day awards, and the centre for volunteering awards.
- Co-ordinate and conduct programs aimed at retention and development of members within the organisation.
- Ensure all club and the branch constitutions are aligned with the SLSA constitution.
- Manage development in accordance with SLSA Inc policies relating to Surf Life Saving Awards, manuals, handbooks, bulletins & circulars.
- Promote and organise programs for groups within the organisation including but not limited to women and members from culturally diverse backgrounds.
- Manage the process of junior life savers of the year including media releases, awards and mentoring for the SLSNSW interviews.
- Ensure all aspects of member services are represented within various local and state media.
- Promote the transition of junior activities members into the senior ranks.
- Promote the training of coaches & officials.
- Ensure all clubs within SLSI are conducting effective surf education.
- Perform audits on Illawarra clubs including but not limited to the areas of surf education, child protection forms, and water safety requirements.
- Oversee the implementation of SLS NSW policy statements in relation to Youth & Member Development.



- To encourage youth participation in Branch Rookie & Youth Programs
- Take responsibility for interclub youth relations
- Promote a unity between clubs
- To ensure membership Protection Policy is utilised and adhered to.
- Recruit and develop members to take on current and future roles within SLSI including but not limited to member services Advisors and the Director of Youth, Development and Member Services
- Be a Director of Surf Life Saving Illawarra.

### **TIME COMMITMENT**

The position of SLSI Director of Youth, Development and Member Services is a voluntary position which requires a commitment of time and energy required to complete the duties of the position

## **DIRECTOR OF LIFESAVING**

### **Responsible to:**

SLSI president and the SLSI Branch Council

### **Responsible for:**

Life Saving  
Duty Officers  
Life Saving Advisors

### **Functional Relationships:**

- SLSI Executive
- SLSI Branch Council
- SLSNSW
- SLSA
- SLSI Staff
- Directors
- Lifesaving Committee
- Clubs
- Club Captains
- SLSNSW Director of Life Saving
- Sponsors and commercial identities associated with the operation of Life Saving
- Government Agencies associated with the operation of Life Saving

### **Responsibilities:**

- Ensure implementation of all SLSA, SLSNSW & SLSI policies relating to lifesaving.
- Approve annual club patrol hours.
- Ensure clubs prepare and implement effective Beach Management Plans
- Ensure effective management of Lifesaving in all of its operations.
- Prepare monthly reports for presentation to Directors and the Branch Council
- Maintain active relationships with Wollongong City Council and state members of parliament
- Maintain active relationships with all SLSI sponsors
- Actively cultivate new sponsorship opportunities
- Actively seek grant opportunities
- Work with other community groups and at community events to actively promote SLSI

### **Desirable Attributes:**

- Demonstrated rapport with SLSI Life Saving personnel
- Sound leadership skills
- Sound organisational skills
- Sound time management skills
- Sound computer skills
- Sound oral and written communication skills
- Public speaking ability and effective presentation and communications skills
- Willingness to learn new skills
- Ability to prepare and manage basic budgets successfully.
- Ability to work in a team environment.
- Extensive knowledge of surf life saving in general

- Previous experience in organisational work from either private business or community activities.
- Demonstrated ability to understand a wide scope of community issues, including requirements and objectives of governing/charitable bodies
- Management and administration skills, preferably with a knowledge of the Corporations Law in the areas of corporate governance and Directors duties and responsibilities

### **Statement of Duties:**

- Overview the Life Saving Strategic Plan and update existing plans which shall be presented to the Directors for the promulgation to the branch council.
- Ensure adherence to SLSI Lifesaving budget
- Advise SLSI upon reports and recommendations received from officers, appropriate staff, members and other forums, established from time to time to consider and recommend upon life saving matters.
- Act as chair person of conferences and forums, called together to consider life saving matters.
- Manage all aspects of the patrol support team
- Monitor through radio logs and patrol support clubs patrol default points.
- Prepare and distribute patrol defaults to clubs.
- Appoint a judiciary where required to hear life saving defaults
- Conduct audits on all SLSI patrols to ensure all beaches are being patrolled to standards set out by SLSI, SLSNSW and SLSA
- Conduct a beach needs audit on all beaches annually.
- Represent SLSI and Illawarra clubs through Wollongong City Council
- Act as chair person of Life Saving meetings
- Attend Life Saving meetings and advise, by standard reporting protocol, of strategic recommendations relative to the management of the Life Saving Plan.
- Attend SLSI meetings.
- Be prepared to undertake programs to give advice when so requested by the SLSI President.
- Be prepared to attend all council and other national, state Executive meetings, conferences and forums which are convened and will affect upon lifesaving.
- Recruit and develop members to take on current and future roles within SLSI including but not limited to Life Saving Advisors and the Director of Life Saving.
- Ensure all aspects of Life Saving are adequately covered by local and state media
- Be a Director of Surf Life Saving Illawarra.

### **Time Commitment**

The position of SLSI Director of Life Saving is a voluntary position which requires a commitment of time and energy required to complete the duties of the position.

## **SLSI DIRECTOR OF ADMINISTRATION**

### **Responsible to:**

Branch President

### **Responsible for:**

SLSI Board & Branch Council through to the SLSI President

### **Functional Relationships:**

- SLSI Board
- SLSI Branch Council
- SLSNSW
- SLSA
- SLSI Staff, particularly the Branch Administration Officer (BAO)
- Sponsors & Supporters
- Clubs & Members
- Sponsors and commercial identities associated with the operation of SLSI
- Government Agencies associated with the operation of SLSI

### **Responsibilities and Duties**

Working with the SLSI President, the Board and the Branch Administration Officer (BAO), the Director Administration is responsible for:

- Coordinating and overseeing the daily activities of the BAO
- Making arrangements for branch meetings including agenda, venue, date, etc, in consultation with the Chairperson and advise members accordingly
- Ensuring that minutes of meetings are taken and maintain a copy for records
- Ensuring circulation of minutes to Board and Council members seven (7) working days prior to the next meeting
- Ensuring reports from office bearers are collected and collated in time for the distribution of meeting papers and are related requirements
- Calling for and receive nominations for SLSI Board and Committees and other positions for the Branch Election Special General Meeting
- Ensuring that correspondence is promptly received, recorded, read, replied to and filed promptly
- Ensuring that a copy of all correspondence in and out is provided to the monthly meetings
- Overseeing the preparation of the Branch Annual Report including its collation and printing
- Ensuring that SLSI maintains data entry SurfGuard and that its records are current
- Ensuring that SLSI maintains files, including (but not limited to) legal documents, constitutions, leases and titles
- Ensuring that the SLSI Public Officer carries out their duties and assist them where needed.
- Ensuring that the general routine administration of the Branch is performed to a good standard
- Ensuring achievement of relevant sections of the Branch Strategic Plan



### **Knowledge and Skills Required**

- Effective people management and engagement skills
- Communicate effectively • Well-organised and can delegate tasks
- Maintain confidentiality on relevant matters
- Have a good working knowledge of the Branch constitution, By-Laws and other relevant documentation
- Demonstrate a high level of enthusiasm when representing the Branch to members, other organisations, and the general public
- A good business sense.
- A practical knowledge of computer systems and programs such as Surfguard and relevant computer applications

### **Desirable Attributes:**

- Demonstrated rapport with SLSI personnel
- Sound leadership skills
- Sound organisational skills
- Sound time management skills
- Sound computer skills
- Sound oral and written communication skills
- Public speaking ability and effective presentation and communications skills
- Good negotiation skills
- Ability to work in a team environment.
- Motivational
- Efficient people management skills
- A sense of justice
- Ability to follow SLSI objectives
- Knowledge of surf life saving in general
- Previous experience in organisational work from either private business or community activities.
- Demonstrated ability to understand a wide scope of community issues, including requirements and objectives of governing/charitable bodies
- Management and administration skills, preferably with a knowledge of the Corporations Law in the areas of corporate governance and Directors duties and responsibilities

### **Time Commitment**

The position of SLSI Director Administration is a voluntary position which requires a commitment of time and energy required to complete the duties of the position.