



**CITY OF BUNBURY  
SURF LIFE SAVING CLUB INC.  
POLICY STATEMENT  
GOVERNANCE POLICY**

**POLICY  
NUMBER  
1.1  
July 2019  
Version: 4**

## **1. INTRODUCTION**

SLSWA is a community service based organisation and the peak body for the administration of surf lifesaving in Western Australia. SLSWA is bound by the Rules and Articles of SLSA as the national peak body for surf lifesaving in such a way that a uniformity of purposes exists to promote, conduct, encourage and administer surf lifesaving throughout Australia.

The City of Bunbury SLSC is an incorporated affiliated member of SLSA, and recognises SLSWA as the authority for surf lifesaving in Western Australia, and SLSA as the national authority for surf lifesaving.

In any matters pertaining to surf lifesaving, the City of Bunbury SLSC, will have regard to the purpose of creating a single, uniform entity for the conduct, promotion, encouragement, and administration of surf lifesaving throughout the community, the state and Australia.

To manage this work, all Australian incorporated associations are legally required to establish a management committee or supervisory board.

### **CITY OF BUNBURY SLSC BOARD OF MANAGEMENT**

The following Directors form the Board:

- President
- Director of Administration
- Director of Finance
- Director of Surf Sports
- Director of Lifesaving
- Director of Education
- Director of Youth
- Director of House
- Director of Marketing and Sponsorship
- Director of Social Activities

These officers are elected annually and in accordance with the City of Bunbury SLSC Constitution Clause 18.

An elected member of the Board of Management (BOM) will be appointed as Vice President by the BOM at the first BOM meeting following the AGM.

## **2. BOARD RESPONSIBILITIES**

The Board has to provide purpose, leadership and overall strategy, and it has the responsibility of assuring its members that its finances are sound, its operations



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legal, and its procedures work.

Thus, the Board is responsible for:

- Legal and Financial Accountability – budgeting, reviews, auditing, ethics.
- Strategic Vision and Objectives – planning for the future.
- Advocacy – communication and links between the club, its members and the broader community.
- Sponsorship and Fundraising – provide adequate resources for program objectives.
- Occupational Health and Safety – risk management, duty of care.

### **3. BOARD MEETINGS**

The Board meets ONCE a month and SIX shall form a quorum.

The business to be transacted at Board meetings shall be as follows:

- Attendance and Apologies
- Confirmation of minutes
- Business arising from previous minutes
- Correspondence including bulletins and memos from SLSWA, SLSA, and general mail.
- Significant issues
- Directors Reports from associated portfolios
- General Business

### **4. DUTIES AND QUALIFICATIONS OF BOARD DIRECTORS**

Clearly defined management roles and duties are associated with each Board Director:

#### **4.1 PRESIDENT**

The President is the principle leader of the Club and has overall responsibility for the club's administration. In general, the President sets the overall AGM agenda, helps the Board prioritise its goals and strategies, and keeps the Board on track by working within the constitution and strategic framework and policies of SLSA, SLSWA and the City of Bunbury SLSC. The President must also supervise all club officers, ensuring they are carrying out their duties in an efficient and effective manner. At the operational level, the major function of the President is to facilitate effective Board meetings. The President only exercises a casting vote for the status quo where voting is equal.



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**RESPONSIBLE TO:**

The President is elected annually at the AGM by the City of Bunbury SLSC members and responsible for representing the views of all City of Bunbury SLSC members.

**RESPONSIBILITIES and DUTIES:**

The President should:

- Preside and manage the Annual General Meeting.
- Manage and preside at all General meetings and Board of Management Meetings.
- Represent the City of Bunbury SLSC at local, regional, state and national levels.
- Represent the City of Bunbury SLSC at SLSWA Presidents Forums.
- Supervise all Club Officers and ensure they carry out their duties effectively and efficiently in accordance with the best interest and management of the Club, SLSWA and SLSC.
- Ensure the future planning and budgeting of the City of Bunbury SLSC is carried out in accordance with the wishes of the Club's members.
- Ex-officio, be a member of all other committees of the club.
- Countersign all payments made by cheque, and signed by the Director of Finance.
- Ensure all members and the Board comply with and observe the City of Bunbury SLSC Constitution, By-Laws and related Policies for the proper advancement, management and administration of the City of Bunbury SLSC, and in accordance with the SLSWA and SLSC Constitution and Regulations.

***KNOWLEDGE and SKILLS REQUIRED:***

Ideally the President is someone who:

- Can communicate effectively.
- Is well informed of all organisational activities at club, state and national level.
- Is aware of the future directions and plans of club members, SLSWA, SLSC, and the broader community.
- Has a good working knowledge of the constitution, rules and duties of all office holders and sub-committees at club, state and national level.
- Is a supportive and positive leader for all members.



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*COMMITTED ESTIMATED TIME REQUIRED FULFILLING ROLE:*

The estimated time commitment required in Presidential duties, as the President of the City of Bunbury SLSC varies throughout the year. In-season, an estimated TEN (10) hours/week may be required. Out of season, an estimated FIVE (5) hours/week may be required.

**4.2 DIRECTOR OF ADMINISTRATION**

The Director of Administration is the chief administration officer of the City of Bunbury SLSC. As the Administrative Chief Executive, they provide the coordinating link between members, the management, the BOM and outside agencies.

*RESPONSIBLE TO:*

The Director of Administration is directly responsible to the President of the City of Bunbury SLSC and its members.

*RESPONSIBILITIES and DUTIES:*

The Director of Administration should:

- Make arrangements including venue, date, time, and hospitality for club meetings.
- Call for and receive nominations for committees and other positions for the club AGM.
- Attend all meetings and ensure accurate minutes are kept on file to be produced at every meeting.
- Collate and arrange for the printing of the Annual Report.
- Control and manage the tasks and duties of the Club Office Manager.
- Respond to general duties as directed by the Board.
- Be responsible for the appointed Cleaner and ensure that the duties of the cleaner are carried out to the satisfaction of the rules and regulations of the health standards, policies and procedures governing the Club.
- Be responsible for the issue of Club keys/fobs to members in accordance with the rules and regulations governing key holder and security system requirements.
- Be responsible for, manage and review Associations law, insurances, obligations, policies and Constitutional change.
- Review annually Office Staff employment contracts and remuneration.



*KNOWLEDGE and SKILLS REQUIRED:*

Ideally the Director of Administration is someone who:

- Communicates effectively.
- Is well organised.
- Delegates tasks to appropriate personal.
- Maintain confidentiality on all relevant matters.
- Has a good working knowledge of the Constitution, SLSWA and SLSA.

*COMMITTED ESTIMATED TIME REQUIRED FULFILLING THE ROLE:*

The estimated time commitment required as the Director of Administration at the City of Bunbury SLSC varies throughout the year. In-season an average TEN (10) hours per /week may be required. Out of season, an estimated FIVE (5) hours per/week may be required.

**4.3 DIRECTOR OF SURF SPORTS**

The Director of Surf Sports they are generically responsible for ensuring the successful organisation, administration and management of all Club and Interclub competition, Sunday Morning Surf Sports activities, Training and Coaching promotion, administration and management, Club equipment, and the welfare of all club members.

*RESPONSIBLE TO:*

The Director of Surf Sports is responsible to the President of the City of Bunbury SLSC, its members and the Board.

*RESPONSIBILITIES and DUTIES:*

The Director of Surf Sports should:

- Promote, recruit and assess the human resource needs for the Club such as age group co-ordinators, coaching, training, youth development, water safety, competition teams and the general organisation at Club, Community, State and Interstate level.
- Organise the orientation and induction of members to senior Sunday morning activities, Club, State and Interstate competition, and training and coaching opportunities.
- Identify and organise training venues.
- Plan and assess training programmes.



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- Manage, assist and assess club coaching personal and accreditation.
- Hold a Police Clearance and/or Working with Children Card.
- Liaise with all Club Coaches and age group co-ordinators to ensure the needs of all members are met.
- Ensure all Welfare, Duty of Care and Safety requirements for all club members are met.
- Identify and Assess Risk Management requirements for club activities, competition and coaching.
- Be aware of relevant By-Laws, policies and procedures at Club, SLSWA and SLSA level in regard to the Constitution, Competition Rules and Regulations, Occupational Health and Safety, Coaching Accreditation, Risk Management, Member Protection, and Events Organising and Sanctioning.
- Liaise with relevant State and National association regarding competition and coaching matters.
- Organise and manage Special Competition Events, Trophy events, Club Championships, Handicap events, and Sunday morning Surf Sports activities.
- Organise and co-ordinate Competition, Coaching, Youth and Development camps.
- Liaise with Director of Lifesaving, Director of Youth, Director of Finance and Director of Education such that the rules and regulations governing competition, trophy awards, and team selection are abided by.
- Liaise with the Director of Administration for competition administration and management details such as entries, correspondence, and event sanctioning.
- Liaise with the Director of Finance for fundraising activities, equipment purchase, and travel cost and subsidies associated with competition, camps and activities at Club, State and National level.
- Act as a liaison officer and team manager at State and National competitions.
- Attend all Board monthly meetings, and general meetings when so called by the President.
- Attend scheduled SLSWA Surf Sports Forums.
- Attend SW Regional Surf Sports Development meetings.
- Provide a monthly written report including competition, trophy events, and equipment and coaching updates to the Board.
- Purchase, maintain and manage the use of all club surf sports equipment.
- Assist in the completion of the club asset register.
- Assist in the selection of recipients for the Special Trophies and Awards in the junior, U15, U17, U19, Senior and Masters Division of the City of Bunbury SLSC.



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*KNOWLEDGE and SKILLS REQUIRED:*

Ideally the Director of Surf Sports is someone who:

- Is an Active member of the club for at least twelve (12) months.
- Holder of the SLSA Bronze Medallion.
- Has strong interpersonal and oral communication skills including the ability to effectively liaise with members, coaches, and administrators at Club, State and National level.
- Strong organisational and management skills.
- Positive and enthusiastic.
- Has a sound and thorough knowledge of the Rules and Regulations governing Surf Sports at all levels and Member Protection Policies.

*COMMITTED ESTIMATED TIME REQUIRED FULFILLING THE ROLE:*

The estimated time commitment required as the Director of Surf Sports at the City of Bunbury SLSC varies throughout the year. In-season an average TWELVE (12) hours per /week may be required. Out of season, an estimated SIX (6) hours per/week may be required.

#### **4.3 DIRECTOR OF FINANCE**

The Director of Finance is the chief custodian for the resources of the club and its financial accountability. Ethical and wise financial management and responsibility is an essential component of their duty of care.

*RESPONSIBLE TO:*

The Director of Finance is directly responsible to the President of the City of Bunbury SLSC, its sponsors, its donors, the BOM and its members.

*RESPONSIBILITIES and DUTIES:*

The Director of Finance should:

- Control the receipts and disbursements of all monies.
- Ensure adequate accounts and records exist regarding financial transactions including accurate and up- to-date records of all income and expenditure.
- Manage and control all tasks and duties of the Club Accountant.
- Manage the cash flow and be accountable for the petty cash.
- Correspond and negotiate with financial organisations for overdraft facilities, loan repayments and other financial considerations.
- Seek appropriate advice on GST regulations and taxation issues.



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- Make all approved payments.
- Prepare and present monthly financial statements to the Board.
- Regularly file business activity statements with the relevant authorities where applicable.
- Prepare financial accounts for the annual audit, hand over all books and provide the Hon Auditor with all information required.
- Prepare an annual financial report.
- Act as the signatory to bank accounts with one other Board officer approved by the Board.
- Coordinate preparation of the annual budget, providing Board Officers with appropriate financial information to enable rational decisions to be made in the present and the future.
- Liaise with the State body to register membership data, fees, insurance coverage, competition fees, and expenditure and income relevant to the legal and financial responsibilities of the club to SLSWA.
- Maintain a register of financial membership and membership categories.
- Attend all Board monthly meetings, and general meetings when so called by the President.
- Report on the effects of any decision on the financial state and progress of the club and follow up on bad debts.

*KNOWLEDGE and SKILLS:*

Ideally the Director of Finance is someone who:

- Communicates assertively, clearly and effectively.
- Is well organised.
- Has a sound knowledge of financial and legal matters and considerations.
- Is honest, ethical and responsible.
- Can faithfully discharge all duties and responsibilities.
- Have the time, energy, interest and expertise to uphold the responsibilities.

*COMMITTED ESTIMATED TIME REQUIRED FULFILLING THE ROLE:*

The estimated time commitment required as the Director of Finance at the City of Bunbury SLSC varies throughout the year. In-season an average SIX (6) hours per/week may be required. Out of season, an estimated THREE (3) hours per/week may be required.





#### **4.4 DIRECTOR OF MARKETING and SPONSORSHIP**

The Director of Marketing and Sponsorship is responsible for ensuring that the club, its members and its sponsors receive the widest possible information, publicity and media coverage, and to maximise the number of sponsors supporting the Club and revenue from the sponsorship base.

*RESPONSIBLE TO:*

The Director of Marketing and Sponsorship is directly responsible to the President of the City of Bunbury SLSC, the BOM, its members, its sponsors and all outside agencies.

*RESPONSIBILITIES and DUTIES:*

The Director of Marketing and Sponsorship should:

- Convene the Marketing and Sponsorship Committee.
- Manage the relationship between the Club and sponsors to ensure that all sponsors are serviced to a high level and are retained on a long term basis.
- Provide support to the Board of Management Committee to ensure the efficient management of Club sponsorship and marketing activities.
- Manage and assist in the preparation and publication of the club communications and club web site
- Manage, assist and issue regular media releases concerning upcoming events, interesting personalities and club activities, and achievements.
- Act as a liaison officer for the media at all club events and functions.
- Develop and maintain a close working relationship with all local media personnel.
- Ensure the club web site remains informative and is regularly maintained.
- Constantly promote the positive aspects of the club's activities, highlighting at all times the values of the Surf lifesaving movement.
- Create a positive general public awareness of the club and its activities.
- Ensure that the club's sponsors receive maximum exposure in all spheres.
- Responsible for obtaining and managing sponsorship for the club.
- Arrange, manage and assist sponsor's advertising in the club's communications, annual report, merchandise and special event programs where necessary.
- Liaise with all Directors to ensure maximum publicity, media coverage and membership information is provided to all members and the community.
- Attend all Board monthly meetings, and special meetings when so called by the President.



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- Report on the effects of any decision on the financial state and progress of the club.
- Maintain a register of current sponsorship agreements and signage.
- Manage, coordinate and/or support, in conjunction with administrative staff and relevant Directors, the following major events and fundraising activities:
  - 200 Club
  - Registration and membership drives
  - Surf to Surf Fun Run
  - Signage Agreements

*KNOWLEDGE and SKILLS:*

Ideally the Director of Marketing and Sponsorship is someone who:

- Communicates assertively, clearly and effectively.
- Has experience in soliciting and supporting sponsorship agreements.
- Has an understanding of communication and marketing strategies.
- Has experience in grant writing.
- Is able to commit time during office hours to support sponsorship and marketing strategies and to liaise with key stakeholders as needed.
- Is well organised, positive and enthusiastic.
- Has a sound knowledge of and experience in dealing with the local media.
- Is honest, ethical and responsible.
- Can faithfully discharge all duties and responsibilities.
- Have the time, energy, interest and expertise to uphold the responsibilities.

*COMMITTED ESTIMATED TIME REQUIRED FULFILLING THE ROLE:*

The estimated time commitment required as the Director of Marketing and Sponsorship at the City of Bunbury SLSC varies throughout the year. In-season an average FIVE (5) hours per/week may be required. Out of season, an estimated THREE (3) hours per/week may be required.

#### **4.5 DIRECTOR OF SOCIAL ACTIVITIES**

The Director of Social Activities is primarily responsible for all club social activities, fundraising activities and special events organisation.

*RESPONSIBLE TO:*



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The Director of Social Activities is directly responsible to the President of the City of Bunbury SLSC, the BOM, its members, and all outside agencies.

*RESPONSIBILITIES and DUTIES:*

The Director of Social Activities should:

- Convene a Social Activities Committee consisting of the Bar Manager, and interested members.
- Develop and present a Social Activity and fundraising proposal/strategy for the club.
- Supervise volunteers assisting with social activities.
- Prepare rosters for volunteers assisting with social activities.
- Organise social activities and fundraising activities for the club.
- Assist in Special Events organisation where required.
- Ensure all materials required for social activities are ordered and available
- Supervise the collection of all monies and hand all monies and a statement of expenditures and receipts to the Director of Finance within SEVEN (7) working days of any social function.
- At the end of each social activity, reconcile all funds and monies as required by the Director of Finance.
- Arrange all necessary permits, registrations and approvals for social, fundraising and special event's activities as required.
- Liaise with all Directors to ensure that all membership categories are provided for in terms of social activities, and the club's responsibilities, rules and regulations.
- Attend all Board monthly meetings, and General meetings when so called by the President.
- Communicate regularly with the DoM&S for all social activities and events.
- Report on the effects of any social activity on the financial state and progress of the club, and the upholding of the values and ethos of the Surf lifesaving movement.

*KNOWLEDGE and SKILLS:*

Ideally the Director of Social Activities is someone who:

- Communicates assertively, clearly and effectively.
- Is well organised, positive and enthusiastic.
- Has a sound knowledge of and experience in social activities management and planning.
- Is honest, ethical and responsible.
- Can faithfully discharge all duties and responsibilities.



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- Have the time, energy, interest and expertise to uphold the responsibilities.

*COMMITTED ESTIMATED TIME REQUIRED FULFILLING THE ROLE:*

The estimated time commitment required as the Director of Social Activities at the City of Bunbury SLSC varies throughout the year. In-season an average THREE (3) hours per/week may be required. Out of season, an estimated One (1) hour per/week may be required.

**4.6 DIRECTOR OF HOUSE**

The Director of House is primarily responsible for the general development and maintenance of the club building/s and facilities, ensuring that the rules and regulations regarding the club's buildings are respected and observed.

*RESPONSIBLE TO:*

The Director of House is directly responsible to the President of the City of Bunbury SLSC, its members, and all outside agencies.

*RESPONSIBILITIES and DUTIES:*

The Director of House should:

- Convene the House committee consisting of the Building Maintenance Officer, Occupational Health and Safety Officer and all interested parties.
- Liaise with SLSWA as and when required, and have a sound understanding of SLSA Occupational Health and Safety rules and regulations.
- Complete annual Club Hazard Report.
- Ensure that local council, club, state and national policies in relation to building and facility maintenance and management are observed.
- Be responsible for the appointed Cleaner and ensure that the duties of the cleaner are carried out to the satisfaction of the rules and regulations of the health standards, policies and procedures governing the Club.
- Ensure that building and facility structures and equipment comply with appropriate laws, regulations, rules and standards.
- Identify any operating risks, put solutions in place to deal with the risk and then monitor the success of the solution, in a way that minimises the risk of injury or loss to people, facilities and finances.
- Ensure that all building and facility structures are in safe working order, and maintained in good order at all times.
- Ensure the security of all buildings and facilities.



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- Formulate, develop and advise the Board on the development of facilities for the members and the future viability of the club.
- Prepare submissions and all supporting material, and present proposals to interested parties for the development, security and maintenance of all buildings and facilities as and when required.
- Arrange all necessary permits, registrations and approvals for building maintenance, security and development.
- Maintain accurate records of all correspondence.
- Liaise with local council as and when required.
- Attend all Board monthly meetings, and General meetings when so called by the President.
- Report on the effects of any building maintenance and development activity on the financial state and progress of the club, and the upholding of the values and ethos of the Surf lifesaving movement.

*KNOWLEDGE and SKILLS:*

Ideally the Director of House is someone who:

- Communicates assertively, clearly and effectively.
- Is well organised, positive and enthusiastic.
- Has sound knowledge, expertise and experience in building management and planning.
- Is honest, ethical and responsible.
- Can faithfully discharge all duties and responsibilities.
- Have the time, energy, interest and expertise to uphold the responsibilities.

*COMMITTED ESTIMATED TIME REQUIRED FULFILLING THE ROLE:*

The estimated time commitment required as the Director of House at the City of Bunbury SLSC varies throughout the year. In-season an average TEN (10) hours per/week may be required. Out of season, an estimated FOUR (4) hours per/week may be required.

**4.7 DIRECTOR OF YOUTH**

The Director of Youth is primarily responsible for ensuring all junior and youth participants have fun and make new friends in a safe and supportive environment whilst developing many new life saving and surf sports skills as part of the Surf Life Saving organisation.



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*RESPONSIBLE TO:*

The Director of Youth is directly responsible to the President of the City of Bunbury SLSC, its members, the Junior Activities Committee and all outside agencies.

*RESPONSIBILITIES and DUTIES:*

The Director of Youth should:

- Facilitate the Youth Activities Program
- Facilitate and manage the u7 to u14 SLSA Surf Education Program
- Promote, recruit and assess the needs and development of youth.
- Hold a Police Clearance and/or Working with Children Card.
- Facilitate SLSWA Member Protection screening policy
- Manage and promote Junior Age Group Managers
- Convene a Youth Activities committee structure consisting of parents, Age group Managers and interested parties
- Ensure all Welfare, Duty of Care and Safety requirements for all club members are met.
- Identify and Assess Risk Management requirements for club activities, competition and coaching.
- Be aware of relevant policies and procedures at Club, SLSWA and SLSA level in regard to the Constitution, Competition Rules and Regulations, Occupational Health and safety, Age Group Management, Coaching Accreditation, Risk management, Member Protection, and Events Organising and Sanctioning.
- Advertise and promote child and parent recruitment
- Attend regional development meetings when necessary and SLSWA Forums.
- Maintain financial systems
- Manage equipment
- Develop communication links
- Facilitates participation by all parents
- Attend all Board monthly meetings, and General meetings when so called by the President.
- Report on the effects of any youth activities on the financial state and progress of the club, and the upholding of the values and ethos of the Surf lifesaving movement.

*KNOWLEDGE and SKILLS:*

Ideally the Director of Youth is someone who:



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- Communicates assertively, clearly and effectively.
- Is well organised, positive and enthusiastic.
- Has a sound knowledge of and experience in Surf Life Saving Junior management and planning.
- Is honest, ethical and responsible.
- Can faithfully discharge all duties and responsibilities.
- Have the time, energy, interest and expertise to uphold the responsibilities.

*COMMITTED ESTIMATED TIME REQUIRED FULFILLING THE ROLE:*

The estimated time commitment required as the Director of Youth at the City of Bunbury SLSC varies throughout the year. In-season an average EIGHT (8) hours per/week may be required. Out of season, an estimated THREE (3) hours per/week may be required.

**4.8 DIRECTOR OF EDUCATION**

The Director of Education is primarily responsible for ensuring all members are provided with the opportunity to undertake SLSA and SLSWA Education and Training courses relevant to their age and needs.

*RESPONSIBLE TO:*

The Director of Education is directly responsible to the President of the City of Bunbury SLSC, its members, the Education and Training Committee and all outside agencies.

*RESPONSIBILITIES and DUTIES:*

The Director of Education should

- Convene the Education and Training committee consisting of Training Officers and Assessors, and all interested parties.
- Liaise with SLSA and SLSWA as and when required, and have a sound understanding of SLSA's and SLSWA's Education and Training courses, rules and regulations.
- Arrange courses for members of the club and the community to qualify for SLSA Awards.
- Manage the clubs Education and training resources
- Hold a Police Clearance and/or Working with Children Card.



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- Assign training officers and assessors to courses conducted for members and the community.
- Liaise with the Director of Administration, Director of Finance and Paid Administrator for Education and Training courses and assessments, administration and management.
- Liaise with the Education and Training Regional Coordinator for training and assessing at club and regional level.
- Ensure all Welfare, Duty of Care and Safety requirements for all club members are met.
- Advertise and promote member recruitment
- Attend regional and SLSWA Forums.
- Develop communication links with relevant community services and stakeholders
- Facilitate participation in SLSA Awards by all members
- Attend all Board monthly meetings, and General meetings when so called by the President.
- Report on the effects of any Education and Training decision on the financial state and progress of the club.

*KNOWLEDGE and SKILLS:*

Ideally the Director of Education is someone who:

- Communicates assertively, clearly and effectively.
- Holds Trainer Qualification in Bronze Medallion as a minimum (or working towards).
- Holds Assessor Qualification in Bronze Medallion as a minimum (or working towards).
- Is well organised, positive and enthusiastic.
- Has a sound knowledge of and experience in Surf Life Saving Education and Training Courses, administration, management and planning.
- Has sound computer and Information technology skills
- Is honest, ethical and responsible.
- Can faithfully discharge all duties and responsibilities.
- Have the time, energy, interest and expertise to uphold the responsibilities.

*COMMITTED ESTIMATED TIME REQUIRED FULFILLING THE ROLE:*

The estimated time commitment required as the Director of Education at the City of Bunbury SLSC varies throughout the year. In-season an average TEN (10) hours per/week may be required. Out of season, an estimated FIVE (5) hours per/week may be required.





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#### 4.9 DIRECTOR OF LIFE SAVING

The Director of Life Saving is directly responsible for all Life Saving services provided by the club particularly ensuring all members whom are suitably qualified undertake their patrol obligations and duties.

*RESPONSIBLE TO:*

The Director of Life Saving is directly responsible to the President of the City of Bunbury SLSC, its members, the Life Saving Committee and all outside agencies.

*RESPONSIBILITIES and DUTIES:*

The Director of Life Saving should

- Convene the Life Saving committee consisting of Patrol Captains, Water Safety Officers, First Aid Officer, IRB Officer, Radio Officer and all interested parties, and meet at least once every two months.
- Liaise with SLSA and SLSWA as and when required,
- Attend Regional and SLSWA Forums.
- Hold a Police Clearance and/or Working with Children Card.
- Arrange and supervise all lifesaving services provided by the club in accordance with the rules, manuals, policies and procedures of SLSA and SLSWA.
- Have a sound understanding of SLSA's and SLSWA's Life Saving and water safety services, rules and regulations, policies, manuals and procedures.
- Roster all qualified active senior, active reserve, active junior, and cadet members onto a patrol duty roster.
- Appoint suitable qualified patrol captains
- Supervise and manage along with relevant club officers all lifesaving equipment including 4 Wheel Drive, IRB's, ATV, two way radio equipment, rescue tubes and rescue boards.
- Form an agreement between SLSWA and the City of Bunbury SLSC the patrols and hours of duty undertaken; dates and times of patrol duty on weekends and public holidays; number of qualified patrol members required; patrol equipment required; and area to be patrolled.
- Establish and ensure the Club's Life Saving Agreement is upheld.
- Complete and furnish SLSWA with the prescribed reports
- Inform the Board of Management and Director of Surf Sports of any member who failed to perform patrol duties and/or behaved in a manner contrary to the City of Bunbury SLSC Constitution and Policies.



**CITY OF BUNBURY  
SURF LIFE SAVING CLUB INC.  
POLICY STATEMENT  
GOVERNANCE POLICY**

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- Liaise with the First Aid Officer for the maintenance and upkeep of the First Aid room, first aid stock and all first aid equipment including Defibrillators and Oxy-viva resuscitation units.
- Liaise with the Director of Education to manage and ensure all patrolling life savers are suitably qualified, up-skilled and proficient
- Liaise with Internal and External Water Safety Officers for the provision of club and community based water activities requiring water safety
- Assist the External Water Safety Officer to establish a contractual agreement with outside stake holders for the provision of water safety by the club
- Develop communication links with relevant community services and stakeholders
- Facilitate participation in Awards by all members
- Attend all Board monthly meetings, and General meetings when so called by the President.
- Report on the effects of any Life Saving services on the financial state and progress of the club.
- Ensure all Welfare, Duty of Care and Safety requirements for all club members are met.
- Attend Regional and SLSWA Forums.
- Develop communication links with relevant community services and stakeholders

***KNOWLEDGE and SKILLS:***

Ideally the Director of Life Saving is someone who:

- Communicates assertively, clearly and effectively.
- Is well organised, positive and enthusiastic.
- Has a sound knowledge of and experience in Surf Life Saving Life Saving services, administration, management and planning.
- Has computer and Information technology skills
- Is honest, ethical and responsible.
- Can faithfully discharge all duties and responsibilities.
- Have the time, energy, interest and expertise to uphold the responsibilities.

***COMMITTED ESTIMATED TIME REQUIRED FULFILLING THE ROLE:***

The estimated time commitment required as the Director of Life Saving at the City of Bunbury SLSC varies throughout the year. In-season an average TEN (10) hours



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per/week may be required. Out of season, an estimated FIVE (5) hours per/week may be required.

#### **5. DELEGATIONS**

- Members may be reimbursed for minor expenses up to \$300.00 only with the approval of a Director. Additional expenditure over \$300.00 requires Board of Management authorisation.
- Petty cash floats up to \$300.00 only with the approval of a Director. Petty cash floats over \$300.00 require Board of Management authorisation.