

Duties of Officers and Others

BY-LAW 4.1 – THE PRESIDENT shall:

- (a) Be a financial member of the Association and with a minimum of three (3) years current membership of a SLSA affiliated Club;
- (b) Be the Association representative at all Branch Council meetings;
- (c) Be a member ex-officio of all Committees;
- (d) Exercise his authority by generally supervising the affairs of the Club in conjunction with the Board of Directors;
- (e) Have unlimited authority on every question of order, only to who is equitable and just in the circumstances;
- (f) Exercise disciplinary action in accordance with the Constitution, Clause 17, and SLSA Regulations Section 5;
- (g) The Board of Directors shall from time to time approve payment for the President to attend Seminars/Functions scheduled by SLSA, SLSQ and Branch where the President is required/expected to attend of such an amount to cover the cost of attendance, travel and accommodation by virtue of holding office of President.

BY-LAW 4.2 – THE DEPUTY PRESIDENT shall:

- (a) Be a financial member of the Association and with a minimum of two (2) years current membership of a SLSA affiliated Club.
- (b) Be expected to proceed into the position of Club President;
- (c) Assist the President and shall deputise for him in his absence, and shall carry out special assignments as directed by the Club President;
- (d) Where the Club President is unable to fulfil required duties of office, the Deputy President shall automatically assume caretaker role of Club President including the like powers and responsibilities until a Special General Meeting is convened to elect a new Club President

Note: The aforesaid Special General Meeting must be called as per the Constitution, Clause 19, and By-Law procedures for the same and must be called within forty-two (42) days of the Deputy President assuming temporary responsibility.

- (e) Be responsible for managing a smooth and effective transitional period for the Club in accordance with all Constitution, By-laws, Policies and Procedures until the replacement

Hervey Bay Surf Life Saving Club Incorporated By-Laws and Appendices

DRAFT Version 1 – 04 Nov 2015 Page 13 of 77

Club President effectively takes office.

BY-LAW 4.3 – THE SECRETARY shall:

- (a) Be a financial Member of the Association with a minimum of two (2) years membership;
- (b) Be chairperson of the Planning and Administration Committee;
- (c) In liaison with the Club Registrar ensure a register (Surfguard) is maintained of all members and an up to date record of their addresses and file all Application Forms (when applicable) whether or not the nominees have been accepted;
- (d) Forward notices of all meetings and the business to be transacted (Agenda) thereof to members in accordance with the Constitution Clauses 22 and 23 and By-Laws 3.3 and 3.4;
- (e) Record and keep Minutes of all Annual General, General, Special General and Board of Directors Meetings;
- (f) Conduct the correspondence of the Club and be responsible for the custody of all documents and instruments of Incorporation belonging to the Club and for the disposition thereof;
- (g) Ensure all incoming correspondence relative to members of the Club (Circulars, Bulletins, Policies, Procedures etc.) are despatched as a matter of routine;
- (h) Be responsible for the drafting of the Annual Report to be submitted to the Board of Directors for approval before printing;
- (i) Be responsible for the circulation of the Annual Report to all Members at least two (2) days prior to the Annual General Meeting;
- (j) Carry out all duties arising from decisions of Annual General, General, Special General and Board of Directors meetings and as directed by the Club President.

BY-LAW 4.4 – THE DIRECTOR OF FINANCE shall:

- (a) Be a financial Member of the Association with a minimum of two (2) years membership;
- (b) Be chairperson of the Finance and Property Committee;
- (c) Receive all monies on behalf of the Club and shall issue receipts for same, and shall be responsible to the Board of Directors for such monies. All monies received on behalf of the club shall be banked within seven (7) days of receipt thereof and all payments shall be made by Cheque or electronic bank transfers where possible. (Refer Constitution Clause 34.8);
- (d) Keep the necessary records as required by the relevant Government Act; a receipt book to acknowledge collections, a cheque book issued by the Clubs' Bankers for purposes of payments and a Ledger to record income and expenditure. Details of all payments are to be recorded by the Treasurer, and duly presented to a meeting of the Board of Directors as set out in the Constitution, Clause 34. The Treasurer shall ensure that the Annual Audited Statement, applicable statements and returns are submitted to SLSQ and/or the relevant Government Department, as and when required – Refer to the Constitution Clauses 34.1,

34.2, 34.3 and 34.4

(e) At each Board of Directors Meeting, present a report relating to the Clubs' finances, showing details of receipts and expenditure since the presentation of the previous report, a progress report on any loans which the club may have and shall make available upon request the bank statements together with a reconciliation statement, showing the balance as the debit or credit of the Clubs' finances;

(f) Prepare an Annual Budget compiled from submissions from the various sections of the Club to be presented to the Board of Directors by 31st August each year;

(g) Upon request from position holders the Director of Finance from time to time may approve urgent payments of \$500.00 without prior board's approval.

(h) The Board of Directors shall from time to time approve payment for the Director of Finance to attend Seminars/Functions scheduled by SLSA, SLSQ and Branch where the Director of Finance is required/expected to attend of such an amount to cover the cost of attendance, travel and accommodation by virtue of holding office of Director of Finance.

BY-LAW 4.5 – OTHER DIRECTORS shall:

(a) Be a financial Member of the Association with a minimum of two (2) years membership;

(b) Perform duties and/or activities as directed by the Board of Directors and/or the Club President.

BY-LAW 4.6 – DIRECTOR OF LIFE SAVING shall:

(a) Be a financial Member of the Association with a minimum of two (2) years membership and a proficient Bronze Medallion holder and have a minimum of two (2) years' patrol experience;

(b) Be the Club representative to attend meetings of the Branch Board of Lifesaving Meetings.

(c) Be chairperson of the Surf Life Saving Committee;

(d) Be responsible for the conduct and discipline of all Members in all matters relating to Surf Life Saving, and the general education of members in Surf Life Saving. Any matters of misconduct and/or discipline must be brought to the immediate attention of the Club President and Secretary;

(e) Arrange patrols and conferences with Patrol Captains and Chief Training Officer on a regular basis with a minimum of three (3) during the season to discuss suggestions and observations or regarding the general efficiency of the Club in Surf Life Saving. (Refer to Appendix 'C')

(f) Submit an Annual Budget request for Surf Life Saving to the Club Treasurer by 31st July each year;

(g) Be authorised to action Surf Life Saving expenditure as approved by the Board. Any urgent expenses shall be submitted to the Treasurer for action.

- (h) Have the power to refuse the use of club gear or property to any member;
- (i) Call upon any members to perform such duties as is deemed necessary in the interest of the Association;
- (j) Be an ex-officio member of any Committee or Sub-Committee associated with his duties eg: Junior Activities Committee, Youth Development Sub-Committee;
- (k) Submit a written report using the 'Report Template' (Appendix 'H') as provided to the monthly meeting of the Board of Directors, accompanied by a copy of that months' Surf Life Saving Committee minutes. The report shall include, but not limited to, emergent unbudgeted expenses, budgeted expenses and motions to be considered by the Board of Directors.
- (l) The Board of Directors shall from time to time approve payment for the Director of Life Saving to attend Seminars/Functions scheduled by SLSA, SLSQ and Branch where the Director of Life Saving is required/expected to attend of such an amount to cover the cost of attendance, travel and accommodation.

BY-LAW 4.7 – THE CHIEF TRAINING OFFICER shall:

- (a) Be a financial Member of the Association with a minimum of two (2) years membership and a proficient Bronze Medallion holder with a minimum of two (2) years' experience as a Trainer and/or Assessor;
- (b) Be the Club representative to attend meetings of the Branch Board of Life Saving Meetings;
- (c) Be responsible and coordinate the training of new members and Junior Members to Bronze Medallion or Surf Rescue Certificate standard and for existing Bronze Medallion holders to SLSA recognised and promoted Higher Award standards;
- (d) Arrange and implement a training schedule for patrols as endorsed by the Surf Life Saving Committee;
- (e) Ensure all training courses and camps conducted at the Club have sufficient Trainers and Assessors and have the courses/camps endorsed by the Surf Life Saving Committee;
- (f) Oversee all training of Junior Activity members, ensuring adequate Training and Assessors are available;
- (g) Be responsible for the development and training of new and existing Trainers;
- (h) Maintain an up-to-date knowledge of the latest methods of Surf Lifesaving and the Training Manuals and impart such knowledge to all qualified Club Training Officers;
- (i) Liaise with the Director of Life Saving to arrange any additional refresher training for Patrol members on Policies/Procedures that have been viewed to be deficient;

(j) Submit an Annual Budget request to the Surf Life Saving Committee prior to 31st July each year;

(k) Be responsible to coordinate the Annual Proficiency testing procedures;

Hervey Bay Surf Life Saving Club Incorporated By-Laws and Appendices

DRAFT Version 1 – 04 Nov 2015 Page 16 of 77

(l) Hold a current Training Officers' Certificate;

(m) Liaise with the Director of Life Saving to ensure that each patrol has sufficient members with appropriate higher-award qualifications to ensure patrol readiness;

(n) Be responsible for ensuring that training equipment is adequate and is kept in good condition;

(o) Be responsible for the clubs' relationship with SLSA and Branch Education Departments and the maintenance of the Education Policies and Standards set down by them;

(p) Submit a written report to the Surf Life Saving Committee meetings.

(q) The Board of Directors shall from time to time approve payment for the Chief Training Officer to attend Seminars/Functions scheduled by SLSA, SLSQ and Branch where the Chief Training Officer is required/expected to attend of such an amount to cover the cost of attendance, travel and accommodation

Hervey Bay Surf Life Saving Club Incorporated By-Laws and Appendices

DRAFT Version 1 – 04 Nov 2015 Page 17 of 77

BY-LAW 4.8 – THE CLUB REGISTRAR shall:

(a) Be a financial Member of the Association with a minimum of two (2) years' membership;

(b) In Liaison with the Club Secretary, keep a Register of all Members, and make any necessary notation thereon from time to time. (Refer to the Constitution Clause 14)

(c) Keep a Register (using Surfguard Database) of all examinations results, together with a register of all patrol activities including rescues effected and patients treated for First-Aid;

(d) Submit a list of renewal/new membership applications for ratification at each monthly meeting of the Board of Directors via endorsement by the Surf Life Saving Sub-Committee;

(e) In addition to (d) above, submit a written report to each Surf Life Saving Committee meeting.

BY-LAW 4.9 – THE COMMUNICATION OFFICER shall:

(a) Be a financial Member of the Association with a minimum of two (2) years' membership;

(b) Be a holder of a current SLSA Radio Operators Certificate;

(c) At all times be subject to the directions of the Director of Life Saving;

(d) Be responsible for the Care, Maintenance and availability of serviceable radio equipment;

(e) In liaison with the Association's Chief Training Officer, be responsible for training of members and the Radio Communication requirements of the Association;

(f) Submit a written report each Surf Life Saving Committee Meeting.

BY-LAW 4.10 – THE FIRST AID OFFICER shall:

(a) Be a financial member of the Club with a minimum of two (2) years' membership, with SLSA First Aid certificate or similar or higher qualifications;

(b) Possess a current SLSA First-Aid Award and be responsible for fostering high standards for First-Aid Treatment;

(c) Maintain adequate stocks of approved First-Aid material and equipment provided that approval has been given by the Surf Life Saving Committee prior to the purchase of materials;

(d) Be responsible for the annual servicing/maintenance checks of all Club Oxy-Viva's and Defibrillators prior to the commencement of each patrolling season;

(e) Maintain the First-Aid Room in a clean and orderly condition and for the purpose, may, with the approval of the Director of Life Saving, call on the services of any member;

(f) In liaison with the Chief Training Officer, organise and arrange training for First-Aid Awards in conjunction with SLSQ/SLSA;

Hervey Bay Surf Life Saving Club Incorporated By-Laws and Appendices

DRAFT Version 1 – 04 Nov 2015 Page 18 of 77

(g) Keep a record of names and addresses of patients treated for major First-Aid cases and also a record of the number of patients treated for minor First-Aid cases;

(h) Submit a written report to each Surf Life Saving Committee meeting.

BY-LAW 4.11 – MARINE STINGER OFFICER shall:

(a) Be a financial member with a minimum of two (2) years' membership of the Association and a Bronze Medallion holder;

(b) Have a wide experience and knowledge of the dangers of Marine Stingers and assist in marine animal research programs, co-ordinate spotting techniques, treatment procedures and public education programs in the Club;

(c) Liaise with local and public authorities and Medical Practitioners associated with the Club area on matters relating to marine envenomation;

(d) Arrange for the supply and maintenance of equipment and gear used for patrol, spotting, test netting, treatment and the use of public signs;

(e) arrange training sessions and the distribution of educational material for the guidance of Club members;

- (f) assist researchers with reports of sightings and supervise this activity within the Club;
- (g) be responsible for the Club in providing reports to the Surf Life Saving Committee.

BY-LAW 4.12 – THE CLUBHOUSE OFFICER shall:

- (a) Be a financial member with a minimum of two (2) years' membership;
- (b) Be responsible for the general conduct of club members in accordance with the Clubhouse Rules – (Refer to Appendix D);
- (c) Submit an Annual Budget request to the Board of Directors prior to 31st July each year;
- (d) On finding maintenance that is required to be carried out, report it directly to the Director of Finance;
- (e) Submit a written report to each Board of Directors meeting when required;

Hervey Bay Surf Life Saving Club Incorporated By-Laws and Appendices

DRAFT Version 1 – 04 Nov 2015 Page 19 of 77

BY-LAW 4.13 – THE MOBILES AND VEHICLE OFFICER shall:

- (a) Be a member of the Club having SLSA Award of ATV and SLSQ Tractor and 4WD Induction Awards and over the age of eighteen (18) years with a minimum of two (2) years' membership of the Club;
- (b) Coordinate all Club Mobile equipment (4x4 Vehicle, ATV's, Tractor and Trailers) and ensure that all SLSA/SLSQ Rules and Regulations are complied with and that all Mobiles are currently registered and permits with the appropriate authorities;
- (c) Be a holder of a 'C' Class Licence; (or P plates must be displayed)
- (d) At all times be subject to the direction of the Director of Life Saving;
- (e) Submit an Annual Budget to Surf Life Saving Committee prior to 31st July each year;
- (f) Be responsible for the care, maintenance and housing of Club Mobiles and Vehicles;
- (g) Submit a written report to each Surf Life Saving Committee Meeting;

BY-LAW 4.14 – THE IRB OFFICER shall:

- (a) Be a financial member of the Association , with a minimum of two (2) years membership being both a proficient Bronze Medallion holder and IRB Driver with a minimum of two (2) years' patrolling experience;
- (b) At all times be subject to the direction of the Director of Life Saving;
- (c) Be responsible for the Care, Maintenance and Stowage of all Club IRBs. (Refer to Appendix 'E', Article 3 for additional instructions)

- (d) Submit an Annual Budget request to the Surf Life Saving Committee (for Lifesaving) and to the Surf Sports Committee (IRB Racing) prior to 31st July each year;
- (e) Coordinate the training of all IRB Drivers and Crewpersons in consultation with the Director of Life Saving and Chief Training Officer;
- (f) Ensure all club IRB Drivers and Crewpersons are aware of the Power Craft Code of Conduct;
- (g) Maintain up-to-date knowledge of SLSA/SLSQ Circulars, Policies and Procedures on IRB Operations;
- (h) If applicable, obtain an IRB Training Officers' Certificate at the first available opportunity;
- (i) Submit a written report to each Surf Life Saving and Surf Sports Committee Meetings.

BY-LAW 4.15 – THE WORKPLACE HEALTH AND SAFETY OFFICER shall:

- (a) Be a financial member with a minimum of one (1) year membership of the Club and where possible, be a holder of a current Work Health and Safety Certificate;

Hervey Bay Surf Life Saving Club Incorporated By-Laws and Appendices

DRAFT Version 1 – 04 Nov 2015 Page 20 of 77

- (b) Ensure the Club's Health, Safety and Rehabilitation systems are up-to-date, implemented and monitored in all arrears within the Club;
- (c) Implement and oversee Risk Management procedures;
- (d) Set up, implement and monitor Injury Reporting system;
- (e) Carry out investigations of Club Workplace incidents;
- (f) Set up, implement and monitor OHS Education and Training Systems;
- (g) Implement systems to review Workplace Stress and Critical incidents;
- (h) Implement rehabilitation and return to Lifesaving procedures;
- (i) As required, attend Safety Officers training courses;
- (j) Be accountable to the Board of Directors and the Surf Life Saving Committee;
- (k) For additional instructions, refer to SLSA Policy 2.03 and SLSQ Policy ADM07;
- (l) Submit a written report at each Surf Life Saving Committee Meeting.

BY-LAW 4.16 – THE GEAR AND EQUIPMENT OFFICER shall:

- (a) Be a financial member with a minimum of two (2) years' membership;
- (b) Be responsible for all the Surf Lifesaving and Surf Sports equipment belonging to the Club – (Refer to Appendix 'E');

(c) Keep all such gear in good repair and condition, and report to the Director of Life Saving any damage that he is unable to repair. Any expense shall require the approval of the Surf Life Saving Committee and adhere to the Club's Purchasing Policy;

(d) Submit an Annual Budget request to the Surf Life Saving Committee prior to 31st July each year;

(e) Assist the Director of Life Saving with the Annual Gear Audit;

(f) For the purpose of implementation of such duties and with the approval of the Director of Life Saving, have authority to call on the services of any member;

(g) Submit a written report to each Surf Life Saving Committee Meeting.

BY-LAW 4.17 – GYM OFFICER shall:

(a) Be a financial and Active or Patrolling Award Member over the age of eighteen (18) years with a minimum of one (1) years' patrolling experience;

(b) In liaison with the Director of Life Saving, ensure all equipment is maintained in a usable

Hervey Bay Surf Life Saving Club Incorporated By-Laws and Appendices

DRAFT Version 1 – 04 Nov 2015 Page 21 of 77

state and arrange repairs/replacement as required;

(c) Ensure the quarterly inspection of all Gym Equipment is carried out by an accredited Gym Mechanic;

(d) Ensure all members who use the Gym abide by the Club's Gym Rules. Members U/18 years must be under the direct supervision of an accredited Coach or Trainer at all times;

(e) Ensure all members using the Gym are both financial members of the Club and Gym;

(f) Have the authority to suspend (until the matter is resolved by the Surf Life Saving Committee) any member who maybe in breach of the Gym Rules;

(g) Ensure the up-to-date list of financial members is displayed within the Gym;

(h) Submit an Annual Budget for the Gym to be forwarded to Surf Life Saving Committee prior to 31st July each year, including review of Gym Membership fees;

(i) In liaison with the Club Administrator, ensure all members requesting Gym membership meet the criteria of being an Active Member, Long Service, Life Member or Award Member (doing patrols) and over the age of 18 years.

(j) Be a member of the Surf Life Saving Committee;

(k) Submit a written report to each Surf Life Saving Committee meeting.

BY-LAW 4.18 – THE YOUTH AND MEMBERSHIP DEVELOPMENT OFFICER shall:

- (a) Be a financial member with a minimum of two (2) years' membership of the Association and preferably a holder of a Bronze Medallion or a patrolling Award Member.
- (b) Be the Club representative to attend meetings of the Branch Board of Youth and Membership Development Meetings.
- (c) Be responsible for promoting and delivering development programs, mentoring programs and other activities for youth members (generally 14 to 25 years);
- (d) Oversee youth recruitment and retention programs/activities within the Club including the transition through the various age levels;
- (e) Promote youth members participation in development camps and leadership programs and camps;
- (f) Pursue any issues of benefit to the safety and enjoyment of youth members;
- (g) Submit an Annual Budget request to the Board of Directors prior to 31st July each year;
- (h) Be subject to the direction of the Board of Directors; Submit a written report to each Board of Directors meeting.

Hervey Bay Surf Life Saving Club Incorporated By-Laws and Appendices

DRAFT Version 1 – 04 Nov 2015 Page 22 of 77

BY-LAW 4.19 – THE DIRECTOR OF SURF SPORTS Shall:

- (a) Be a financial member with a minimum of two (2) years' membership of the Association;
- (b) Possess an Accredited Level One Officials or Level One Coaching accreditation;
- (c) Be the Club representative to attend meetings of the Branch Board of Surf Sports Meetings;
- (d) Be Chairperson of the Surf Sports Committee;
- (e) In liaison with the Coaching Coordinator to be responsible for all Club Coaches, overseeing and coordinating all programs and activities relating to Surf Sports;
- (f) Submit an Annual Budget request to the Board of Directors prior to 31st July each year, covering, but not limited to, all financial matters associated with Club Teams, Competitions/Competitors and Carnival Officials;
- (g) Liaise with relevant Team Manager/s to determine responsibility for the Transportation (and any infrastructure as required) and accommodation for all Competitors and Officials when attending carnivals when outside of the Hervey Bay area;
- (h) Be responsible for any outfitting of the Club's Competition Members and Officials and funding in excess of provisions made by the Board of Directors;
- (i) In liaison with the Club's Official's Liaison Officer, ensure the club has sufficient accredited Carnival Officials to meet the club's responsibilities at carnivals;

- (j) Ensure reports at By-Law 4.23 are received in a timely manner;
- (k) Submit a written report using the 'Report Template' as provided (Appendix 'H') to the Board of Directors monthly meetings, accompanied by a copy of that month's Surf Sports Committee minutes. The report shall include, but not limited to, emergent unbudgeted expenses, budgeted expenses and motions to be considered by the Board of Directors.
- (l) The Board of Directors shall from time to time approve payment for the Director of Surf Sports to attend Seminars/Functions scheduled by SLSA, SLSQ and Branch where the Director of Surf Sports is required/expected to attend of such an amount to cover the cost of attendance, travel and accommodation

BY-LAW 4.20 – THE TEAM MANAGER shall:

- (a) Be a financial member with a minimum of two (2) years' membership of the Association and have; (i) attended several carnivals (local and branch level); or (ii) completed Age Managers accreditation and (iii) preferably a Level 1 official.
- (b) Prepare and present a budget (if required) for each competition attended and any associated team being managed for the Director of Surf Sports;

Hervey Bay Surf Life Saving Club Incorporated By-Laws and Appendices

DRAFT Version 1 – 04 Nov 2015 Page 23 of 77

- (c) Coordinate any outfitting of the competition team members;
- (d) Submit progress reports regularly to the Board of Directors via the Director of Surf Sports;
- (e) Coordinate the assembly (after selection), transport, accommodation and be responsible for the conduct and behaviour of competitors and team;
- (f) Record the attendance of competitors at carnivals and all results in competition and forward the latter to the Secretary;
- (g) Be responsible for the collection of monies for carnival nominations and accommodation (if applicable) prior to the event.
- (h) In conjunction with Club Coaches, receive and arrange entries for carnivals. Entries to be endorsed by the Club Secretary (when indicated), and then forwarded by appropriate means to the proper destination;
- (i) In the case of large financial commitment, submit a statement with receipts and invoices within thirty (30) days after the completion of the event;
- (j) Assist with any displays or demonstrations required in which the Club is involved;
- (k) Maintain an up-to-date knowledge of the SLSA Competition Manual, Codes of Conduct and associated Circulars;

(l) Attend all official Team Managers' briefings at events where the club is represented, either in person or by his appointed proxy;

(m) Have the power/authority to discipline members of a Touring Team and report any discipline action(s) in writing to the Club Secretary within seven (7) days;

(n) Report to the Director of Surf Sports;

(o) Be a members of the Surf Sports Selection Panel;

(p) Submit a written report to each Surf Sport Committee Meeting.

BY-LAW 4.21 – THE SURF BOAT OFFICER shall:

(a) Be a financial member of the Association with a minimum of two (2) years' patrolling and boat rowing experience and a Bronze Medallion holder;

(b) At all times be subject to the direction of the Director of Life Saving;

(c) Be responsible for the training and supervision of all Surf Boat crews in consultation with the Director of Surf Sports;

(d) Submit an Annual Budget request to the Surf Sports Committee prior to 31st July each year;

(e) Be responsible for the care, housing and maintenance of all surf boats and surf boat equipment. Any expenditure shall be endorsed by the Surf Sports Committee and adhere to the Club's Purchasing Policy;

Hervey Bay Surf Life Saving Club Incorporated By-Laws and Appendices

DRAFT Version 1 – 04 Nov 2015 Page 24 of 77

(f) Submit a written report to each Surf Sports Committee meeting.

BY-LAW 4.22 – THE BOARD AND SKI OFFICER shall:

(a) Be a financial member of the Association with a minimum of two (2) years' surf lifesaving experience and preferably a Bronze Medallion holder;

(b) Be responsible for the care and maintenance of all the Association's Boards and Skis and their orderly housing;

(c) Be responsible for the housing of Boards and Skis belonging to members (Refer to Appendix E, article 1.1);

(d) Submit an Annual Budget request to the Surf Sports Committee prior to 31st July each year;

(e) In consultation with the Director of Surf Sports, permit or prohibit the use of any Club craft or associated gear (Refer to Appendix E, article 1.3);

(f) In consultation with the Team Manager, be responsible for the transportation to and from carnivals of Club/Private Boards and Skis;

(g) Submit a written report to each Surf Sports Committee meeting.

BY-LAW 4.23 – COACHING COORDINATOR shall:

(a) Be a financial member with a minimum of two (2) years' membership of the Association;

(b) Have a minimum qualification of Level 1 Coaching Accreditation;

(c) Be responsible to the Surf Sports Committee through the Club's Director of Surf Sports;

(d) Direct all Club Coaches as to specific duties as maybe required by the Surf Sports Committee;

(e) In liaison with Club Coaches, actively recruit potential competitors;

(f) Review coaching requirements as directed by the Surf Sports Committee who will take submissions from JA's, SRC, IRB, R&R, Beach Events and March Past;

(g) In conjunction with Coaches, introduce a talent identification format and member retention plan which shall include recommendations of members for Club Subsidy;

(h) Ensure a seamless transit of Junior Activities members to Senior competition;

(i) Allocate coaching services to prospective SRC and Bronze Medallion candidates;

(j) In liaison with the Team Manager, conduct regular information sessions with competitors and parents;

(k) Submit a written report (when required) at each Surf Sports Committee meeting.

Hervey Bay Surf Life Saving Club Incorporated By-Laws and Appendices

DRAFT Version 1 – 04 Nov 2015 Page 25 of 77

BY-LAW 4.24 – CLUB COACHES shall:

(a) Be a financial member with a minimum of one (1) years' membership of the Association;

(b) Arrange for training and preparation of all members for inter and intra club competition as per the Competition Manual;

(c) Have a minimum Level 1 Coaches' Accreditation applicable to their field of coaching;

(d) Produce a comprehensive Training Program and submit this to the Surf Sports Committee for endorsement by the Board of Directors at the commencement of each season;

(e) Do a Risk Assessment in accordance with SLSQs Policy prior to each training session. Completed Assessment Forms to be retained in the Club Office;

(f) All Coaches to attend and submit a written report to the Surf Sports Committee at each scheduled meeting, which should include, but not limited to:

(i) Number of members attending each training session and their commitment to training; (ii) Give report on individual member's progress; (iii) What carnivals have been attended; (iv) Carnival results.

BY-LAW 4.25 – OFFICIALS' LIAISON OFFICER shall

- (a) Be a financial member of the Association with a minimum of Level 1 Official's Accreditation;
- (b) In liaison with the Club Team Manager, ensure adequate Officials are nominated and attend carnivals where club competitors are competing;
- (c) Actively recruit members/parents to achieve Level 1 Officials' Accreditation;
- (d) Be a member of the Surf Sports Committee;
- (e) Submit a written report (when required) to each Surf Sports Committee meeting.

BY-LAW 4.26 – JUNIOR ACTIVITIES OFFICER shall:

- (a) Be a financial member, preferably a Bronze Medallion holder with a minimum of two (2) years' membership of the Association;
- (b) Attend and be a Club representative at Branch Junior Activities Committee meetings or arrange for a proxy from the Junior Activities Committee;
- (c) Be Chairperson of the Junior Activities Committee (JAC);
- (d) Be responsible for the conduct and coordination of all matters relation to Junior Activities (Refer to Appendix F);
- (e) In conjunction with the Director of Life Saving and the Chief Training Officer provide for

Hervey Bay Surf Life Saving Club Incorporated By-Laws and Appendices

DRAFT Version 1 – 04 Nov 2015 Page 26 of 77

Junior Members an education experience in a wide range of subjects and skills within the aquatic/marine environment;

- (f) Prepare Junior Members (Nippers) for their eventual transition to the marine and patrol environment of Surf Life Saving;
- (g) Participate in all such activities;
- (h) Submit an Annual Budget request to the Board of Directors by the 31st July each year;
- (i) Submit a written report using the 'Report Template' as provided (See Appendix 'H') to the monthly meeting of the Board of Directors, accompanied by a copy of minutes from the last JAC meeting. The report shall include, but not limited to, emergent unbudgeted expenses, budgeted expenses and motions to be considered by the Board of Directors.

BY-LAW 4.27 – THE GRIEVANCE OFFICER shall:

- (a) Be a financial member with two (2) years' membership of the Association;
- (b) Be appointed by the Club Council from the recommendation submitted by the Board of Directors;

- (c) Attend to all matters referred by the Club President;
- (d) Act in accordance with the directions as documented in both SLSA Policy and SLSQ Policy.

BY-LAW 4.28 – THE MERCHANDISING OFFICER shall:

- (a) Be a financial member with a minimum of one (1) years' membership of the Association;
- (b) Be responsible for the purchase of all club apparel as approved by the Board of Directors – (See By-Laws Section 9, article 9.1);
- (c) Liaise with relevant Club Committees, Sub-Committees and/or Teams (ie: JACs, Past Members Club, Representative and Touring Teams) in relation to the approval and design of any such club apparel;
- (d) Provide a written report to the Secretary (when required) prior to each Board of Directors meeting;
- (e) Be chairperson of the Uniform Committee;
- (f) Prepare and present to the Treasurer, an Annual Budget request covering all financial matters associated with fulfilling the requirement of the position by 31st July each year;
- (g) Be accountable to the Board of Directors.

BY-LAW 4.29 – THE BUILDING AND PROPERTY OFFICER shall:

- (a) Be a financial member, with a minimum of two (2) years membership of the Association;

Hervey Bay Surf Life Saving Club Incorporated By-Laws and Appendices

DRAFT Version 1 – 04 Nov 2015 Page 27 of 77

- (b) Be chairperson of the Building Committee, including any proposed renovations and/or extensions of the Club building;
- (c) Act on direction from the Board of Directors in regard to Building/Property renovations and/or development and the management of Club Leases (Bundaberg Regional Council and Supporters);
- (d) Make recommendations to the Board of Directors for Building and Property improvements;
- (e) In liaison with the Club Manager, arrange for maintenance and repairs as reported to him from time to time or as required.

BY-LAW 4.30 – THE GRANTS AND SPONSORSHIP OFFICER (a) Be a financial member, with a minimum of two (2) years membership of the Association;

- (b) Provide a medium for financially viable Sponsorship Activities for the Club;
- (c) Raise the profile and awareness of the Hervey Bay Surf Life Saving Club;

- (d) Develop the Brand of Hervey Bay SLSC in conjunction with SLSQ Brand to achieve the objectives of the Club;
- (e) Provide a means for Sponsorship and Membership growth;
- (f) Develop and implement a successful Grant Application process;
- (g) Develop and implement programs that engage and involve various stakeholders (e.g.: Sponsors, Suppliers, Volunteers, Donors, Members and other Non-For-Profit Organisations partners) to benefit Hervey Bay SLSC;
- (h) Work within and comply with the Policies and Procedures of the Hervey Bay SLSC;
- (i) Work with the Fundraising Committee and the President or Club Manager (if appointed) to develop Marketing and Sponsorship projects to assist the viability of the Club;
- (j) Research and develop new Sponsorship and Marketing initiatives;
- (k) Plan, Manage and coordinate Sponsorship activities;
- (l) Analyse and review existing Sponsorships and Marketing activities to enhance and develop benchmarks for success;
- (m) Build, cultivate and retain key relationships with current and potential Stakeholders, Sponsors and Suppliers;
- (n) Provide support for Staff, Members and Volunteers;
- (o) Confidentiality shall be adhered to in all aspects of the Club;

Hervey Bay Surf Life Saving Club Incorporated By-Laws and Appendices

DRAFT Version 1 – 04 Nov 2015 Page 28 of 77

- (p) Report to the President or Club Manager (if appointed) and the Board of Directors on a regular scheduled basis to ensure KPIs are continually attained.

BY-LAW 4.31 – OFFICE BEARERS ASSISTANTS shall:

- (a) Assist the Officer for whom they act as Assistants and be directed by that Officer