



## **PRESIDENT**

**ROLE:** The club president is the principle leader of Surf Lifesaving Lakes Entrance Inc and has the overall responsibility for the club's administration

**RESPONSIBLE TO:** Club Executive Committee

### **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 presidents' conferences, state and national meetings as required.
- Must submit an annual report to the committee on area of management, for presentation the annual general meeting.
- Will represent Surf Lifesaving Lakes Entrance Inc when meeting with state and local government parties.
- Will take part and affiliate in all matters attended by the club disciplinary committee.

### **KNOWLEDGE AND SKILLS REQUIRED:**

Ideally the club president is someone who

- Has an excellent working knowledge of Surf Life Saving Lakes Entrance Inc and the Gippsland district 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 'Working With Children Check' in accordance with the working with children act, 2005.

The club president is appointed for a 12 month term and is elected at the AGM



## **DEPUTY PRESIDENT**

**ROLE:** The club vice president provides a supportive role to the president and the committee.

**RESPONSIBLE TO:** The Club President and Executive Committee

### **RESPONSIBILITIES:**

- Chairing executive / committees in the absence of the club president
- Provide assistance and support to the president in the execution of his/her duties

### **KNOWLEDGE AND SKILLS REQUIRED**

The club Vice President is someone who

- Has an excellent working knowledge of Surf Life Saving Lakes Entrance Inc and the Gippsland district 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 of all elected office bearers and sub-committees.
- Must have a current 'Working With Children Check' in accordance with the working with children act, 2005.

The deputy president is appointed for 12 months.



## **SECRETARY**

**ROLE:** The secretary is responsible for the routine administration and record keeping of the club with the exception of financial and member registrations.

**RESPONSIBLE TO:** President and Club Executive Committee

### **RESPONSIBILITIES:**

- Receive, disseminate and record all correspondence relating to Surf Life Saving Lakes Entrance Inc in a timely manner, paying close attention to any closing deadlines.
- Circulate relevant information to all members.
- Be responsible for the correspondence of the club committee and sub-committees.
- Prepare and maintain records of correspondence, agendas, minutes and notices of motions for club meetings.
- In conjunction with the treasurer and where applicable, authorise club orders, invoices, receipts and payment of monies.
- Keeper of the club seal and official documents.
- Must submit an annual report to the club on area of management, prior to the Annual General Meeting.
- Ensure the committee regularly updates / reviews the club constitution, policies and rules to ensure currency.
- Maintain a correspondence link between Surf Life Saving Lakes Entrance and Life Saving Victoria.
- Must maintain a database of all adult club members who are required to have a current 'Working With Children Check' and assist the Department of Justice with any queries.

### **KNOWLEDGE AND SKILLS REQUIRED:**

Ideally the Secretary is someone who

- Is able to organise and delegate tasks.
- Has sound knowledge and/or understanding of club governance.
- Possesses excellent time management skills.
- Has a good working knowledge of the club constitution, policies and duties of all elected office bearers and sub-committees.
- Must have a current 'Working With Children Check' in accordance with the working with children act, 2005.

The secretary position is appointed for 12 months



## **TREASURER**

**ROLE:** The treasurer has the overall responsibility for the management, recording and reporting of Surf Life Saving Lakes Entrance Inc finances.

**RESPONSIBLE TO:** President and the Executive Committee

### **RESPONSIBILITIES:**

- Ensure all monies are received, banked and receipted appropriately.
- Provide monthly statements of receipts and expenditure for tabling at all executive committee meetings.
- Prepare and present regular accounts for approval and payment, by the executive committee.
- Prepare annual financial accounts for auditing and provide the club's auditor with information as required.
- To be the signatory (with other nominated executive committee members) on club cheques.
- Manage and prepare all financial statements required by the Australian Taxation Office.
- Prepare annually, an income and expenditure statement for the financial year, together with a balance sheet setting out the club's assets and liabilities for tabling at the Annual General Meeting.
- Manage club investments programs where applicable.
- Ensure that Surf Life Saving Lakes Entrance Inc remains compliant under the Incorporation act, 1981.
- Is competent and cognisant in GST legislation, ensuring timely lodgement of BAS to the ATO.

### **KNOWLEDGE AND SKILLS REQUIRED:**

Ideally the Treasurer is someone who

- Has very good time management skills and is able to keep good financial records.
- Relevant accounting / book keeping skills / experience.
- Possesses knowledge of and/or awareness of state and federal tax legislative requirements.
- Is able to allocate regular time periods to maintain the accounts and associated records.

The treasurer is appointed for 12 months.



## **CLUB CAPTAIN**

**ROLE:** The club captain has the overall responsibility for the provision of an efficient patrolling service to meet the needs of Main and Eastern beaches.

**RESPONSIBLE TO:** The Executive Committee

### **RESPONSIBILITIES:**

- Organise and assist with training and examination of patrol awards in conjunction with the chief instructor.
- Assist the chief instructor in the running of bronze camp.
- Produce and distribute a patrol roster prior to the commencement of the patrol season.
- Supervise the work of and develop the leadership skills of the patrol captains.
- Ensure that all necessary patrol logs and data are returned to LSV in a timely manner.
- Produce a periodic newsletter for distribution to all club members.
- Bring to notice to the committee, any breaches of discipline on the part of patrolling members.
- Assist Surf Life Saving Lakes Entrance 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 assistance when necessary, to the club vice captain.
- Provide a mentor role to the junior club captains.
- Conduct regular meetings with the patrol captains.
- Submit a written / verbal report to the committee at the monthly meetings.
- Liaise with the nipper coordinator, to provide any assistance with water safety personnel during nipper training.
- Must submit an annual report to the president for tabling at the Annual General Meeting.
- Assist the secretary, chief instructor and registrar with the organisation of the various awards given out on presentation night.
- Is responsible for over seeing the management of equipment used during patrols.
- Is willing to assist the club in preparing for life saving events such as camps, carnivals and state events.

## **KNOWLEDGE AND SKILLS REQUIRED:**

Ideally the Club Captain

- At a minimum has a current silver medallion award.
- Has a current 'Working With Children Check' in accordance with the working with children act, 2005.
- Has a current Victorian drivers licence.
- Has training and assessor awards recognised by LSV.
- Is able to coordinate and schedule patrol rosters.
- Has proven mentoring and team leadership skills.

The Club Captain is appointed for 12 months



## **CHIEF INSTRUCTOR**

**ROLE:** The chief instructor has the overall responsibility for the coordination and delivery of the club training programs.

**RESPONSIBLE TO:** Club Executive Committee

### **RESPONSIBILITIES:**

- Develop and conduct training programs for members to gain patrol awards.
- Maintain current knowledge of award requirements and up to date training techniques.
- Ensure that all training awards are logged onto Surfguard and paperwork submitted to LSV.
- Encourage all club members to gain life saving skills and obtain further awards
- Liaise with the club registrar to ensure that the member awards database is kept up to date.
- Promote and assist club trainers in the gaining of training and assessor awards.
- Develop and submit to the committee, a seasonal, calendar training program for various awards.
- Liaise with LSV and the Gippsland region to assist the secretary in the provision of local and state training programs.
- Assist club and district assessors with the annual requal process for all active members.
- Review and actively promote youth development and leadership programs, working with the YIPS coordinator.
- Is responsible for the organising and management of an annual bronze camp for eligible candidates.
- Working with the publicity officer, promotes Surf Life Saving Lakes Entrance Inc at local secondary schools to recruit for the bronze camp.
- Must submit an annual report to the secretary for tabling at the Annual General meeting.
- Submitting to the committee / treasurer any financial budgets covering training equipment repair / replacement.
- Liaise with the Club Captains, Gear Steward, Board / ski Captain, Boat Captain, 4WD Captain, IRB Captain and First Aid Officer regarding club training requirements / commitments.

**KNOWLEDGE AND SKILLS REQUIRED:**

- Must have a current bronze medallion award.
- Must possess training and assessor awards that are recognised by LSV.
- Must have a current 'Working with Children Check' in accordance with the Working with Children Act, 2005.
- Possess excellent communication skills.
- Is able to liaise with a variety of age groups, with a primary emphasis on youth.
- Is able to develop, plan and deliver training schedules and programs.

The Chief Instructor is appointed for 12 months





## **CLUB REGISTRAR**

**ROLE:** The registrar is responsible for the recruitment and retention of the club membership and all associated membership records

**RESPONSIBLE TO:** President and Executive Committee.

### **RESPONSIBILITIES:**

- Maintain a current list of all club members including categories of membership.
- Ensure current membership list is sent to Surfguard 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 provides the secretary with regular updates as needed.
- Is responsible for submitting a budget covering all financial matters associated with registrar duties, to the secretary.

### **KNOWLEDGE AND SKILLS REQUIRED:**

- Must have a current 'Working With Children Check' in accordance with the working with children act, 2005.
- Have good data entry and record management skills.
- Is knowledgeable of current Victorian privacy legislation to comply with the Information Privacy act 2000 and LSV privacy policy.
- Possesses good inter-personal skills when dealing with the general club membership.

The Club Registrar is appointed for 12 months



## **4WD CAPTAIN**

**ROLE:** The 4WD captain is responsible for the usage, training and maintenance of the club 4WD vehicle and quad bikes.

**RESPONSIBLE TO:** President, Executive Committee and Club Captain.

### **RESPONSIBILITIES:**

- To ensure that the vehicles are ready for annual gear inspection as per LSV guidelines.
- Is responsible for the cleanliness of garage areas used to house the vehicles.
- Ensure that the vehicles remain in an operational status as emergency service vehicles.
- As a representative of Surf Life Saving Victoria Lakes Entrance, liaise with the supportive businesses that provide fuels and servicing.
- Organise regular servicing of the vehicles.
- To regularly inspect the vehicle logs to ensure drivers are noting vehicle use.
- Regularly liaise with the club captain and patrol captains to ascertain potential maintenance requirements.
- Ensure that the vehicles at all times are roadworthy in accordance with the Australian Design Rules and Road Safety Vehicle Regulations 1999.
- Will assist with the delivery of 4WD / ATV training in consultation with the chief instructor, club captain and the executive committee.
- Regularly liaise with the club registrar to ascertain 'new' probationary licence holders and club members, to distribute a copy of the club's 4WD / ATV policy.
- On a yearly basis, assist the executive committee with a review of the club's 4WD / ATV policy.
- Is responsible for submitting to the committee, monthly operational reports and any quotes for servicing/repairs.
- Must submit to the secretary, a written report for tabling at the annual general meeting.
- Ensure that the club registrar has an up to date database of those members who have current LSV quad bike / ATV training.

## **KNOWLEDGE AND SKILLS REQUIRED:**

- Must have a current Victorian drivers licence.
- Must have a current 'Working With Children Check' in accordance with the working with children act, 2005.
- As a minimum, must have a current SLSA bronze medallion.
- Have had appropriate 4WD / ATV training that is recognised by LSV.
- Have a current certificate for quad bikes / ATV that is recognised by LSV.

The 4WD Captain is appointed for twelve months.



## **COMPETITION MANAGER**

**ROLE:** The competition manager has the overall responsibility for the clubs competition programs.

**RESPONSIBLE TO:** President and Executive Committee.

### **RESPONSIBILITIES:**

- Coordination of all functions associated with the provision of club competition services.
- Liaison with the secretary and club captain to ensure club members are informed of club and LSV competition calendars.
- Working with the nipper's coordinator to provide assistance with teams attending nipper's carnivals.
- Responsible for reviewing and implementing directives / policies provided by LSV and SLSA.
- Has the overall authority and responsibility in ensuring that all competition equipment owned by the club, is maintained and used specifically for competitions.
- Working with the club captain, chief instructor, youth and nippers coordinators in the provision of competition training delivery.
- Regular communication with LSV, to remain cognisant of current competition rules and regulations.
- Hold regular discussion with registered club officials re competition rule updates / changes.
- Prepare regular reports for presentation at club committee meetings.
- Submit an annual report to the secretary for the annual general meeting.

### **KNOWLEDGE AND SKILLS REQUIRED:**

The competition manager has

- Effective communication skills with other club office bearers and parents.
- Must have a current 'Working With Children Check' in accordance with the working with children act, 2005.
- Has a thorough understanding of current competition rules and regulations.
- Ideally has a level 1 coaching / fitness qualification or equivalent that is recognised by LSV.

The Competition Manager is appointed for 12 months.



## **FIRST AID OFFICER**

**ROLE:** The first aid officer has the overall responsibility for the provision of first aid services within the club.

**RESPONSIBLE TO:** President and the Executive Committee.

### **RESPONSIBILITIES:**

- Maintaining adequate stocks of LSV / SLISA 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 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 annual bronze camp.
- 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 training manikins prior to the bronze camp / season.
- Prepare a report for the executive committee meetings including the annual general meeting

### **KNOWLEDGE AND SKILLS REQUIRED:**

- Must possess a current LSV approved first aid award and ARC or, has appropriate qualifications in pre-hospital emergency care. Eg paramedic, remote area nurse.
- Must have a current 'Working With Children Check' in accordance with the working with children act, 2005.

The First Aid Officer is appointed for 12 months.



## **IRB CAPTAIN**

**ROLE:** The IRB captain is responsible for the care and maintenance of the club IRBs / powercraft.

**RESPONSIBLE TO:** President, Executive Committee and Club Captain.

### **RESPONSIBILITIES:**

- Ensure that all powercraft, trailers and motors are serviced and correctly equipped for the annual gear inspection and patrol season.
- Responsible for the care, maintenance and storage of club powercraft throughout the year
- Liaise with the chief instructor and club captain to conduct powercraft training programs for club members.
- With the club captain, ensure powercraft trained operators are rostered for patrols, competitions and where applicable, training sessions in the surf (eg nippers).
- Ensure that club members adhere to correct LSV procedures and regulations governing powercraft at all times.
- Advise President and executive committee of any misconduct on and/or misuse of powercraft immediately it occurs.
- Ensure that all club IRB drivers and crew are familiar with the club IRB policy.
- Liaise with the club registrar to maintain a log of powercraft awards.
- Must submit an annual report and projected spending to the secretary for the annual general meeting.
- Ensure that the club has an adequate supply of appropriate oils and fuels for the powercraft.
- Liaise with the club OH&S officer to ensure correct fuel signage and tested/tagged fire equipment is available in the garage area.

### **KNOWLEDGE AND SKILLS REQUIRED:**

- As a minimum must have a SLSA bronze medallion.
- Must possess a current Victorian Boat Operator Licence.
- Must possess the relevant powercraft awards as recognised by LSV.
- Must have a current 'Working With Children Check' in accordance with the working with children act, 2005.
- Has a sound knowledge of OH&S regulations governing the storage and handling of powercraft, motors and fuels.
- Possesses knowledge of competition rules for powercraft events.

The IRB officer is appointed for 12 months.



## **FUNCTION COORDINATOR**

**ROLE:** The function coordinator is responsible for the bookings and building hireage of Surf Life Saving Lakes Entrance.

**RESPONSIBLE TO:** President and Executive Committee.

### **RESPONSIBILITIES:**

- Contact point for all hires and functions at the club rooms. This includes actual club functions.
- Provide a regular calendar of booked events to the committee.
- Liaise with the secretary and treasurer when submitting function costs and income. This includes any pre-event costs such as a bar float.
- Coordinate all functions, i.e. providing bar, kitchen and cleaning staff where needed. Coordination implies phone calls to relevant club committee members for assistance, not the actual provision of the function .
- Supply booking form and conditions of hire, to the hirers.
- Assist with the coordination of the club presentation night and New Years Eve function.
- Submit an annual report to the secretary for tabling at the annual general meeting.

### **KNOWLEDGE AND SKILL REQUIRED:**

Ideally the function coordinator is someone who;

- Has very sound organisational skills
- Is able to allocate time periods to meet with hirers for event planning and management.
- Possesses basic computer skills.
- Have very good communication skills.
- Is able to work within a budget in situations where Surf Life Saving Lakes Entrance is sponsoring a social / function event.

The Function Coordinator is appointed for 12 months



## **EMERGENCY SERVICES OFFICER**

**ROLE:** To provide a liaison role between Surf Life Saving Lakes Entrance, LSV and external emergency service providers.

**RESPONSIBLE TO:** President and Executive Committee

### **RESPONSIBILITIES:**

- To work with the chief instructor and club captain, to ensure club members (lifesavers) are aware of the club emergency call out procedure.
- Have regular contact with the Director of Lifesaving Services and State Emergency Management Officer at LSV to receive updates on emergency call out procedures.
- On a yearly basis, prior to the commencement of the season, review and update the club emergency contact and call out list.
- On a yearly basis review and update the emergency call out document held at the Victoria Police- Lakes Entrance.
- Represent Surf Life Saving Lakes Entrance in any multi disciplinary training exercises. For example training with the water police or Helimed 1 rescue helicopter.
- Liaise with the 4WD captain to ensure the 4WD is operational and available for assistance with call outs.
- Provide a review and if necessary a debrief, of any emergency / search and rescue operation involving club members.

### **KNOWLEDGE AND SKILL REQUIRED:**

- Must have a current 'Working With Children Check' in accordance with the working with children act, 2005.
- Must have a current Victorian drivers licence.
- As a minimum, must have a current SLSA bronze medallion.

The Emergency Services Officer is appointed for 12 months





## **BOARD AND SKI CAPTAIN**

**ROLE:** The board and ski captain is responsible for the preparation and supervision of club participation in board and ski competition.

**RESPONSIBLE TO:** Club Captain and Gear Steward.

### **RESPONSIBILITIES:**

- Care and maintenance of all the clubs competition boards and skis, including correct storage within the club house.
- To ensure all the club patrol / rescue boards are maintained in an operational condition as per LSV guidelines.
- To provide the contact point for any club member wishing to store personal boards and skis within the club building.
- Prepare budget costings for the executive committee to consider purchasing board and ski replacements.
- In consultation with the chief instructor and club captain, assist in the selection and supervise the training of individuals and/or teams participating in competitions.

### **KNOWLEDGE AND SKILLS REQUIRED:**

- Must have a current 'Working With Children Check' in accordance with the working with children act, 2005.
- Possesses knowledge and/or experience in coaching of board and ski paddlers for competition.
- Understands current competition rules relating to board and ski events.
- Has a sound knowledge of OH&S regulations governing the storage and handling of boards and skis.
- Is familiar with the appropriate road traffic regulations regarding the transport of boards and skis.

The Board and Ski Captain is appointed for 12 months.



## **NIPPER COORDINATOR**

**ROLE:** The nipper coordinator is responsible for coordinating all functions associated with the provision of the club nipper activities.

**RESPONSIBLE TO:** President and Executive Committee.

### **RESPONSIBILITIES:**

- Develop and chair a nipper sub-committee.
- Coordinate all nipper committee responsibilities and activities.
- Liaise with the club function coordinator 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 newsletter, 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 and registrar to ensure those parents assisting have a current 'working with children check' in accordance with the working with children act, 2005.
- Liaise with the club treasurer and secretary regarding all income and expenditure associated with the club nipper program.
- Have regular contact with LSV state nipper coordinator, re changes / updates to nipper activities.
- Liaise with the club chief instructor to coordinate nipper training programs for the season.
- Accept nipper enrolments 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 publicity officer for club exposure of the nipper program, in the local media.

### **KNOWLEDGE AND SKILLS REQUIRED:**

- Must have a current 'Working With Children Check' in accordance with the working with children act, 2005.
- Have effective communication skills when working with children and parents.
- Team leadership skills.
- Experience in the education of children.

The nippers coordinator is appointed for 12 months



## **GEAR STEWARD**

**ROLE:** Is responsible for the care and maintenance of all patrol equipment other than specific 'specialist' equipment. (e.g. 4WD, powercrafts, first aid)

**RESPONSIBLE TO:** Club Captain, President and Executive Committee.

### **RESPONSIBILITIES:**

- Liaise with the 4WD and powercraft captains through out the season to assist when necessary, with the care and maintenance of equipment.
- Present budgets / quotes to executive committee meetings for repair and replacement of equipment.
- Liaise with the treasurer to obtain the correct purchase orders for the procurement of equipment.
- Submit to the committee, regular reports including an report to the Annual General Meeting, detailing equipment condition and proposed future purchases.
- Work with and engage the junior club captains on patrol equipment care and maintenance.
- Ensure that any equipment purchases abide by LSV operational procedures / policy.
- Ensure that all patrol equipment is cleaned and prepared for the annual pre season gear inspection.

### **KNOWLEDGE AND SKILLS REQUIRED:**

- Must have a current 'Working With Children Check' in accordance with the working with children act, 2005.
- Must have an intimate knowledge, of current LSV acceptable equipment policy / operational procedure.
- Must have a current LSV bronze medallion.

The Gear Steward is appointed for 12 months



## **MEDIA AND PUBLICITY OFFICER**

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

**RESPONSIBLE TO:** President and Executive Committee

### **RESPONSIBILITIES:**

- Liaise with the club captain and nipper coordinator in producing material for the club news letter.
- 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.
- Assists the secretary and nipper coordinator in keeping LSV up to date with club activities / programs.

### **KNOWLEDGE AND SKILL REQUIRED:**

- Must have a current 'Working With Children Check' in accordance with the working with children act, 2005.
- Possesses good communication and reporting skills.
- Has a knowledge of local media release formats.
- Is able to work with members of the media when attending club activities.
- Must have effective computer skills.

The Media / Publicity Officer is appointed for 12 months



## **BAR MANAGER**

**ROLE:** Responsible for all product ordering and sales of the club bar.

**RESPONSIBLE TO:** The president and executive committee.

### **RESPONSIBILITIES:**

- To ensure that all bar staff have a current RSA.
- Liase with the secretary to ensure the clubs liquor licence remains current.
- Ordering and stocking of all beverage including stock rotation.
- Liase with the function coordinator to be aware of all booked functions requiring bar facilities.
- Maintain the security of the bar and fridges to avoid alcohol theft.
- Liase with the treasurer regarding all costs and income on a regular basis.

### **KNOWLEDGE AND SKILL REQUIRED**

- Must have a current 'Working With Children Check' in accordance with the working with children act, 2005.
- Must have a current Responsible Serving of Alcohol qualification.
- Manager is over 18 years of age.
- Has an in-depth understanding of the liquor licence requirements issued to Surf Life Saving Lakes Entrance Inc.

The bar manager is appointed for 12 months.



## **JUNIOR CLUB CAPTAIN**

**ROLE:** To support the club captain in his / her activities and provide a mentoring role to the club youth members.

**RESPONSIBLE TO:** Club captain and executive committee.

### **RESPONSIBILITIES:**

- Provide a mentoring role to the youth club members. ie under 15 yrs.
- Liase with the club captain in a supportive role in the provision of patrols.
- Bring to notice to the club captain and / or committee any breaches of procedure / discipline by patrolling club members.
- Liase with the youth and nippers coordinators to assist with the running of the YIPS and nippers programmes.
- Is willing to assist the club in preparing for life saving events such as camps, carnivals and state events.
- Liase with the chief instructor to assist with training of the youth club members.

The junior club captain is appointed for 12 months.



## **RADIO OFFICER**

**ROLE:** Maintain the club radio equipment and member training to the standard expected by Life Saving Victoria.

**RESPONSIBLE TO:** President, Executive committee and the state radio officer of Life Saving Victoria.

### **RESPONSIBILITIES:**

- Ensure that the club radio network is maintained in a serviceable condition for emergency work throughout the year.
- Purchase and assist with installation of radio equipment, fixed or portable.
- Maintain an asset management process that incorporates a replacement schedule.
- Establish a system for the use of the radios and monitor the successful implementation of any training packages. This will require liaison with the club chief instructor.
- Work with the committee and senior club members to establish / support a professional radio usage culture.
- Liaise with the chief instructor and club captain regarding appropriate radio instruction for the bronze camp students and SLSA radio award holders.
- Have regular communication with the state radio officer of Life Saving Victoria to assist club members with changes / updates to usage of the radio network.
- Assist the committee with any grant application for new radio equipment.
- Liaise with radio officers of other clubs in the Gippsland district in conducting radio operation courses.
- Liaise with the club OH&S officer to ensure yearly testing / tagging of radio equipment. (ie power leads / cables)
- Assist the committee with a yearly review of the club policy / procedure document regarding radio usage.

## **KNOWLEDGE AND SKILLS REQUIRED:**

- Must have a current “Working With Children Check” in accordance with the working with children act, 2005.
- Must have a current LSV bronze medallion.
- Must have or be working towards a SLSA radio award.
- Have an understanding of the club, district and state radio network. This includes knowledge in radio frequencies used by other collaborative emergency services.

The club radio officer is appointed for 12 months.