



ST. CLAIR SURF LIFESAVING CLUB

Executive Committee Overview

Chairman - also refer Constitution and Rules

- Chair all meetings of the Executive Committee and general meetings of the club.
- Act as the 'mouth piece' of the club and be responsible for explaining to all the policies of the club.
- Responsible for ensuring the office bearers carry out their duties in accordance with the club constitution and the position descriptions.
- Act as ex-officio on all sub committees.

Secretary - also refer Constitution and rules

- Responsible for all club correspondence, including emails.
- Shall keep full and correct minutes of all the Executive Committee and all general meetings.
- Shall keep a register of all resolutions made by the Executive Committee.
- Shall place on notice board all matters of general interest arising out of the minutes within 7 days of each meeting.
- Shall keep a register of members. Including an up to date list of; joining date, qualifications, membership classification and other pertinent facts.

Club Representatives - Senior, Female, U19 and Junior Surf

- Each Club Rep will form their own sub - committee of no less than 3 members and no more than 5 members (inclusive of that club rep). The sub - committee shall be made up of members that meet the Club Reps representative classification.
- The sub - committees will meet regularly to discuss issues and possible recommendations.
- The Club Rep will bring all recommendations to the Executive Committee for discussion and resolution.
- The Club Rep shall communicate and promote all club activities, policies and resolutions to their membership classification.
- Where requested a Club Rep may sit on other sub-committees.



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- Club Reps will be asked on occasion to assist with club activities, i.e., fundraising, club training, promotions etc.

Skills Development Convenor - also refer constitution and rules

- The SDC (Skills Development Convenor) will form a subcommittee of no less than 3 members. The sub - committee shall include selectors, mangers/coaches and club reps and others that may be of value. Those on the sub - committee will be at the discretion of the SDC.
- The sub - committee will meet regularly to discuss issues and possible recommendations.
- The SDC will bring all recommendations to the Executive Committee for discussion and resolution.
- The SDC shall be responsible for coordinating all sport specific instructional activities of the club and ensure all individuals and teams are catered for.
- The SDC shall be responsible for the managing of all coaching and ensure adequate resources are provided.
- The SDC shall provide the Executive Committee with a plan of training schedules and areas of development as required.
- The SDC, in conjunction with the Property Convenor, shall be responsible for all craft allocations and ensure all gear is in working order.

Property Convenor- also refer constitution and rules

- Will form a subcommittee of no less than 3 members. Sub - committee members shall have areas of expertise that they will bring to the sub - committee.
- The sub - committee will meet regularly to discuss issues and possible recommendations.
- The PC (Property Convenor) will bring all recommendations to the Executive Committee for discussion and resolution.
- The PC shall have the power to appoint a person or persons to carry out the functions of club caretaker, property maintenance and equipment maintenance.
- The PC shall be responsible for the maintenance and upkeep of the club's equipment and buildings.



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- The PC, in conjunction with the SDC, will be responsible for all craft allocations and ensure all gear is in working order.
- The PC will be responsible for keeping an asset list of all club equipment.

IRB Convenor

- Will form a subcommittee of no less than 3 members and no more than 5 members. Subcommittee members shall have areas of expertise that they will bring to the sub-committee.
- The sub-committee will meet regularly to discuss issues and possible recommendations.
- The IRB Convenor (IRBC) will bring all recommendations to the Executive Committee for discussion and resolution.
- The IRBC shall be responsible for the use of, maintenance and repairs of all IRB equipment.
- The IRBC shall be responsible for ensuring there is a maintenance and servicing schedule for all IRB equipment.
- The IRBC shall ensure adequate training and up skilling programmes are provided for all facets of IRB operation.

Lifeguard Convenor

- The LC (Lifeguard Convenor) will form a sub committee comprising of the patrol captains.
- The sub-committee will meet regularly to discuss issues and possible recommendations.
- The LC will bring all recommendations to the Executive Committee for discussion and resolution.
- The LC shall be responsible for the appointment of patrol captains and the forming of the patrol roster.
- The LC will be responsible for updating the POM (Patrol Operations Manual).
- The LC shall ensure all Lifeguards (including IRB) are refreshed.
- The LC shall ensure all Life guards are adequately skilled in all facets of Lifeguarding.



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- The LC shall be responsible for ensuring all members have opportunities to attend Lifeguarding related courses and training.
- The LC shall ensure all equipment, uniforms and resources are available and in working condition.
- The LC shall be responsible for forming teams for all patrol competitions.