



THE BY-LAWS
OF THE
GERALDTON SURF LIFE SAVING CLUB INC.

Amendments to By-Laws

Recent amendments to the By-Laws of the Geraldton SLSC as approved by the Board.

When	Sections amended	Summary
August 2019	All	New By-Laws Created based on Fremantle SLSC By-Laws B. Walkington
July 2020	All	Corrected word and grammar. B. Walkington

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SECTION 1 MEMBERSHIP

1.1 ACTIVE MEMBERSHIP

An Active Member shall be any member who holds the:

- Bronze Medallion
- Surf Rescue Certificate or equivalent award
- Advanced Resuscitation or equivalent award
- First Aid Certificate or equivalent award
- Radio Operators Certificate or equivalent award

They must be over 15 and shall fulfil the full Patrol and club obligations as provided by the Association and Club Constitutions and By-Laws and shall qualify in an Annual Skills Maintenance check each season, unless the member has obtained their relevant award in that season. Active members have full voting rights

1.2 JUNIOR MEMBERSHIP

Junior Members shall be members under the age of fifteen (15) years inclusive. They do not have voting rights.

1.3 HONOURARY AND SERVICE MEMBERSHIP

1.3.1 SERVICE MEMBERSHIP

1.3.1a LIFE MEMBERSHIP

Any member who has previously been deemed a 'Life Member' through the process outlined in Clause 7.3 of the Constitution. These members remain 'Life Members' until their death and are not required to pay annual fees. Life Members have full voting rights.

1.3.1b LONG SERVICE MEMBERSHIP

- a) Upon application in writing to the Lifesaving Committee, Long Service Membership may be granted by the Club to members who have completed ten (10) years Active Service or to members who have completed eight (8) years Active Service plus four (4) years Active Reserve Service.
- b) Such members shall be exempted from all Patrol obligations and may be granted other special privileges of membership as provided in the Club Constitution and By-Laws.
- c) Long Service Membership may be granted in exceptional circumstances to an Active or Active Reserve Member irrespective of the years of service.
- d) Except in cases granted under clause 1.3c) above, Long Service Members need not re-apply for such membership each season.
- e) Long Service Members shall be required to successfully complete the Annual Proficiency Test each season in order to compete in Association carnivals.
- f) Long Service members have full voting rights.

1.3.2 HONORARY MEMBERSHIP

Shall be appointed at the discretion of the Board of Management. Such members are not required to pay annual subscription nor obliged to perform patrol duties and shall not have voting rights. Honorary Officers of the Club are:

- a) Patron
- b) Vice- Patron(s)
- c) Legal Advisor
- d) Medical Advisor
- e) Auditor

1.4 ASSOCIATE MEMBERSHIP

Associate Membership may be granted by the Club to persons over eighteen (18) years of age. No voting rights other than listed in the Family Membership category.

1.4.1 FAMILY GROUP MEMBERSHIP

A Family Group membership occurs when the nominated family group annual membership fee is paid, and the group added to the 'Family Group Register'. The group must be of two (2) or more members. Where the group has two (2) or more members under the age of 15, the families registered Associate member receives the right to one (1) vote at General meetings. The Associate member cannot also be an Active Member.

1.5 COMMUNITY MEMBERSHIP

1.5.1 VOLUNTEER MEMBERSHIP

Available to any person joining the Club who needs to be registered purely to volunteer in a variety of roles but does not fit into any other listed category. No voting rights.

1.5.2 GYMNASIUM MEMBERSHIP

Available to any member who wants to use the gym and changeroom facilities only. No access or usage of any lifesaving or competition gear or equipment applies to this membership category. No voting rights.

SECTION 2 DIRECTORS AND OFFICERS OF THE CLUB

- a) The individual named Directors of the Club under Clause 17.2 shall be:

President, Club Captain – Beach Operations, Vice President – Club Operations, Director of Finance, Director of Lifesaving, Director of Surf Sports, Director of Member Development and Director of Club Development, Director of Marketing and Director of Administration.

- b) The Officers of the Club shall be as listed in **BOLD** in the Committees section below.
c) The Board may create such other positions as are deemed necessary by the Board for the efficient administration of the Club's affairs. The duties of and method of appointment to such positions shall be defined in the Club By-Laws.

SECTION 3 ELECTION OF OFFICERS

All officers of the Club shall become vacant at the Annual General Meeting. All Officers of the Club, excluding Honorary Officers, shall be nominated by the relevant Director at the Board Meeting immediately following the Annual General Meeting. Honorary Officers shall be elected by resolution of the entire Board.

SECTION 4 COMMITTEES

At the discretion of the Board, the following committees may be formed;

4.1 BEACH MANAGEMENT COMMITTEE

The Beach Management Committee shall be accountable to the CLUB CAPTAIN for the Club's lifesaving, education, surf sports and member development operations and shall advise the Board on relevant By-Laws and Policies.

- a) It shall consist of the Club Captain, Director of Lifesaving, Director of Surf Sports, **Manager Competition, Manager Coaching**, Director of Member Development, **Chief Training Officer, Junior Manager, Youth Manager, Volunteer Manager**; five (5) shall form a quorum.
b) Recommended to meet monthly in the surf season.

4.2 SURF SPORTS COMMITTEE

The Surf Sports Committee shall be accountable to the DIRECTOR SURF SPORTS for the Club's competitive and health and fitness activities and shall advise the Board on relevant By-laws and Policies.

- a) It shall consist of the Director Surf Sports, **Manager Competition, Manager Coaching, Surf Sports Gear Officer, Discipline Captains.**

4.3 MEMBER DEVELOPMENT COMMITTEE

The Member Development Committee shall be accountable to the DIRECTOR OF MEMBER DEVELOPMENT for the Club's training, junior and youth activities and shall advise the Board on relevant By-laws and Policies.

- a) It shall consist of the Director of Member Development, **Manager Juniors, Manager Youth, Chief Training Officer, Manager Volunteers**

4.4 YOUTH DEVELOPMENT COMMITTEE

The Youth Development Committee shall be accountable to the MANAGER YOUTH for the Club's Youth, members aged 13 to 17 years inclusive as at 30th September

- a) It shall formulate a program of Youth Activities and shall review relevant By-laws and Policies.
- b) It shall consist of the **Manager Youth**, and the **Youth officers** as determined by the Manager Youth
- c) The Committee shall be responsible for coordinating the transition of Youth members to Senior club activity by the establishment of progression paths linked to critical achievements
- d) Recommended to meet monthly during the surf season.

4.5 JUNIOR DEVELOPMENT COMMITTEE

The Junior Development Committee shall be accountable to the MANAGER JUNIORS for the Club's Junior members aged from a minimum of five (5) years up to a maximum of thirteen (13) years.

- a) It shall formulate a program of Junior Activities and review relevant By-laws and Policies.
- b) It shall consist of the **Manager Juniors, Junior Gear Officer, Senior Age Manager, Water Safety Coordinator and Junior Liaison Officer.**
- c) The Committee shall be responsible for coordinating the transition of Junior members to Youth club activity by the establishment of progression paths linked to critical achievements
- d) Recommended to meet monthly during the surf season.

4.6 LIFE SAVING COMMITTEE

The Lifesaving Committee shall be accountable to the DIRECTOR OF LIFESAVING for the Club's lifesaving operations and shall advise the Board on relevant By-Laws and Policies.

- a) It shall consist of the Director of Lifesaving, **Chief Training Officer, Life Saving Gear Officer, Powered Water Craft Officer and Patrol Captains.** Five (5) shall form a quorum.
- b) Recommended to meet every second month during the surf season.

4.7 CLUB DEVELOPMENT COMMITTEE

The Club Development Committee shall be accountable to the DIRECTOR OF CLUB DEVELOPMENT for the management and future planning of the Club's precinct and surround area and shall advise the Board on relevant By-laws and Policies.

- a) It shall consist of the Director of Club Development, **Precinct Development Officer, Maintenance Officer, WHS Officer and Venue Manager.**
- b) Recommended to meet every second month throughout the year.

4.8 FINANCE AND ADMINISTRATION COMMITTEE

- a) The Finance and Administration Committee shall be accountable to the SECRETARY for the Club's financial management and administration procedures and shall advise the Board of relevant By-laws and Policies.
- b) It will consist of the Secretary, Treasurer, **Registrar, Merchandise Officer** and other officers as deemed necessary.

4.9 MARKETING COMMITTEE

- a) The Marketing Committee shall be accountable to the DIRECTOR OF MARKETTING for the Club's sponsorship, grants and media relations and shall advise the Board of relevant By-laws and Policies.
- b) It will consist of the Director of Marketting, **Manager Sponsorship and Fundraising, Manager Grants, Social Media Manager and Manager Social.**
- c) Recommended to meet every second month throughout the year.

4.10 CLUB MANAGEMENT COMMITTEE

The Club Management Committee shall be accountable to the VICE PRESIDENT – CLUB OPERATIONS for the management of all the Club's off beach operations and shall advise the Board on relevant By-laws and Policies.

- c) It shall consist of the Vice President – Club Operations, Director of Club Development, Director of Marketing and **Manager Social.**
- d) Recommended to meet every second month throughout the year.

4.11 AWARDS AND RECOGNITIONS COMMITTEE

- a) The Awards and Recognitions Committee shall advise the Board on nominations for Club, State or Association Life Membership, National Long Service Awards, SLSWA Awards of Excellence and any other awards (eg. Australian of the Year)
- b) It shall review all members who may be eligible for Awards and Recognitions and nominate those it considers worthy to the Board.
- c) It shall check for accuracy nominations made by other parties and provide recommendations on such nominations to the Board.
- d) If a member of the Board is nominated for Life Membership, a Joint meeting of the Board and Awards and Recognitions Committee can be convened for that nomination only without including the person nominated. No Club member can be present at a meeting to discuss their own nomination.
- e) All recommendations for Awards and Recognitions shall be submitted by the Awards and Recognitions Committee to the Board by April 15 of each year.
- f) It shall maintain a register of all members with 10 or more year's service and record relevant aspects of such service.
- g) It shall prepare for publication in the Annual Report a history of the service of all members granted Awards and Recognitions in that year and the records listed above.

- h) It shall consist of up to seven (7) Committee Members; four (4) shall form a quorum. Nominees for two (2) Positions must be Life Members of the Club. Two (2) Committee Members must also be Board Members.
- i) The Awards and Recognition Committee will determine its own Chair.
- j) It shall be the responsibility of the presiding member to transfer custody of the records defined in this section to the succeeding Awards and Recognition Committee.
- k) Nominations for Awards and Recognitions initiated by other than the Awards and Recognitions shall be made in writing and shall be submitted to the Board. The Awards and Recognitions Committee shall check such nominations for accuracy and forward all such nominations to the Board with its recommendations

4.12 SOCIAL COMMITTEE

The Social Committee shall be accountable to the **MANAGER SOCIAL** for the Club's social activities.

- a) It may consist of the **Manager Social**, and other members as chosen by the Manager Social (maximum 5); three (3) shall form a quorum.
- b) The Committee will produce a Social Calendar for the new season as soon as practical.
- c) Recommended to meet at least 4 times a year.

SECTION 5 DUTIES OF DIRECTORS AND OFFICERS OF THE CLUB

Position descriptions for each position are found in Appendix 1.

SECTION 6 PATROLS

6.1 PATROL OBLIGATIONS

- a) The Club contracts with Surf Lifesaving Western Australia Incorporated and the City of Greater Geraldton to patrol Geraldton beaches as described at prescribed times and dates on Saturday, Sunday and public holidays as laid down in the Lifesaving Agreement.
- b) All Active Members should perform patrol duties as listed in the annual patrol roster.
- c) Active Lifesaving members will be entitled to a free uniform and cap on completion of their relevant award. All patrol members will be entitled to a free uniform.
- d) Patrol members shall report to the Patrol Captain thirty (30) minutes prior to the start of their rostered patrol.
- e) Patrol members shall sign the Patrol attendance book or be logged on by the Patrol Captain at the start of each patrol and will be signed or logged off by the Patrol Captain at the end.
- f) It is the responsibility of each Patrol member to arrange a proxy member of equal status when unable to attend patrols for any reason.
- g) Any member with justifiable reason who is unable to attend a rostered patrol must notify the Patrol Captain or Patrol Officer at least 24 hours prior to the start of patrol.
- h) Patrol members are under the direction and control of the Patrol Captain at all times whilst on Patrol.
- i) Patrol members shall immediately report any damage to equipment to the Patrol Captain. The Patrol Captain shall ensure that all damage is recorded in the appropriate log(s), and that the Patrol Officer is informed.

6.2 SERVICE HOURS

- a) The following types of service will be considered to meet the requirements for service hours:
 - i. patrol hours incurred during rostered or voluntary patrols for Geraldton SLSC;
 - ii. voluntary patrol at other surf lifesaving clubs;
 - iii. substituting for another member on a rostered Geraldton SLSC patrol;
 - iv. providing water safety for Geraldton SLSC Juniors programs on Sunday mornings;
 - v. providing water safety or first aid at SLSWA-sanctioned surf sports carnivals;
 - vi. acting as a qualified Age Group Manager during Junior activities;
 - vii. providing surf sports coaching as a qualified Level 1, 2 or 3 Surf Sports coach;
 - viii. providing lifesaving education training (to SRC, Bronze Medallion and higher awards) as a qualified Trainer or Water Safety at the same;
 - ix. acting as a qualified official at SLSWA-sanctioned surf sports carnivals.
- b) Patrol hours covered by a substitute shall not count towards the member's personal commitment.
- c) It is each individual's responsibility to ensure their hours are recorded accurately if they are performing water safety at carnivals, or patrol at another surf club.

6.3 PATROL PENALTIES

- a) Patrol members who fail to attend a rostered patrol without reasonable excuse or arranging a substitute shall be placed "Down Hours" and required to make up those Patrol hours. Members Down Hours must be made up from the start or end of a Patrol. Such members may be prevented from competing until all hours have been made up.
- b) Patrol members who fail to attend, or arrive late at a rostered patrol, without giving prior notice or arranging a proxy, will be listed as down hours. Where a rostered member has arranged a proxy who subsequently fails to attend, the rostered member shall be liable unless the Patrol Captain has been advised prior to the patrol of inability to attend by the proxy who states a reason deemed valid by the Patrol Captain.
- c) A member may appeal a "down hours" decision at the end of the season. Such appeals will only be upheld in exceptional circumstances.

Exceptional circumstances may include, but are not limited to:

- i. Extended absences due to sickness or unforeseen work related absences away from Perth.
- ii. Unforeseen circumstances which result in missing part or whole of patrol on the last weekend of patrol, and hence having no opportunity to make up hours.

SECTION 7 SURF SPORTS

7.1 INTRA-CLUB COMPETITION

- a) Active, Junior, Long Service and Life Members are the only classes of membership eligible for entry in Club competitions.
- b) The Club may conduct regular or handicap points events for the following events:
 - i. Surf Race
 - ii. Beach Sprint
 - iii. Beach Flags
 - iv. Single Ski
 - v. Surf Board
 - vi. Ironperson
- c) The Club may conduct Open Male and Open Female endurance events.

7.2 CLUB CHAMPIONSHIP AND TROPHY EVENTS

- a) The Surf Sports Committee shall define Club Championship and Trophy events.
- b) The Club shall conduct Female and Male championship events for the age categories of Open, Under 14, Under 15, Under 17, Under 19, Over 50, providing there is a minimum of two starters in the category. Members competing must hold the Surf Rescue Certificate or Bronze Medallion award.
- c) Members must have completed 3 Club swims and at least 6 patrol hours during that season to qualify to win Championship events.
- d) The following Club Championship and Trophy Events will be conducted:
 - i. Surf Race
 - ii. Beach Sprint
 - iii. Beach Flags
 - iv. Single Ski (per SLSA eligibility)
 - v. Surf Board
 - vi. Ironperson
 - vii. 1000m Handicap Swim
 - viii. 4000m Run
 - ix. Tube Rescue
 - x. Board Rescue
 - xi. Champion Lifesaver
- d) The Club may conduct other SLSA sanctioned events from time to time dependant on interest and involvement of Club members/teams.

7.3 SURF LIFESAVING WA EVENTS

- a) No competitor will be entered for any championship event until they have paid, or agreed to pay the entry fee.
- b) The Club may pay the entry fees of all SLSWA Interclub carnivals for those competitors who compete.
- c) No competitor will be entered for an SLSWA interclub carnival until they request entry by the Club through the Director Surf Sports, Manager Coaching or Discipline Captain.
- d) A competitor who fails to compete at a SLSWA interclub carnival after being entered is responsible to the Club for the cost of the entry fee.

e) Any prize money won by competitors in an SLSWA event is to be allocated, at the discretion of the Board, as follows:

- a. Any entry fee or other cost paid by the club is to be reimbursed to the Club
- b. In the case of an individual, the balance of the prize money may be retained by that individual (The amount of prize money won by a competitor will be taken into account when determining any "elite competitor" funding)
- c. In the case of a team the balance of the prize money may be distributed equally among the members of the team (The amount of prize money won by a team will be taken into account when determining any "elite competitor" funding, expenditure on equipment, maintenance or transport)

7.4 NON SURF LIFESAVING WA EVENTS

- a) Entry fees for non-SLSWA events are the responsibility of the individual competitor or team.
- b) The Club takes no responsibility for any loss suffered while competing in a non-SLSWA event and the Club and Association's Insurance policy may not apply to such events.
- c) Any damage to any Club equipment sustained during a non-SLSWA event is the responsibility of the individual member or group of members.
- d) Prize money won competing in non SLSWA events is to be distributed in accordance with 13.5(e) above. However, the Club reserves the right to charge a hire fee for the use of Club equipment.

7.5 ACCESS TO CLUB COMPETITION EQUIPMENT

- a) All Club equipment may be made available for use by members for use in competition and training. Access to Club Equipment is at the discretion of the Director Surf Sports and takes into account:
 - i. the previous performance, training and competition experience of the members seeking access to a ski and/or board;
 - ii. the number of members requesting access to a ski or board; and
 - iii. the number of skis and boards presently available to the Club.
- b) In the case of a dispute regarding equipment the matter may be determined by the Surf Sports Committee and will show preference towards those members who are established competitors.
- c) No Club equipment is to be used in non-SLSWA events without the approval of the **discipline captain** and Director of Surf Sports.
- d) The use of equipment in SLSWA events is to take precedence over non-SLSWA events.
- e) Any damage to Club Equipment must be reported to the Surf Sports Gear Officer and the craft tagged out. The Club will be responsible for repairs and maintenance of the equipment.
- f) Club Equipment may not be stored outside the Club for periods longer than overnight, unless required for transport to SLSWA carnivals and events, or unless permission is granted by the Director of Surf Sports.
- g) Club Equipment may not be used for private training at other Surf Clubs unless during a Club sanctioned joint training session.
- h) The Surf Sports Committee may recommend, with approval from the Board, additional rules regarding the use of Club equipment from time to time.

7.6 SKI & BOARD RACK MANAGEMENT

- a) At all times the storage racks will remain the property of the Club. Only craft designated by the Surf Sports Gear Officer shall be stored in the Gear Shed and the Club takes no responsibility and assumes no liability for any private equipment or property stored in the Gear Shed.

- b) The Surf Sports Gear Officer shall maintain a written register of all the ski and board racks and their allocation to members. These allotments cannot be transferred without the written approval of the Surf Sports Gear Officer. Private craft shall not be stored in a designated Club allocated rack.
- c) The Surf Sports Gear Officer shall not allocate more than one single ski rack and one board rack to any one member.
- d) The Surf Sports Gear Officer will allocate the board and ski racks to members in accordance with the following priorities:
 - i. Equipment belonging to the Club ;
 - ii. Equipment belonging to active competitors as determined by the Coaching Manager
 - iii. Equipment belonging to Active members that is used for training or competition as determined by the Coaching Manager;
 - iv. Sponsors skis as determined by the Board.
- e) In the event of the injury, illness or absence of a member to whom a rack has been allocated, the Surf Sports Gear Officer will be entitled to determine, in his/her sole discretion, whether the member should be entitled to retain the board or ski rack
- f) The Surf Sports Gear Officer may at any time re-allocate or reclaim any board or ski rack from a member as required by the Club.
- g) If the Surf Sports Gear Officer is of the reasonable opinion that a member is not utilising their ski or board during the season, the Surf Sports Gear Officer may request such member to remove their ski or board and shall then reallocate the rack in accordance with this Policy.
- h) Following reasonable attempts to identify the owner of craft and the Club not being able to identify the owner of an unused craft the Club retains the right to make this craft available for Club use or disposal.
- i) If a member retains a vacant storage rack for longer than 3 weeks without the approval of the Surf Sports Gear Officer, the Officer may re-allocate or reclaim the member's storage rack.
- j) Any member aggrieved by a decision of the Surf Sports Gear Officer may appeal in writing to the Board.
- k) The Board will investigate the member's appeal and deliver its decision within 14 days of the Board receiving the member's written appeal. The member has no right of appeal from the decision of the Board.

7.7 TRAVEL SUBSIDY SELECTION CRITERIA

- a) As a member of a Geraldton Aussies Team, each competing member may be eligible for Club subsidies. The subsidy amount and the procedure for allocating these subsidies will be determined by the Board.

SECTION 8 JUNIOR ACTIVITIES

- a) The aims of Junior Activities shall be to develop surf skills, provide surf lifesaving instruction, promote comradeship and family involvement and emphasise participation and involvement.
- b) Equality of opportunity shall be provided for all Junior members.
- c) Intense competition shall not be emphasised. Trophies, points and finals shall not apply in any event for 9 years and under.
- d) Participation medallions or Certificates and Surf Lifesaving Achievement Awards are the only awards or trophies to be presented to 8 year olds and under.
- e) Junior members and their families will be encouraged to participate in Club events.

SECTION 9 GEAR AND EQUIPMENT

- a) It is the duty of all members returning SSV's, RWC's, IRB's, Surf Boats, Reels, Skis, Boards and swimming buoys and ropes, to see that they are washed properly and stored safely in the appropriate place.
- b) No member or members shall use Club equipment, except in case of emergency, without the authorisation of the Director of Lifesaving or Club Captain or the Club Officer responsible. Members who use these items without authorisation may be suspended.
- c) Any member driving the IRB, RWC or motor vehicle (4WD or ATV) dangerously or recklessly (that is speeding, dangerous driving and the like) may be suspended or expelled.
- d) Club equipment, including Tables and Chairs, shall not be lent to any person or organisation without the prior approval of the Board.

SECTION 10 CLUBHOUSE

10.1 ENTRY TO CLUB BUILDINGS

- a) A member found to be in unauthorised possession of any key to the Club rooms may be suspended or expelled.
- b) A member found forcing entry into the Club rooms may be suspended or expelled.
- c) Only members may use the Club without the authority of a member of the Board.
- d) Active, Long Service, Life, Associate and Community members are the only members eligible to hold a key to the Club premises.
- e) The Director of Club Development or of one of their officers shall issue keys and maintain a Key Register.
- f) The Director of Club Development or one of their officers shall perform regular key audits.

It will be the responsibility of every member to respect all portions of the Club, and its equipment and property.

10.2 NO SMOKING POLICY

A no smoking policy applies to all areas of the surf club

SECTION 11 GYMNASIUM

11.1 GYMNASIUM MANAGEMENT

- a) The management of the gymnasium shall be within the ambit of the Club Development Committee.
- b) Active, Long Service, Life, Associate, Probational and Community (Gym) members are the only members eligible to use the Club Gymnasium.
- c) Associate and Community (Gym) members may be levied a gymnasium fee for use of the Club gymnasium.

11.2 USE OF GYMNASIUM

- a) Members are required to:
 - i. Have attended a Club induction/orientation session before the first use of the Gymnasium
 - ii. Complete and comply with, the Gymnasium Code of Conduct and Waiver form.
- b) Children under the age of 13 are not permitted to utilise the gym equipment and children under the age of 18 must be supervised by an adult at all times.

- c) Failure to abide by any of the above rules and abuse of equipment should be reported to the appropriate Club Officer who may recommend disciplinary action.

SECTION 12 BAR

12.1 LIQUOR ACT

- a) The Club shall adhere to the Liquor Control Act 1988 and amendments contained in the Liquor Legislation Amendment Act 2015, as it relates to a club restricted license. Any Member serving alcohol must have a current RSA (Responsible Serving of Alcohol) Certificate.
- b) Active Senior, Long Service, Life and Associate Members as defined in the Club Constitution shall be Ordinary Members for the purpose of the Liquor Act.

12.2 CLUB BAR RULES

- a) A minimum dress standard applies when the bar is open and includes shorts, t-shirt and thongs.
- b) Juveniles shall not be employed by the Club, except in the clerical or administrative work of the Club.
- c) An up to date register of members, each in class order, shall be continually available for inspection on the licensed premises.
- d) No person shall be supplied with liquor to be consumed other than in the Club premises.
- e) Parents are responsible for children's behaviour while on the Club premises.

SECTION 13 CLUB HONOUR BOARDS

- a) The Club shall maintain honour boards recording Club Life Members, Club male and female Open Champions and certain Club Office Bearers.
- b) The Life Members' board shall be ordered by year of election. Appropriate marks shall be made to indicate deceased Life Members or those who are also State or National Life Members.
- c) The relevant dates shall be shown in the event that an Officer does not hold Office for a full year.

SECTION 14 CLUB AWARDS

The Club may make the following annual awards based on merit and decided by the Board:

- a) *Best Club Member*, awarded to the individual(s) whose achievements have demonstrated outstanding contribution to Geraldton Surf Life Saving Club, at any level, in one or more areas of the Club, and has demonstrated an ongoing commitment to the Club's values.
- b) *Best Patrol Member*, awarded to an individual who has sound lifesaving skills and who has performed the required patrol hours while demonstrating initiative and excellent team work in a patrol environment.
- c) *Beach Service Award*, awarded to an individual who has completed the most Patrol Hours for the season
- d) *Champion Patrol*; recognising the fairest and best patrol persons from each patrol as nominated by Patrol Captains
- e) *Potty Award*, a light hearted award awarded to an individual who caused an incident of good humour to occur during the Patrol Season.

SECTION 15 AFFILIATE BODIES

- a) All members of the body seeking affiliation shall become financial members of the Club in one of the classes of membership other than Honorary.
- b) Affiliate bodies shall, upon affiliation and yearly thereafter, submit a complete list of their members' names and addresses and nomination and/or Annual Membership Fees.
- c) A member of an Affiliate Body, elected as an Affiliate Member of the Club, shall cease to be a member of the Club upon their resignation from the Affiliate Body or on becoming an unfinancial member of that body.
- d) These conditions of affiliation may be rescinded or amended by the Board, with or without prior consultation with the Affiliate Body.

Role Profile: President

Reports To:	Executive Management Committee	Director Reports:	▪ Board of Directors
WWC Card:	Yes		▪ Member Protection Officer
Financial Delegation:	Yes		▪ Rewards and Recognition Committee Chair
Qualifications:	Bronze Medallion or SRC		

Purpose:

- Responsible for representing the views of the Members, leads and manages the club, through the Board of Directors, in the pursuit of the Club's vision and agreed objectives.

Responsibilities:

- Sets the overall annual agenda consistent with the views of Members and the Club's strategic plan.
- Helps the management committees to prioritise their goals in line with Club's strategic plan and keeps the committees on track by working within the overall framework.
- At the operational level, the major function of the President is to facilitate effective Board meetings.

Tasks and Objectives:

- Chairs Board and Executive Committee meetings.
- Attends Management Committee meetings (as required)
- Chairs the Annual General Meeting.
- Represents the Club at local, regional, state and national levels.
- Acts as a facilitator for Club activities.
- Ensures the planning and budgeting for the future is carried out in accordance with the wishes of the Members in consultation with the Director of finance.
- Ensures all rules and regulations of the Club are upheld.
- Encourages sponsors and supporters whilst giving them value for money.

Skills and Knowledge:

- Demonstrate a high level of enthusiasm when representing the Club to Members, other Organisations and the Public,
- Communicate effectively & fairly to all areas within the Club,
- Be well informed on all Club activities and aware of the future directions and plans of Members,
- Maintain effective and efficient administration,
- Develop a working knowledge of the Club's Constitution, By-Laws and the duties of all Office Holders and Subcommittees,
- Be a supportive leader for all Club and Organisations Members, and
- Maintain a policy of loyalty to the Club and its activities whilst also maintaining confidentiality and respect towards Members.

Directorate Measures:

APPENDIX 1



Role Profile: President

Reports To:	Executive Management Committee	Direct Reports:	▪ Board of Directors
WWC Card:	Yes		▪ Member Protection Officer
Financial Delegation:	Yes		▪ Rewards and Recognition Committee Chair
Qualifications:	Bronze Medallion or SRC		

Purpose:

- Responsible for representing the views of the Members, leads and manages the club, through the Board of Directors, in the pursuit of the Club's vision and agreed objectives.

Responsibilities:

- Sets the overall annual agenda consistent with the views of Members and the Club's strategic plan.
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Tasks and Objectives:

- Chairs Board and Executive Committee meetings.
- Attends Management Committee meetings (as required)
- Chairs the Annual General Meeting.
- Represents the Club at local, regional, state and national levels.
- Acts as a facilitator for Club activities.
- Ensures the planning and budgeting for the future is carried out in accordance with the wishes of the Members in consultation with the Director of finance.
- Ensures all rules and regulations of the Club are upheld.
- Encourages sponsors and supporters whilst giving them value for money.

Skills and Knowledge:

- Demonstrate a high level of enthusiasm when representing the Club to Members, other Organisations and the Public,
- Communicate effectively & fairly to all areas within the Club,
- Be well informed on all Club activities and aware of the future directions and plans of Members,
- Maintain effective and efficient administration,
- Develop a working knowledge of the Club's Constitution, By-Laws and the duties of all Office Holders and Subcommittees,
- Be a supportive leader for all Club and Organisations Members, and
- Maintain a policy of loyalty to the Club and its activities whilst also maintaining confidentiality and respect towards Members.

Directorate Measures:



Role Profile: Club Captain – Beach Operations

Reports To:	President	Direct Reports:	<ul style="list-style-type: none"> ▪ Director Life Saving ▪ Director Surf Sports ▪ Director Member Development
WWC Card:	Yes		
Financial Delegation:	Yes		
Qualifications:	Bronze Medallion, Beach Management		

Purpose:

- Management of all Club Beach Operation activities, delivering on the Club's strategic plan elements relating to Lifesaving, Surf Sports and Member Development portfolios.

Responsibilities:

- Has full responsibility for management of Lifesaving, Surf Sports, Member Development, and Beach Operations.
- Assists the President and other Directors where required, coordinating specific programs, and undertaking any additional duties as requested.

Tasks and Objectives:

- Attends Board and Executive Committee meetings.
- Chairs and manages the Beach Management Committee.
- Assists the President in the organisation and coordination of Board meetings and Club events.
- Actively participate and assist in managing all Beach operation activities.
- Represents the Club at local, regional and state levels when required.
- May assume the role of the President in their absence.
- Coordinates specific programs and duties as appointed by the President or the Executive Committee.
- Ensures all rules and regulations of the Club are upheld and dealt with appropriately.
- Assists Directors and Office Holders in areas which require support.
- Observes the role of President and acquire the skills and knowledge to undertake the position in the future.
- Submit regular reports to the Board of Directors on behalf of the Beach Management Committee.

Skills and Knowledge:

- Demonstrate a high level of enthusiasm when representing the Club to Members, other Organisations and the Public,
- Communicate effectively & fairly to all areas within the Club,
- Be well informed on all Club activities and aware of the future directions and plans of Members,
- Maintain effective and efficient administration,
- Develop a working knowledge of the Club's Constitution, By-Laws and the duties of all Office Holders and Subcommittees,
- Be a supportive leader for all Club and Organisations Members, and
- Maintain a policy of loyalty to the Club and its activities whilst also maintaining confidentiality and respect towards Members.

Directorate Measures:



Role Profile: VP Club Operations

Reports To:	President	Direct Reports:	<ul style="list-style-type: none"> ▪ Director of Administration ▪ Director of Marketing ▪ Director of Club Development ▪ Venue Manager
WWC Card:	Yes		
Financial Delegation:	Yes		
Qualifications:			

Purpose:

- Management of all Venue and Club operations related activities, delivering on the Club's strategic plan elements relating to the Venue, Administration, Marketing and Club Development portfolio's.

Responsibilities:

- Has full responsibility for management of the Venue and Club operations.
- Assists the President and other Directors where required, coordinating specific programs and undertaking any additional duties as requested.

Tasks and Objectives:

- Attends Board and Executive Committee meetings.
- Chairs and manages the Club Management committee.
- Assists the President in the organisation and coordination of Board meetings and Club events.
- Actively participate and assist in managing all Club operation activities.
- Represents the Club at local, regional and state levels when required.
- May assume the role of the President in their absence.
- Coordinates specific programs and duties as appointed by the President or the Executive Committee.
- Ensures all rules and regulations of the Club are upheld and dealt with appropriately.
- Assists Directors and Office Holders in area's which require support.
- Observes the role of President and acquire the skills and knowledge to undertake the position in the future.
- Submit regular reports to the Board of Directors on behalf of the Club Management Committee.

Skills and Knowledge:

- Demonstrate a high level of enthusiasm when representing the Club to Members, other Organisations and the Public,
- Communicate effectively & fairly to all areas within the Club,
- Be well informed on all Club activities and aware of the future directions and plans of Members,
- Maintain effective and efficient administration,
- Develop a working knowledge of the Club's Constitution, By-Laws and the duties of all Office Holders and Subcommittees,
- Be a supportive leader for all Club and Organisations Members, and
- Maintain a policy of loyalty to the Club and its activities whilst also maintaining confidentiality and respect towards Members.

Directorate Measures:



Role Profile: Director of Finance

Reports To:	President	Direct Reports:	<ul style="list-style-type: none"> ▪ ▪ ▪ ▪
WWC Card:	Yes		
Financial Delegation:	Yes		
Club Email Account:	Yes		

Purpose:

- Provide a firm platform for the Club's primary activities by safeguarding its financial viability and integrity.

Responsibilities:

- Responsible for the financial operations of the Club.
- Record all the Club's payments and receipts.
- Prepare monthly reports for the Board and the audited annual accounts for the Members.
- Provide advice on financial matters that affect the Club.

Tasks and Objectives:

- Attends Board and Finance and Administration Committee meetings.
- Attends Club and Beach Management Committee meetings (as required)
- Creation, implementation and verification of financial policies and procedures to facilitate effective controls and efficient operations.
- Records of all financial transactions.
- Submits monthly financial reporting and analysis to Board; ad-hoc financial analysis for other Officers.
- External financial reporting, audit and statutory compliance activities.
- Oversees financial activities of other Officers.
- Preparation of budgets and business plans.
- Insurance policy renewals and claims.

Skills and Knowledge:

- Accounting and book-keeping experience,
- Demonstrate a high level of enthusiasm when representing the Club to Members, other Organisations and the Public,
- Communicate effectively & fairly to all areas within the Club,
- Be well informed on all Club activities and aware of the future directions and plans of Members,
- Maintain effective and efficient administration,
- Develop a working knowledge of the Club's Constitution, By-Laws and the duties of all Office Holders and Subcommittees,
- Be a supportive leader for all Club and Organisations Members, and
- Maintain a policy of loyalty to the Club and its activities whilst also maintaining confidentiality and respect towards Members.

Directorate Measures:



Role Profile: Director of Life Saving

Reports To:	Club Captain - Beach Operations	Direct Reports:	<ul style="list-style-type: none"> ▪ Lifesaving Gear Officer ▪ Patrol Captains ▪ Powered Water Craft Officer ▪ First Aid Officer ▪ Radio Officer
WWC Card:	Yes		
Financial Delegation:	Yes		
Qualifications:	Bronze Medallion, Beach Management		

Purpose:

- Manage and oversees the Lifesaving capabilities of Club and monitors qualifications, attendance and performance of Patrolling Members.

Responsibilities:

- Coordinates all Lifesaving activities within the Club.
- Develops the annual Lifesaving agreement on behalf of the Club.
- Ensures that the Club meets the standards and Lifesaving requirements of SLSWA at all times.

Tasks and Objectives:

- Attend Board meetings.
- Attend Beach Management Committee meetings.
- Attend Executive Committee meetings (as required)
- Chairs and manages the Life Saving Committee.
- Develop the annual Patrol Rosters.
- Maintain the Patrol Log Books.
- Manage all incidents and hazards associated with the beach.
- Ensure sufficient numbers to cover all Patrol requirements.
- Coordinate and communicate with Patrol Captains to maintain the efficiency of Patrols.
- Oversee the Lifesaving Gear Officer in relation to all Lifesaving gear and ensure it is looked after and maintained.
- Oversee the Powered Water Craft Officer in relation to all Powered Water Craft and ensure it is looked after and maintained.
- Maintain records of Patrolling Members re-qualifications and performance for the season.
- Submit regular reports to the Beach Management Committee.

Skills and Knowledge:

- Demonstrate a high level of enthusiasm when representing the Club to Members, other Organisations and the Public,
- Communicate effectively & fairly to all areas within the Club,
- Be well informed on all Club activities and aware of the future directions and plans of Members,
- Maintain effective and efficient administration,
- Develop a working knowledge of the Club's Constitution, By-Laws and the duties of all Office Holders and Subcommittees,
- Experienced and knowledgeable Patrol Member
- Be a supportive leader for all Club and Organisations Members, and
- Maintain a policy of loyalty to the Club and its activities whilst also maintaining confidentiality and respect towards Members.

Directorate Measures:



Role Profile: Director of Member Development

Reports To:	Club Captain - Beach Operations	Direct Reports:	<ul style="list-style-type: none"> Junior Officer
WWC Card:	Yes		<ul style="list-style-type: none"> Chief Training Officer Youth Development Officer Volunteer Coordinator
Financial Delegation:	Yes		
Qualifications:	Bronze Medallion/SRC		

Purpose:

- Manages the development and delivery of the Club’s training and education programs, oversees the Youth Active Council and coordinates the recruitment of volunteers within the Club.

Responsibilities:

- Develop and coordinate the delivery of training activities to increase the Surf Lifesaving skills of individual Members and the capability of the Club to serve the community.
- Overseeing of the Nippers Program and associated Club activities.
- Manage the recruitment and coordination of Volunteer Officers within the Club to support all Club activities.
- Overseeing of the Youth Active Council and associated Youth activities.

Tasks and Objectives:

- Attend Board meetings.
- Attend Beach Management Committee meetings.
- Attend Executive Committee meetings (as required)
- Chairs and manages the Member Development Committee.
- Analyse the skill mix through the Club and develop and coordinate the delivery of training programs to meet the Club’s strategic plan elements.
- Overseas the training teams in the delivery of the annual training program.
- Ensures re-qualifications of Awards and Records of Members are completed and updated by required date.
- In conjunction with the Youth Active Council develop and coordinate the delivery of the Youth Development Plan (Including internal and external camps)
- In conjunction with the Junior Committee develop and coordinate the delivery of the Nipper Program and associated Club activities
- Submit regular reports to the Beach Management Committee.

Skills and Knowledge:

- Demonstrate a high level of enthusiasm when representing the Club to Members, other Organisations and the Public,
- Communicate effectively & fairly to all areas within the Club,
- Be well informed on all Club activities and aware of the future directions and plans of Members,
- Maintain effective and efficient administration,
- Develop a working knowledge of the Club’s Constitution, By-Laws and the duties of all Office Holders and Subcommittees,
- Be a supportive leader for all Club and Organisations Members, and
- Maintain a policy of loyalty to the Club and its activities whilst also maintaining confidentiality and respect towards Members.

Directorate Measures:



Role Profile: Director of Surf Sports

Reports To:	Club Captain - Beach Operations	Direct Reports:	<ul style="list-style-type: none"> ▪ Competition Coordinator ▪ ▪ Coaching Coordinator ▪ Discipline Captains ▪ Surf Sports Gear Officer
WWC Card:	Yes		
Financial Delegation:	Yes		
Qualifications:	Official or Coaching		

Purpose:

- Manages the development and delivery of the Club's Surf Sports programs.

Responsibilities:

- Responsible for the overall development of all Nipper, Youth, Cadet, Senior and Masters activity programmes relating to Surf Sports.
- Provide leadership and direction for the effective coordination & development of Surf Sports activities within the Club.

Tasks and Objectives:

- Attend Board meetings.
- Attend Beach Management Committee meetings.
- Attend Executive Committee meetings (as required)
- Chairs and manages the Surf Sports Committee.
- Develops and delivers the annual Surf Sports Development Program
- Promote competitions amongst Nippers, Cadets, Seniors, Masters Members and Parents.
- Represent the Club at local, regional and state competitions.
- Select, manage and develop Competition Managers, Competition Coordinators, Coaches and Officers.
- Assist in the selection of Competition Teams.
- Coordinate development squad activities.
- Submit regular reports to the Beach Management Committee.

Skills and Knowledge:

- Demonstrate a high level of enthusiasm when representing the Club to Members, other Organisations and the Public,
- Communicate effectively & fairly to all areas within the Club,
- Be well informed on all Club activities and aware of the future directions and plans of Members,
- Maintain effective and efficient administration,
- Develop a working knowledge of the Club's Constitution, By-Laws and the duties of all Office Holders and Subcommittees,
- Be a supportive leader for all Club and Organisations Members, and
- Maintain a policy of loyalty to the Club and its activities whilst also maintaining confidentiality and respect towards Members.

Directorate Measures:



Role Profile: Secretary

Reports To:	VP Club Operations	Direct Reports:	<ul style="list-style-type: none"> • Registrar • IT Officers • Merchandise Officer
WWC Card:	Yes		
Financial Delegation:	Yes		
Qualifications:			

Purpose:

Manage all Club administration and Member registration functions.

Responsibilities:

- Manage the administrative functions of the Club in accordance with the Club Constitution and SLSWA regulations and requirements.
- Manage and maintain the accuracy and integrity of registration information on the SLSWA/SLSA databases and internal GSLSC systems as required.
- Ensure that Club systems and communications are effectively maintained and managed.
- Co-ordinate meeting agendas and minutes, record keeping and other general administration tasks.
- Ensure that best administration practises and procedures are documented and implemented by the Club.

Tasks and Objectives:

- Attend Board meetings.
- Attend Club Management Committee meetings.
- Attend Executive Committee meetings (as required)
- Chairs and manages the Finance and Administration Committee.
- Manage and co-ordinate Club registration process.
- Provide a centre of expertise for Surfguard.
- Prepare appropriate Club documentation including membership handbooks and other documents as required from time to time.
- Prepare, compile and issue the Agenda and Minutes for Board meetings.
- Act as the public officer of the Club and liaise with Members of the public, Affiliated Bodies and other Government Agencies as may be appropriate from time to time.
- Ensure all Club Officers have necessary Working with Children Checks and Police Clearances as appropriate.
- Submit regular reports to the Club Management Committee.

Skills and Knowledge:

- Demonstrate a high level of enthusiasm when representing the Club to Members, other Organisations and the Public,
- Communicate effectively & fairly to all areas within the Club,
- Be well informed on all Club activities and aware of the future directions and plans of Members,
- Maintain effective and efficient administration,
- Develop a working knowledge of the Club's Constitution, By-Laws and the duties of all Office Holders and Subcommittees,
- Be a supportive leader for all Club and Organisations Members, and
- Maintain a policy of loyalty to the Club and its activities whilst also maintaining confidentiality and respect towards Members.

Directorate Measures:



Role Profile: Director of Club Development

Reports To:	VP Club Operations	Direct Reports:	<ul style="list-style-type: none"> ▪ Precinct Development Officer ▪ Venue Manager ▪ Maintenance Officer ▪ OHS Officer
WWC Card:	Yes		
Financial Delegation:	Yes		
Qualification:			

Purpose:

- Facilitate the development and implementation of programs to maintain, expand and improve the Club's facilities at Back Beach, maintain the Club's Strategic Plan to ensure the future need of the Club are identified and prioritised accordingly.

Responsibilities:

- Development of clubroom and associated facilities is delivered consistent with the Club's strategic objectives, and the long-term requirements of Members.
- Liaise with parties regarding the development and maintenance of the Club's facilities at Back Beach.
- Maintain relationships with Council, Government Departments and Agencies, corporate sponsors, and community interest groups, regarding the development of the clubrooms.

Tasks and Objectives:

- Attend Board meetings.
- Attend Club Management Committee meetings.
- Attend Executive Committee meetings (as required)
- Chairs and manages the Club Development Committee.
- Develop and implement programs to maintain, expand and improve the Club's facilities.
- Maintain and review the Club's Strategic Plan to ensure the future needs of the Club are identified and prioritise.
- Communicate with members, key stakeholders and community groups with regards to proposed facility improvements.
- Coordinate development and fundraising activities in-line with the Club's projected financial management guidelines.
- Submit regular reports to the Club Management Committee.

Skills and Knowledge:

- Skills and Knowledge in the Building/Construction Industry
- Demonstrate a high level of enthusiasm when representing the Club to Members, other Organisations and the Public,
- Communicate effectively & fairly to all areas within the Club,
- Be well informed on all Club activities and aware of the future directions and plans of the Club,
- Maintain effective and efficient administration,
- Develop a working knowledge of the Club's Constitution, By-Laws and the duties of all Office Holders and Subcommittees,
- Be a supportive leader for all Club and Organisations Members, and

Directorate Measures:



Role Profile: Director of Marketing

Reports To:	VP Club Operations	Direct Reports:	<ul style="list-style-type: none"> ▪ Sponsorship Coordinator ▪ Grants Coordinator ▪ Social Media Manager ▪ Fundraising Coordinator ▪ Merchandising Coordinator
WWC Card:	Yes		
Financial Delegation:	Yes		
Qualifications:			

Purpose:

- Develop, manage and control the use of the Club's brand, promote awareness of the Club to the local community and handle any public relations issues and secure sponsorship and manage the Club's obligations under such agreements.

Responsibilities:

- Responsibility of the delivery of corporate services for the club including:
 - Sponsorship and grants.
 - Promotions and fundraising.
 - Media and communications.
 - Merchandising and Marketing.
 Facilitate the provision of income streams to the Club through various corporate activities.

Tasks and Objectives:

- Attend Board and Executive Committee meetings.
- Chairs and manages the Marketing Committee.
- Manage and develop existing and potential sponsor's essential to Club cash flow.
- Submit and Manage Grant applications in line with then Club's Strategic Plan.
- Develop and manage Venue and Club marketing plans.
- Co-ordinate the SLSA Street Appeal (December Annually)
- Submit regular reports to the Club Management Committee.

Skills and Knowledge:

- Planning and relationship building skills,
- Demonstrate a high level of enthusiasm when representing the Club to Members, other Organisations and the Public,
- Communicate effectively & fairly to all areas within the Club,
- Be well informed on all Club activities and aware of the future directions and plans of Members,
- Maintain effective and efficient administration,
- Develop a working knowledge of the Club's Constitution, By-Laws and the duties of all Office Holders and Subcommittees,
- Be a supportive leader for all Club and Organisations Members, and
- Maintain a policy of loyalty to the Club and its activities whilst also maintaining confidentiality and respect towards Members.

Directorate Measures: