



# Roles & Responsibilities

October 2008

## ROLES:

- President
- Club Captain
- Vice Club Captain
- Functions/Bar Manager
- Gear Convenor
- Power Craft Officer
- IRB Coaching Co-ordinator
- Junior Surf Convenor
- Coaching Co-ordinators
- Team Manager
- IRB Team Manager
- SLGA Coach/Co-ordinator
- Club Cleaner
- Club Co-ordinator

### **Role:** President

**Name:** Michelle Brennan

**Area of responsibility:** To oversee the management of all club activities  
Set up effective Business Plan and delegating out roles with full job descriptions to Committee Members  
Preside over regular committee meetings  
Support and help all committee members and coordinators  
Be innovative in bringing new concepts to the club  
Work with sponsors and businesses which support Surf Life Saving Manager and liaise with Club Co-ordinator.

**Responsible to:** FSLSC Membership

### **Role:** Club Captain

**Name:** Boyd Harris

**Area of Responsibility:** Inter-liaison with Management and Members  
New Member Introduction and Induction  
Co Ordinate Club 'Team Meetings'  
Club Social activity initiatives  
Select and organise Patrol Captains.  
Draft out and organise Patrol roster.  
Member participation in: Patrolling  
Competition  
Club Activities  
IRB Event Guarding  
Competition liaison between 'Beach management' and Coaches.  
Co-ordination of patrolling members for Junior Surf activity days.  
Update Beach Management Plan/Patrol Operations Manual  
Event Guarding Personnel – Liaise with Powercraft Officer for Craft

**Responsible to:** Management Committee

### **Role:** Vice Club Captain

**Name:** Mark Woodward

**Area of Responsibility:** Support the Club Captain in all relevant areas  
Stand in for the Club Captain in full capacity where required

**Responsible to:** Club Captain



**Role: Functions/Bar Manager**

**Name: Faith Stokes**

**Area of Responsibility:**

Co-ordinate facility hire  
Ensure club hire contracts are signed  
Allocate keys and organise access to club rooms for hirers  
Liaise with Bar Manager on Bar Staff availability  
Liaise with Bar Manager on bar stocks  
Ensure bookings do not conflict with other club activities.  
Co ordinate "Specific Functions" catering requirements  
Foodstuffs for catering purposes  
Prepare and run a Bar Roster of suitable, trustworthy staff for general club functions, weekends and club hire functions.  
Ensure the bar is stocked appropriately to cater for all occasions during the season and off season.  
Manage the purchase of bar stock at competitive prices to maximise profits through the bar.  
Produce a monthly stock versus sales report showing profit on sales.  
Ensure the bar facility is maintained in a tidy and orderly fashion.

**Responsible to: Management Committee**

**Role: Gear Convenor**

**Name: Ron Cole/Todd Velvin/Tony Power**

**Area of Responsibility:**

Maintain stock schedule and status of all club competition equipment.  
Weekly check of repairs/maintenance or craft – report status to management committee.  
Report equipment requirement / repair costs on monthly basis to management committee.  
Maintain craft allocation list for member use.  
Maintain Identification system for club equipment.  
Maintain a file of suppliers / repairers and orders / purchases.

**Responsible to: Club Captain**

**Role: Powered Craft Officer**

**Name: Jaron Mumby & Chris Scott**

**Area of Responsibility:**

Maintain equipment maintenance Register – 1 x Log per motor  
Organise maintenance and repair of motors and hulls – report maintenance  
Petrol register  
Prepare a maintenance budget for IRB craft for management committee  
IRB Gear transport to carnivals and events - liaise with Team Manager / Club Captain  
Submit annually an IRB requirements list for the following season at end of each season.  
W.O.F. and Registrations for IRB Trailers

**Responsible to: Club Captain**

**Role: Junior Surf Convenor**

**Name: Boyd and Deirdre Harris**

**Area of Responsibility:**

Co-Ordinate overall Junior surf activities  
Junior surf Newsletters and communications  
Maintain accurate Gear Schedule and repair status  
Beach Manager – Youth carnivals  
Gear coordinator – Youth carnivals  
Parent Assistance within Junior Surf Activities  
Junior surf coaches

**Responsible to: Club Captain**



**Role:** **Coaching Coordinator**

**Name:** **Ron Cole & Emma Crowsley**

**Area of Responsibility:** Oversee Coaching plan and strategies  
Coordinate seasonal coaching and training plans in conjunction with coaches  
Liaise with Club Captain, Coaches and Team Manager  
Work within allocated Budget

**Responsible to:** Management Committee

**Role:** **Team Manager**

**Name:**

**Area of Responsibility:** On beach carnival management of competitors  
Out of town accommodation bookings  
Liaise with club coach on team selection  
Attend team meetings  
Attend all Team Manager Meetings at local, regional and national level  
Keep a record of all team selections for each competition and forward to SLST  
Liaise with Club Captain and Coach to ensure all gear required for competitions is ready

**Responsible to:** Club Captain

**Role:** **IRB Team Manager**

**Name:**

**Area of Responsibility:** On beach carnival management of competitors  
Out of town accommodation bookings  
Organise competitor/club Travel arrangements  
Liaise with Powered Craft Officer and Coach to ensure all gear required for competitions is ready

**Responsible to:** Club Captain

**Role:** **Surf Life Guard Awards Coach / Coordinator**

**Name:** **David Sleep**

**Area of Responsibility:** Coach potential new Life Guards  
Coordinate coaching and training sessions  
Organise club members to assist in training  
Train new SLGA Instructors

**Responsible to:** Club Captain

**Role:**

**Club Cleaner**



**Fitzroy**  
SLSC NEW PLYMOUTH

**Name:**

**Faith Stokes**

**Area of Responsibility:**

May – September

As and when required before Club Hireage and Functions. – 2 hours

**Duties:**

Vacuum all carpeted areas.  
Remove all rubbish  
Sweep and mop floors  
Clean and disinfect toilets  
Ensure kitchen is clean and tidy

October – April

Duties to be done weekly – 2 hours

**Duties**

Vacuum all carpeted areas.  
Remove all rubbish  
Sweep and mop floors  
Clean and disinfect toilets  
Ensure kitchen is clean and tidy

Monthly Duties – 2 hours

(to be done as extra each month)

**Duties**

Foyer Windows Cleaned  
Club room windows cleaned  
Kitchen Window Cleaned  
Lino areas to be scrubbed  
Window sills to be dusted.

**Responsible to:**

**Management Committee**



**Role:** Club Co-ordinator

**Name:** Leigh Laurence

**Area of Responsibility:** **General**

Update Beach Management Plan/Patrol Operations Manual  
Renew W.O.F and Registrations for all gear trailers when due.  
Purchase Petrol/Diesel and Oil for IRB's and Tractor  
Coordinate external coaching resources  
Club competition Entries for all carnivals.  
Organise competitor/club Travel arrangements  
Communicate with schools for permission to travel/days off  
IRB competition Entries – Liaise with IRB coaching Co Ordinator

**Area of Responsibility:** **Finance**

IRD Filing GST Returns 6 monthly  
Returning PAYE  
Pay all invoices and accounts as they fall due after they have been passed for payment at the monthly Executive meeting (other than DD or standard payments) and file invoices in cheque order in file.  
Bank all money and write out receipts.  
Prepare monthly a report to the executive listing income and accounts for payment showing closing bank balance.  
Issue Invoices for Sponsorship i.e. Westgate Transport (once a year)  
Prepare any floats that are required for fundraising.  
Keep an up to date cash book (computerised preferably) for reporting GST.  
Prepare any funding applications liaising with the executive.  
Make sure that all the information invoices, receipts are kept in a tidy manner on file for presenting to the auditor at the end of the financial year.  
Maintain Insurance Policies and process Claims

**Area of Responsibility:** **Funding**

Prepare Funding Applications to such organisations as Lion Foundation, Community Grants Board, TSB Community Trust, etc. etc.  
Liaise with Management committee on funding requirements for submissions.

**Area of Responsibility:** **Sponsorship**

New Sponsor Initiatives  
Presentation of submissions/proposals to potential sponsors  
Identify new opportunities for sponsorships both one off and long term.  
Maintenance and development of existing and prospective sponsors  
Develop and maintain signage opportunities with sponsors  
Organise sponsors function



**Area of Responsibility:**

**Administration**

Courses - Co-ordinate member participation in skills development courses, Refreshers, Life Guard Award classes etc.  
Club Apparel - Co-ordinate the purchasing, stock control and sales of club apparel.  
Prepare club Newsletters, prepare and distribute mailers to members.  
Co-Ordinate and compile Annual Report  
Trophy Control – (SLST/Club Trophies), register of allocation, cleaning, engraving, collection etc.  
Maintain purchase/levels of Club Cleaning Supplies  
In Liaison with Club Captain maintain Patrol Records  
Maintain First Aid Stocks  
Maintain an up to date SLSNZ Database and Membership Database  
Order and maintain distribution of Patrol Uniforms  
Receive/receipt Subs and apparel money  
Prepare updates for Web site and supply to Web Administrator  
Record Minutes of regular management meetings  
Type, circulate and handle any relevant correspondence  
Keep a Correspondence Register  
Member acknowledgement, Issue of Club Cards for achievement and Bereavement.

**Area of Responsibility:**

**Maintenance**

Yearly and monthly building W.O.F / Fire Service checks.  
Oversee general day to day facility repairs and maintenance – contact designated trades people as required.  
Organise specific Projects - Working Bees  
Improvements  
General Club Maintenance  
Prepare maintenance budgets for Management committee

**Name:**

**Area of Responsibility:**

**Waitangi Day**

Coordinate the running of the Waitangi Day Carnival  
Identify new potential attractions  
Work within a decided budget  
Liaise with all relevant club personnel

**Responsible to:**

**Finance Administrator**

**Responsible to:**

**Management Committee & President**