

**THE
REGULATIONS
OF
GARIE
SURF LIFE SAVING CLUB
INCORPORATED**

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THE REGULATIONS

GARIE SURF LIFE SAVING SYDNEY CLUB INC

PART I – OFFICERS

1 OFFICERS

- 1.1 Patron
- 1.2 Vice Patron
- 1.3 Registrar
- 1.4 President
- 1.5 Deputy President
- 1.6 Secretary
- 1.7 Assistant Secretary
- 1.8 Treasurer
- 1.9 Delegate to S.L.S. Sydney
- 1.10 Club Captain
- 1.11 Deputy Captain
- 1.12 Chief Training Officer
- 1.13 Youth Advisor
- 1.14 Ordinary Committee Member (3)
- 1.15 Chief Gear Officer
- 1.16 I.R.B. Captain
- 1.17 Bike Captain
- 1.18 Boat Captain
- 1.19 First Aid Officer
- 1.20 Team Manager
- 1.21 Race Secretary
- 1.22 Social Secretary
- 1.23 Media Liaison Officer
- 1.24 Grievance Officer
- 1.25 Hon. Auditor
- 1.26 Hon. Legal Officer
- 1.27 Hon. Medical Officer
- 1.28 Patrol Captain
- 1.29 Junior Activities Chairman
- 1.30 Junior Activities Secretary
- 1.31 Junior Activities Training Officer
- 1.32 Junior Activities Team Manager
- 1.33 Age Manager – U13
- 1.34 Age Manager – U12
- 1.35 Age Manager – U11
- 1.36 Age Manager – U10
- 1.37 Age Manager – U9
- 1.38 Age Manager – U8
- 1.39 Age Manager – U7

PART II - COMMITTEES

2 STANDING COMMITTEES AND SUB-COMMITTEES

These standing committees and sub committees shall assist the Management Committee in the management of the Association. All business conducted at a standing committee or sub committee meeting must be ratified by the Management Committee at its following meeting.

Officers for all standing committees and sub committees shall be elected annually at the Annual General Meeting.

Oral or written notice of a meeting of a Standing Committee or Sub Committee shall be given to each member of the Committee at least 48 hours (or such period as may be unanimously agreed upon by the members of the Standing Committee or Sub Committee) before the time appointed for the holding of the meeting. Notice of a meeting shall specify the general nature of the business to be transacted at the meeting.

No business shall be transacted by a Standing Committee unless a quorum is present and if within 60 minutes after the time appointed for the meeting a quorum is not present the meeting stands adjourned to the same place and at the same hour of the same date of the following week.

If at the adjourned meeting a quorum is not present within 60 minutes after the time appointed for the meeting, the meeting shall be dissolved.

2.1 STANDING COMMITTEES

2.1.1 Executive Committee

The Executive Committee (EC) is authorised by the Constitution of Association and its composition shall be endorsed annually by the Committee. Duties and functions shall be as follows.

2.1.1.1 Charter

- 2.1.1.1.1 The EC reports via the President to the Committee.
- 2.1.1.1.2 The EC shall be responsible for financial well being of the Association and that the Association adheres to its Constitution and By Laws.
- 2.1.1.1.3 The EC shall have power to activate matters falling within its orbit of operations provided that these actions are endorsed by the Committee.
- 2.1.1.1.4 The EC may formulate and monitor sub-committees, to achieve the purposes of the EC and Association.

2.1.1.2 Responsibilities

- 2.1.1.2.1 The EC shall be responsible for sponsorship matters.
- 2.1.1.2.2 The EC shall be responsible for examining anything of a sensitive or private nature.
- 2.1.1.2.3 The EC shall be responsible for meeting on urgent issues.
- 2.1.1.2.4 Appoint relevant sub-committees to assist the EC to fulfill its obligations.
- 2.1.1.2.5 Encourage the expansion of services including professional lifeguards.
- 2.1.1.2.6 Attend to matters referred by the Committee.

2.1.1.3 Composition

2.3.1.3.1 President (who shall act as EC chairman)

2.3.1.3.2 Secretary

2.3.1.3.3 Treasurer

2.3.1.3.4 Captain

2.3.1.3.5 Chief Training Officer

2.1.1.4 Meetings

2.1.1.4.1 Meetings shall be held as directed by the Committee or when a need arises.

2.1.1.4.2 Meetings may be face to face or by other means of telecommunication.

2.1.1.5 Quorum

The quorum for any EC meeting shall be at least four (4) members entitled to vote.

2.1.1.6 Voting

All listed members as provided for in 2.1.1.3, shall be entitled to one (1) vote only on any resolution at all meetings of the EC at which they are present in person or by alternate. In the case of a tied ballot, the Chairman has a further casting vote.

2.1.1.7 Minutes

2.1.1.7.1 The Secretary or their nominee shall cause full and accurate Minutes of the EC meetings to be recorded.

2.1.1.7.2 The Minutes of the EC meeting shall be promptly distributed to members of the EC and the Committee.

2.1.2 Beach Committee

The Beach Committee (BC) is authorised by the Constitution of Association and its composition shall be endorsed annually by the Committee. Duties and functions shall be as follows.

2.1.2.1 Charter

2.1.2.1.1 The BC reports via the Club Captain to the Committee.

2.1.2.1.2 The BC shall be responsible for the development and implementation of the strategic lifesaving business of the Association. This will be through monitoring, evaluating, reporting, influencing, initiating and determining (within limits of delegated authority) activities and programs designed to meet the Association's objectives.

2.1.2.1.3 The BC shall have power to activate matters falling within its orbit of operations provided that specific referrals by the Committee are the subject of recommendations to the Committee for endorsement or otherwise.

2.1.2.1.4 The BC may formulate and monitor sub-committees, to achieve the purposes of the BC and Association.

2.1.2.2 Responsibilities

2.1.2.2.1 The BC shall be responsible for the development and implementation of strategic lifesaving plans aligned with the Association Business Plan.

2.1.2.2.2 The BC shall review, develop and maintain lifesaving rules, policies, standards for Garie Surf Life Saving Club.

2.1.2.2.3 The BC shall review, develop and maintain the annual patrol, training and assessment obligations for Garie Surf Life Saving Club.

- 2.1.2.2.4 The BC shall encourage members, groups and teams to realise their potential.
- 2.1.2.2.5 The BC shall review, develop and conduct lifesaving events for Garie Surf Life Saving Club.
- 2.1.2.2.6 The BC shall appoint relevant sub-committees to assist the BC to fulfill its obligations.
- 2.1.2.2.7 The BC shall encourage the expansion of services including professional lifeguards.
- 2.1.2.2.8 The BC shall attend to matters referred by the Committee.

2.1.2.3 Composition

- 2.1.2.3.1 Club Captain (who shall act as BC chairman)
- 2.1.2.3.2 Deputy Captain
- 2.1.2.3.3 Chief Training Officer
- 2.1.2.3.4 Youth Advisor
- 2.1.2.3.5 Chief Gear Officer
- 2.1.2.3.6 IRB Captain
- 2.1.2.3.7 Bike Captain
- 2.1.2.3.8 Boat Captain
- 2.1.2.3.9 First Aid Officer
- 2.1.2.3.10 Team Manager
- 2.1.2.3.11 Race Secretary
- 2.1.2.3.12 Junior Activities Chairman
- 2.1.2.3.13 Patrol Captains
- 2.1.2.3.14 Vice Patrol Captains
- 2.1.2.3.15 In the event of the District Lifesaving Supervisor or the District Education Supervisor, Surf Life Saving Sydney, attending a meeting they shall be entitled to speak at the meeting but will not have voting rights.

2.1.2.4 Meetings

- 2.1.2.4.1 Shall meet monthly; or
- 2.1.2.4.2 as directed by the Committee.
- 2.1.2.4.3 Meetings may be face to face or by other means of telecommunications.

2.1.2.5 Quorum

The quorum for any BC meeting shall be at least six (6) members entitled to vote.

2.1.2.6 Voting

All listed members as provided for in 2.1.2.3, excluding the Surf Life Saving Sydney representatives, shall be entitled to one (1) vote only on any resolution at all meetings of the BC at which they are present in person or by alternate. In the case of a tied ballot, the Chairman has a further casting vote.

2.1.2.7 Minutes

- 2.1.2.7.1 The Captain or their nominee shall cause full and accurate Minutes of the BC meetings to be recorded.
- 2.1.2.7.2 The Minutes of the BC meeting shall be promptly distributed to members of the BC and the Committee.

2.1.3 Junior Activities Committee

The Junior Activities Committee (JAC) is authorised by the Constitution of Association and its composition shall be endorsed annually by the Committee. Duties and functions shall be as follows.

2.1.3.1 Charter

- 2.1.3.1.1 The JAC reports via the Junior Activities Chairman, or his representative, to the Committee.
- 2.1.3.1.2 The JAC shall be responsible for the development of Junior Activities for ages under fourteen (14) years within the Association. This will be through monitoring, evaluating, reporting, influencing, initiating and determining (within limits of delegated authority) activities and programs designed to meet the Association's objectives.
- 2.1.3.1.3 The JAC shall have power to activate matters falling within its orbit of operations provided that specific referrals by the Committee are the subject of recommendations to the Committee for endorsement or otherwise.
- 2.1.3.1.4 The JAC may formulate and monitor sub-committees, to achieve the purposes of the EC and Association.

2.1.3.2 Responsibilities

- 2.1.3.2.1 The JAC shall be responsible for the development of Junior Activities for ages under fourteen (14) years within the Association.
- 2.1.3.2.2 The JAC shall manage the recruitment, induction and ongoing development of junior members within the Association.
- 2.1.3.2.3 The JAC shall encourage members, groups and teams to realise their potential.
- 2.1.3.2.4 The JAC shall review, develop and conduct junior lifesaving events for Garie Surf Life Saving Club.
- 2.1.3.2.5 The JAC shall appoint relevant sub-committees to assist the JAC to fulfill its obligations.
- 2.1.3.2.6 The JAC shall attend to matters referred by the Committee.

2.1.3.3 Composition

- 2.1.3.3.1 Junior Activities Chairman (who shall act as JAC chairman)
- 2.1.3.3.2 Junior Activities Secretary
- 2.1.3.3.3 Junior Activities Training Officer
- 2.1.3.3.4 Junior Activities Team Manager
- 2.1.3.3.5 Youth Advisor
- 2.1.3.3.6 Age Manager - U14
- 2.1.3.3.7 Age Manager - U13
- 2.1.3.3.8 Age Manager - U12
- 2.1.3.3.9 Age Manager - U11
- 2.1.3.3.10 Age Manager - U10
- 2.1.3.3.11 Age Manager – U9
- 2.1.3.3.12 Age Manager – U8
- 2.1.3.3.13 Age Manager – U7

2.1.3.4 Meetings

- 2.1.3.4.1 Shall meet monthly; or
- 2.1.3.4.2 as directed by the Committee.
- 2.1.3.4.3 Meetings may be face to face or by other means of telecommunication.

2.1.3.5 Quorum

The quorum for any JAC meeting shall be at least five (5) members entitled to vote.

2.1.3.6 Voting

All listed members as provided for in 2.1.3.3, shall be entitled to one (1) vote only on any resolution at all meetings of the JAC at which they are present in person or by alternate. In the case of a tied ballot, the Chairman has a further casting vote.

2.1.3.7 Minutes

2.1.3.7.1 The Junior Activities Secretary or their nominee shall cause full and accurate Minutes of the JAC meetings to be recorded.

2.1.3.7.2 The Minutes of the JAC meeting shall be promptly distributed to members of the JAC and the Committee.

2.2 Standing sub-committees

2.2.1 Judiciary Committee

2.2.1.1 A Committee of three (3) members, including the Deputy President who shall be the chair, to be elected at the Annual General Meeting.

2.2.1.2 In the event of this sub-committee being required the Deputy President will confirm no member has a conflict of interest prior to sitting, if a conflict does arise the Deputy President is empowered to fill any vacancies.

2.2.1.3 The Judiciary Committee shall operate under the principles and in accordance with the procedures expressed in these Regulations.

2.2.1.4 Three (3) members, one (1) being the Deputy President, shall form a quorum.

2.2.2 Appeals Committee

2.2.2.1 A Committee of five (5) members comprising of the President (who shall be the chair), the Delegate to SLS Sydney, the Treasurer, plus two (2) other members, to be elected at the Annual General Meeting.

2.2.2.2 In the event of this sub-committee being required the President will confirm no member has a conflict of interest prior to sitting, if a conflict does arise the President is empowered to fill any vacancies.

2.2.2.3 The Appeals Committee shall operate under the principles and in accordance with the procedures expressed in these Regulations.

2.2.2.4 Four (4) members, one (1) being the President, shall form a quorum.

2.2.3 Finance Committee

2.2.3.1 A Committee of five (5) members, including the Treasurer who shall be the chair, to be elected at the Annual General Meeting.

2.2.3.2 The Finance Committee shall act as advisers to the committee on all matters referred to it appertaining to finance.

2.2.3.3 Three (3) members, one (1) being the Treasurer, shall form a quorum.

2.2.4 Membership Committee

2.2.4.1 A Committee of five (5) members, including the Chief Training Officer who shall be the chair, to be elected at the Annual General Meeting.

2.2.4.2 The Membership Committee is to focus on recruiting and marketing for the Association.

2.2.4.3 Three (3) members, one (1) being the Chief Training Officer, shall form a quorum.

2.2.5 Selection Committee

- 2.2.5.1 A Committee of five (5) members, comprising of the Club Captain (who shall be the chair), Team Manager, the Junior Activities Team Manager, plus two (2) officers from the senior or junior club (depending on the team being selected) to be appointed at any time a team may need to be selected.
- 2.2.5.2 The selection committee shall report their findings to the first following committee meeting of the Association.
- 2.2.5.3 The three (3) elected members shall form a quorum.

2.3 SUB-COMMITTEES

The Committee and each Standing Committee may appoint sub-committees at any given time unless otherwise directed the Committee, each comprising of a minimum of three (3) members to advise on matters relevant to a particular requirement.

Such sub-committees shall be responsible to the appointing committee and will receive administrative support from the Secretary or his nominee; and meet to consider matters referred by the various committees and within the guidelines set.

A Chair, nominated by the appointing committee shall represent the sub-committee when and where directed.

Full and accurate minutes shall be recorded of all meetings and shall be promptly distributed to members of the sub-committee and the Committee.

PART III - RULES AND PROCEDURES

3 PATROLS

3.1 Patrol Obligation

- 3.1.1 All active members are required to carry out patrol duties as determined by the Club Captain.
- 3.1.2 All award members are required to carry out patrol duties, to the level of their qualifications, as determined by the Club Captain.
- 3.1.3 All patrolling members are required to perform an annual proficiency test.
- 3.1.4 The Club Captain has the authority to grant exemptions from patrol, or other duties, these may only be granted in the most exceptional of circumstances.
- 3.1.5 A patrol member may be granted leave from patrol duties to attend SLSA competition without penalty however the member must find a substitute for their patrol and must make up the hours they are absent from that patrol.
- 3.1.6 If a patrol member is attending an SLSA examination or is a member of the Board of Lifesaving they may be granted leave from patrol duties without penalty however the member must find a substitute for their patrol.
- 3.1.7 A patrol member may be granted leave from their patrol obligations for any part of a season by a written application to the Club Captain.
- 3.1.8 The Club Captain is exempt from patrol duties.
- 3.1.9 Exemptions from club patrol duties may be granted if a member is fulfilling their patrol obligation at another club or a SLSA Special Rescue Services. Written evidence of these duties, and proof of fulfilment of their obligation, must be presented to the Club Captain.

4 COMPETITION

4.1 Competitive Rights, Obligations and Qualifications

- 4.1.1 Members acknowledge and agree that competing in SLSA lifesaving events, contests, carnivals and competitions attract certain rights and obligations and requires certain qualifications. Subject always to gaining the appropriate qualification as prescribed by SLSA and complying with the competition rules issued by SLSA, is the right to enter and participate in events, contests, carnivals and competitions conducted by SLSA and Garie SLSC.
- 4.1.2 All financial and proficient members are eligible to compete in Association competition.
- 4.1.3 All financial and proficient members who have met the appropriate qualifications, including but not limited to, awards, age limits, patrols, proficiency tests, equipment and limiting disabilities, to enable them to enter and participate in events, contests, carnivals and competitions conducted by SLSA are eligible to enter SLS competition.
- 4.1.4 Members acknowledge and agree that if they participate in, and/or use any SLS equipment in, any event, contest, carnival and competition, which has not been licensed, sanctioned or otherwise authorised by SLSA they will attract disciplinary action under the Regulations of the SLSA which may result in forfeiture of their competitive rights.

4.2 Trophies, Prizes and Eligibility

- 4.2.1 In relation to trophies, prizes, whether cash or kind, and the eligibility of individual member/s representing a section of the Association to compete for or accept such trophies or prizes the following shall apply:-
 - 4.2.1.1 The Association shall reserve unto itself the authority to determine from time to time the acceptability of trophies or prizes, reimbursement of accommodation, travel and other expenses, and eligibility to compete for trophies or prizes.
 - 4.2.1.2 Therefore all sponsorship gear or cash prizes presented to competitors at SLSA competition shall be portrayed as coming direct from the sponsor/s to the Association for distribution as it determines appropriate.

PART IV - GRIEVANCES, JUDICIAL AND DISCIPLINE

5 GRIEVANCES

- 5.1 Where a member or an officer or other employee of the Association has a grievance arising from their respective involvement in surf lifesaving, whatever that may be, with another such member, officer or employee, and that person considers the grievance warrants investigation and action by SLSA that person shall follow the SLSA Grievance Policy as issued from time to time.
- 5.2 The person shall contact, either by telephone or in writing, the Association Grievances Officer and advise that they have a grievance which they wish to discuss with the official. The identity of the nominated Association Grievances Officer will be communicated to all parties within Association by Bulletin following the Annual General Meeting. Where a grievance is to be submitted in writing it should be addressed clearly to the Association Grievances Officer and marked "Private & Confidential".

6 UNBECOMING CONDUCT AND DISCIPLINARY PROCEDURES

6.1 Meetings

6.1.1 Any officer or delegate guilty of objectionable language or unbecoming conduct at any meeting, may be called upon by the Chairman of the meeting to retract and apologise for same, or may be dealt with as the committee thinks fit. Such officer or delegate shall, if required by the meeting, retire whilst his conduct is being discussed.

6.2 General

6.2.1 Any officer of the Association or any member of the Committee may give written notice to the Judiciary Committee requiring that sub-committee to cite that member to appear before it. Such notice shall specify the name of the member against whom the notice is lodged, the grounds of the complaint and the name of the officer or committee member lodging the notice.

6.2.2 Upon receipt of a notice the Judiciary Committee shall cause a notice in writing to be served on the member:-

6.2.2.1 setting out the grounds upon which the complaint is based;

6.2.2.2 requiring the member to appear before the Judiciary Committee at a meeting of that committee not earlier than fourteen days and not later than twenty eight days after service of the notice;

6.2.2.3 stating the date, place and time of that meeting;

6.2.2.4 informing the member that the member may;

6.2.2.5 attend and speak at the meeting and or

6.2.2.6 submit to the Judiciary Committee at or prior to the meeting written representations relating to the notice

6.2.3 Where the Judiciary Committee is satisfied that the grounds of the complaint are made out it may:

6.2.3.1 expel the member from the association;

6.2.3.2 suspend the member from the association for a specified time;

6.2.3.3 impose a fine upon the member provided that no monetary penalty under this section shall exceed \$500.00 or such other amount as the committee may from time to time deem fit.

6.2.3.4 or any other penalty as may seem fit.

6.2.4 Where the Judiciary Committee imposes any penalty upon a member, the chairman of the Judiciary Committee shall, within seven (7) days of the holding of the meeting, serve upon the member a notice in writing informing the member of the fact and of the member's right of appeal.

6.2.5 Any order of the Judiciary Committee does not take effect until;

6.2.5.1 the expiration of the period specified in rule 6.3.1 and the failure of the member to lodge an appeal or the hearing of that appeal.

6.3 Right Of Appeal

6.3.1 A member may appeal to the Appeals Committee of the association against the decision of the Judiciary Committee pursuant to rule 6.2.3 by lodging with the secretary a written notice of intention to appeal within seven (7) days of the service upon him of a notice pursuant to rule 6.2.4.

6.3.2 To lodge an appeal a member must put up a bond of \$50.00 or an amount as determined from time to time by the Committee. If the appeal is upheld the bond

is refunded. On receipt of the appeal the Appeals Committee must be convened as soon as practicable or within thirty (30) days.

PART V - MEMBERSHIP DIRECTIVES

7 ASSOCIATION COSTUME AND BLAZER

- 7.1 The Garie Surf Life Saving Club blazer shall be of a design as approved by the Association.
- 7.2 Only Officers and patrolling members of the Association, or such other persons as may be approved by the Association as being persons who have rendered distinguished service to the Association, shall be eligible to wear the badge of the Association on the blazer pocket.
- 7.3 No Association blazer shall be obtained by any member except on the written order of the Committee.
- 7.4 The Association carnival costume, costume badge and coat badge shall be of a design as approved by the Association.

8 NON-PARTY POLITICAL AND NON-SECTARIAN

- 8.1 The Association shall be strictly non-party political and non-sectarian and shall not directly or indirectly allow any subject bearing on politics or religion to be introduced at any meeting of the Association or within the Association premises.
- 8.2 Any member of the Association who publicly participates in any political gathering or meeting, shall not act as if he represented the views of the Association.

*(Appendix 1)***JOB DESCRIPTIONS**

1	Patron	14
2	Vice Patron	15
3	President	16
4	Secretary	17
5	Treasurer	18
6	Club Captain	19
7	Chief Training Officer	21
8	Deputy President	22
9	Assistant Secretary	23
10	Deputy Captain	24
11	Delegate to S.L.S. Sydney	25
12	Youth Advisor	26
13	Ordinary Committee Member (3)	27
14	Chief Gear Officer	28
15	I.R.B. Captain	29
16	Bike Captain	30
17	Boat Captain	31
18	First Aid Officer	32
19	Team Manager	33
20	Race Secretary	34
21	Social Secretary	35
22	Media Liaison Officer	36
23	Grievance Officer	37
24	Registrar	38
25	Hon. Auditor	39
26	Hon. Legal Officer	40
27	Hon. Medical Officer	41
28	Patrol Captain	42
29	Junior Activities Chairman	43
30	Junior Activities Secretary	44
31	Junior Activities Training Officer	45
32	Junior Activities Team Manager	46
33	Junior Activities Age Manager	47
34	Junior Activities Water Safety Officer	48
35	Resident Member	49

JOB DESCRIPTION

GARIE SURF LIFE SAVING CLUB Inc.

1. IDENTIFYING DATA

POSITION TITLE: Patron
DATE PREPARED: 10 August 2005
COMMITTEE: Nil
SUB COMMITTEE: Nil

2. PURPOSE OF THE POSITION

- Shall be the figurehead of the Association.

3. QUALIFICATIONS, LICENCES AND CERTIFICATES

Essential:

- Nil.

Desirable:

- Nil.

4. KEY RESPONSIBILITIES

Essential:

- Shall represent the Association at functions and events as required by the Committee.
- Must attend all general meetings of the Association.

JOB DESCRIPTION

GARIE SURF LIFE SAVING CLUB Inc.

1. IDENTIFYING DATA

POSITION TITLE: Vice Patron
DATE PREPARED: 10 August 2005
COMMITTEE: Nil
SUB COMMITTEE: Nil

2. PURPOSE OF THE POSITION

- Shall be a supporter/sponsor of the Association.

3. QUALIFICATIONS, LICENCES AND CERTIFICATES

Essential:

- Nil.

Desirable:

- Nil.

4. KEY RESPONSIBILITIES

Essential:

- May attend all general meetings of the Association.

JOB DESCRIPTION

GARIE SURF LIFE SAVING CLUB Inc.

1. IDENTIFYING DATA

POSITION TITLE:	President
DATE PREPARED:	10 August 2005
COMMITTEE:	Management Committee
SUB COMMITTEE:	Executive Committee, Appeals Committee

2. PURPOSE OF THE POSITION

- Official head of the Association.
- Shall represent the Association at all functions and events.
- Shall chair all general meetings and committee meetings.
- Is authorised to communicate and act on behalf of the Association in all dealings with the Royal National Park.
- Is authorised to communicate and act on behalf of the Association in all dealings with Surf Life Saving Sydney.
- Is authorised to spend funds, to a limit determined from time to time by the committee, without prior approval from the committee.
- Is authorised to receive monies on behalf of the Association.

3. QUALIFICATIONS, LICENCES AND CERTIFICATES

Essential:

- Nil

Desirable:

- Surf Life Saving Australia Bronze Medallion or equivalent.

4. KEY RESPONSIBILITIES

Essential:

- Is responsible for the administration side of the Association.
- Must have knowledge of the Association's responsibilities under the OH&S Act.
- Must ensure the Association complies with the OH&S Act and SLSA's OH&S policies.
- Must interpret and implement EEO principles and practices in line with SLSA's policies and procedures.
- Must represent the Association at all official functions.
- Must attend and chair all general meetings and committee meetings of the Association.
- Must attend all committee meetings of Surf Life Saving Sydney.
- Must chair all meetings of the Appeals Committee.

JOB DESCRIPTION

GARIE SURF LIFE SAVING CLUB Inc.

1. IDENTIFYING DATA

POSITION TITLE:	Secretary
DATE PREPARED:	10 August 2005
COMMITTEE:	Management Committee
SUB COMMITTEE:	Executive Committee

2. PURPOSE OF THE POSITION

- Shall be the Public Officer of the Association.
- Shall be responsible for all correspondence of the Association.
- Shall, as far as practicable, attend all Committee meetings and all General Meetings of the Association.
- Shall prepare the agenda for all Committee and General Meetings of the Association.
- Shall record and prepare minutes of the proceedings of all meetings of the Committee and the Association, and shall use its best endeavors to distribute those minutes to Members promptly from the date of the meeting.
- Shall regularly report on the activities of, and issues relating to, the Association.
- Shall maintain a register of all members of the Association.
- Shall prepare and distribute the Annual Report.
- Is authorised to spend funds, to a limit determined from time to time by the committee, without prior approval from the committee.
- Is authorised to receive monies on behalf of the Association.

3. QUALIFICATIONS, LICENCES AND CERTIFICATES

Essential:

- Nil.

Desirable:

- Surf Life Saving Australia Bronze Medallion or equivalent.

4. KEY RESPONSIBILITIES

Essential:

- Is the Public Officer for the Association.
- Must have knowledge of the Association's responsibilities under the OH&S Act.
- Must have knowledge of the Association's responsibilities under the SLSA's EEO policies and procedures.
- Must notify the Corporations Commission and the SLSA within seven (7) days of any change of position.
- Must deal with all correspondence of the Association and report on same at the following committee meeting.
- Must record and prepare minutes of the proceedings of all meetings of the Committee and the Association, and distribute those minutes to members promptly following the date of the meeting.
- Must maintain an up to date register of all members of the Association.
- Must report regularly on the activities of the Association.
- Must prepare and distribute the Annual Report.
- Must attend all general meetings and committee meetings of the Association.
- Must attend all Royal National Park District Executive Meetings.

JOB DESCRIPTION

GARIE SURF LIFE SAVING CLUB Inc.

1. IDENTIFYING DATA

POSITION TITLE:	Treasurer
DATE PREPARED:	10 August 2005
COMMITTEE:	Management Committee
SUB COMMITTEE:	Appeals Committee

2. PURPOSE OF THE POSITION

- Shall ensure that correct books and accounts are kept showing the financial affairs of the Association.
- Shall prepare a monthly statement showing the financial affairs of the Association including full details of all receipts and expenditure.
- Shall prepare and forward the BAS statements to the tax office.
- Shall assist the club's Honorary Auditor to prepare a statement of income and expenditure and a balance sheet at the end of the Association's financial year.

3. QUALIFICATIONS, LICENCES AND CERTIFICATES

Essential:

- Nil.

Desirable:

- Accounting qualifications.

4. KEY RESPONSIBILITIES

Essential:

- Must have knowledge of the Association's responsibilities under the OH&S Act.
- Must have knowledge of the Association's responsibilities under the SLSA's EEO policies and procedures.
- Must prepare a monthly statement showing the financial affairs of the Association including full details of all receipts and expenditure.
- Must prepare and forward the BAS statements to the tax office.
- Must present the Association's books to the Auditor to prepare a statement of income and expenditure and a balance sheet at the end of the Association's financial year.
- Must attend all general meetings and committee meetings of the Association.
- Must attend all meetings of the Appeals Committee, unless a conflict exists.

JOB DESCRIPTION

GARIE SURF LIFE SAVING CLUB Inc.

1. IDENTIFYING DATA

POSITION TITLE:	Club Captain
DATE PREPARED:	10 August 2005
COMMITTEE:	Management Committee
SUB COMMITTEE:	Executive Committee, Beach Committee

2. PURPOSE OF THE POSITION

- Responsible for the lifesaving side of the Association.
- Shall, in consultation with appropriate officers, develop and implement a Lifesaving Operations Plan and update existing plans, which shall be presented to the Beach Committee (BC) for promulgation to the Committee.
- Shall, in consultation with appropriate officers, supervise and monitor the general conduct, lifesaving operations, lifesaving instruction and assessment and like activities within the Association.
- Shall advise the Committee upon reports and recommendations received from officers, members and other forums established from time to time, to consider and recommend upon lifesaving matters.
- May call upon any member to perform such duties or assist in any such way as he deems to be in the best interests of the Association or to be necessary in connection with the association's role as a surf life saving body.
- May suspend any member who is acting in any manner that is likely to bring the Association into disrepute or who fails to fulfill their obligations as a member of the Association.
- Is authorised to communicate and act on behalf of the Association in all dealings with the Royal National Park.
- Is authorised to communicate and act on behalf of the Association in all dealings with Surf Life Saving Sydney
- Is authorised to spend funds, to a limit determined from time to time by the committee, without prior approval from the committee.
- Is authorised to receive monies on behalf of the Association.
- Shall be exempt from patrol duty.

3. QUALIFICATIONS, LICENCES AND CERTIFICATES

Essential:

- SLSA Bronze Medallion or equivalent.
- SLSA Advanced Resuscitation Certificate or equivalent.
- SLSA Silver Medallion - Patrol Captain or equivalent.

Desirable:

- SLSA Silver Medallion - IRB Driver or equivalent.
- SLSA Silver Medallion - Life Support or equivalent.

4. KEY RESPONSIBILITIES

Essential:

- Is responsible for the Lifesaving side of the Association.
- Has overriding authority on all lifesaving issues on the beach.
- Must have knowledge of the Association's responsibilities under the OH&S Act.
- Must ensure the Association complies with the OH&S Act and SLSA's OH&S policies.
- Must interpret and implement EEO principles and practices in line with SLSA's policies and procedures.

- Must prepare a Patrol Roster for the surfing season and manage the patrols to ensure Garie Beach is adequately patrolled at all times.
- Must ensure that all rescue equipment is maintained to a safe standard and is ready for use at all times.
- Must ensure all patrolling members are competent and up to date on all lifesaving techniques.
- Must ensure that all members' behaviour is in accordance of that befitting a member of the Association.
- Must attend critical incidents at Garie Beach to ensure the well being of all Association members.
- Must be prepared to attend relevant meetings as requested and submit reports and recommendations to those meetings as necessary.
- Must attend all general meetings and committee meetings of the Association.
- Must attend all Beach Committee meetings of the Association and act as chairman of such meetings.
- Must attend all Royal National Park District Executive Meetings.

JOB DESCRIPTION

GARIE SURF LIFE SAVING CLUB Inc.

1. IDENTIFYING DATA

POSITION TITLE:	Chief Training Officer
DATE PREPARED:	10 August 2005
COMMITTEE:	Management Committee
SUB COMMITTEE:	Executive Committee, Beach Committee, Membership

2. PURPOSE OF THE POSITION

- Shall, in conjunction with the relevant officers, liaise and advise on matters relating to the development, training and assessment of patrolling members.
- Shall, in conjunction with the relevant officers, manage the recruitment, induction and ongoing development of members within the Association.
- Is authorised to receive monies on behalf of the Association.

3. QUALIFICATIONS, LICENCES AND CERTIFICATES

Essential:

- SLSA Bronze Medallion or equivalent.
- SLSA Training Officer's Certificate or equivalent.

Desirable:

- SLSA Silver Medallion - Patrol Captain or equivalent.

4. KEY RESPONSIBILITIES

Essential:

- Must have knowledge of the Association's responsibilities under the OH&S Act.
- Must ensure the Association complies with the OH&S Act and SLSA's OH&S policies.
- Must interpret and implement EEO principles and practices in line with SLSA's policies and procedures.
- Must maintain a close liaison with the relevant officers from within the levels of SLS Sydney and external agencies to ensure that best practice in relation to education is maintained.
- Must ensure all patrolling members are competent and up to date on all lifesaving techniques.
- Must manage the recruitment, training and assessment of new members of the Association.
- Must attend all general meetings and committee meetings of the Association.
- Must attend all Beach Committee meetings of the Association.
- Act as chairman of meetings of the Membership Sub-Committee.

JOB DESCRIPTION

GARIE SURF LIFE SAVING CLUB Inc.

1. IDENTIFYING DATA

POSITION TITLE:	Deputy President
DATE PREPARED:	10 August 2005
COMMITTEE:	Management Committee
SUB COMMITTEE:	Judiciary Committee

2. PURPOSE OF THE POSITION

- Shall assist the President in his duties as may be required from time to time.
- Shall act as convener and chair of the Judiciary Committee.
- Shall assume full responsibilities of the office of President in the event that the President is unable to fill this role.

3. QUALIFICATIONS, LICENCES AND CERTIFICATES

Essential:

- Nil.

Desirable:

- Surf Life Saving Australia Bronze Medallion or equivalent.

4. KEY RESPONSIBILITIES

Essential:

- Must have knowledge of the Association's responsibilities under the OH&S Act.
- Must have knowledge of the Association's responsibilities under the SLSA's EEO policies and procedures.
- Must attend all general meetings and Committee Meetings of the Association.
- Must attend all Royal National Park District Executive Meetings.
- Must attend all Judiciary Committee Meetings, unless a conflict of interest is present.

JOB DESCRIPTION

GARIE SURF LIFE SAVING CLUB Inc.

1. IDENTIFYING DATA

POSITION TITLE:	Assistant Secretary
DATE PREPARED:	10 August 2005
COMMITTEE:	Management Committee
SUB COMMITTEE:	Nil

2. PURPOSE OF THE POSITION

- Shall assist the Secretary in his duties as may be required from time to time.
- Shall, as far as practicable, attend all Committee meetings and all General Meetings of the Association.
- Shall prepare the agenda for all Committee and General Meetings of the Association.
- Shall record and prepare minutes of the proceedings of all meetings of the Committee and the Association, and shall use its best endeavors to distribute those minutes to Members promptly from the date of the meeting.
- Shall assume full responsibilities of the office of Secretary in the event that the Secretary is unable to fill this role.

3. QUALIFICATIONS, LICENCES AND CERTIFICATES

Essential:

- Nil.

Desirable:

- Surf Life Saving Australia Bronze Medallion or equivalent.

4. KEY RESPONSIBILITIES

Essential:

- Must have knowledge of the Association's responsibilities under the OH&S Act.
- Must have knowledge of the Association's responsibilities under the SLSA's EEO policies and procedures.
- Must prepare the agenda for all Committee and General Meetings of the Association.
- Must record and prepare minutes of the proceedings of all meetings of the Committee and the Association, and distribute those minutes to members promptly following the date of the meeting.
- Must attend all general meetings and committee meetings of the Association.

JOB DESCRIPTION

GARIE SURF LIFE SAVING CLUB Inc.

1. IDENTIFYING DATA

POSITION TITLE:	Deputy Captain
DATE PREPARED:	10 August 2005
COMMITTEE:	Management Committee
SUB COMMITTEE:	Beach Committee

2. PURPOSE OF THE POSITION

- Is the OH&S Officer for the Association.
- Shall assume full responsibilities of the office of Captain in the event that the Captain is unable to fill this role.

3. QUALIFICATIONS, LICENCES AND CERTIFICATES

Essential:

- Surf Life Saving Australia Bronze Medallion or equivalent.

Desirable:

- Surf Life Saving Australia Advanced Resuscitation Certificate or equivalent.
- Surf Life Saving Australia Silver Medallion - Patrol Captain or equivalent.

4. KEY RESPONSIBILITIES

Essential:

- Must have knowledge of the Association's responsibilities under the OH&S Act.
- Must ensure the Association complies with the OH&S Act and SLSA's OH&S policies.
- Must ensure all members are up to date with the current OH&S procedures.
- Must ensure practices comply with SLSA's EEO principles and practices.
- Must attend all general meetings and committee meetings of the Association.
- Must attend all Beach Committee meetings of the Association.

JOB DESCRIPTION

GARIE SURF LIFE SAVING CLUB Inc.

1. IDENTIFYING DATA

POSITION TITLE:	Delegate to Surf Life Saving Sydney
DATE PREPARED:	10 August 2005
COMMITTEE:	Management Committee
SUB COMMITTEE:	Appeals Committee

2. PURPOSE OF THE POSITION

- Shall represent the Association at all meetings of Surf Life Saving Sydney and is authorised to vote on behalf of the Association, as directed by the Committee, at such meetings.
- Shall report to the committee on all matters discussed at the previous meeting of Surf Life Saving Sydney.

3. QUALIFICATIONS, LICENCES AND CERTIFICATES

Essential:

- Nil.

Desirable:

- Surf Life Saving Australia Bronze Medallion or equivalent.

4. KEY RESPONSIBILITIES

Essential:

- Must have knowledge of the Association's responsibilities under the OH&S Act.
- Must have knowledge of the Association's responsibilities under the SLSA's EEO policies and procedures.
- Must attend all general meetings and committee meetings of the Association.
- Must attend all committee meetings of Surf Life Saving Sydney.
- Must attend all meetings of the Appeals Committee, unless a conflict exists.

JOB DESCRIPTION

GARIE SURF LIFE SAVING CLUB Inc.

1. IDENTIFYING DATA

POSITION TITLE:	Youth Advisor
DATE PREPARED:	10 August 2005
COMMITTEE:	Management Committee
SUB COMMITTEE:	Junior Activities Committee, Beach Committee

2. PURPOSE OF THE POSITION

- Responsible for the integration of Junior Activity Members into the senior club.

3. QUALIFICATIONS, LICENCES AND CERTIFICATES

Essential:

- Nil.

Desirable:

- Surf Life Saving Australia Bronze Medallion or equivalent.

4. KEY RESPONSIBILITIES

Essential:

- Must have knowledge of the Association's responsibilities under the OH&S Act.
- Must have knowledge of the Association's responsibilities under the SLSA's EEO policies and procedures.
- To encourage Nippers to continue through to the senior club.
- Must attend all general meetings and committee meetings of the Association.
- Must attend all Junior Activities meetings of the Association.

JOB DESCRIPTION

GARIE SURF LIFE SAVING CLUB Inc.

1. IDENTIFYING DATA

POSITION TITLE:	Ordinary Committee Member
DATE PREPARED:	10 August 2005
COMMITTEE:	Management Committee
SUB COMMITTEE:	Nil

2. PURPOSE OF THE POSITION

- Shall be a committee member with a view to fill sub committees.

3. QUALIFICATIONS, LICENCES AND CERTIFICATES

Essential:

- Nil.

Desirable:

- Surf Life Saving Australia Bronze Medallion or equivalent.

4. KEY RESPONSIBILITIES

Essential:

- Must have knowledge of the Association's responsibilities under the OH&S Act.
- Must have knowledge of the Association's responsibilities under the SLSA's EEO policies and procedures.
- Must attend all general meetings and committee meetings of the Association.

JOB DESCRIPTION

GARIE SURF LIFE SAVING CLUB Inc.

1. IDENTIFYING DATA

POSITION TITLE:	Chief Gear Officer
DATE PREPARED:	10 August 2005
COMMITTEE:	Nil
SUB COMMITTEE:	Beach Committee

2. PURPOSE OF THE POSITION

- Is responsible for the Association's annual gear inspection day.
- Shall ensure that all club gear and equipment is ready for the annual gear inspection.
- Shall ensure all patrolling gear and equipment is maintained in a safe and serviceable condition throughout the season.

3. QUALIFICATIONS, LICENCES AND CERTIFICATES

Essential:

- Nil.

Desirable:

- Nil.

4. KEY RESPONSIBILITIES

Essential:

- Must have knowledge of the Association's responsibilities under the OH&S Act.
- Must maintain a register detailing purchases, services and any capital expenses relating to all patrolling gear and equipment, with the exception of IRB's and Quad Bikes.
- Must ensure all patrolling gear and equipment is maintained in a safe and serviceable condition throughout the season.
- Must coordinate and arrange the Association's annual gear inspection day.
- Must attend all Beach Committee meetings of the Association.

JOB DESCRIPTION

GARIE SURF LIFE SAVING CLUB Inc.

1. IDENTIFYING DATA

POSITION TITLE:	IRB Captain
DATE PREPARED:	10 August 2005
COMMITTEE:	Nil
SUB COMMITTEE:	Beach Committee

2. PURPOSE OF THE POSITION

- Shall maintain a register detailing purchases, services and any capital expenses relating to the IRBs and motors.
- Shall ensure the IRB and all gear and equipment pertaining to the IRBs is presented in a safe and serviceable condition at the annual gear inspection.
- Shall ensure the IRB and all gear and equipment pertaining to the IRBs is maintained in a safe and serviceable condition throughout the season.
- Shall ensure there is an adequate supply of fuel for the IRBs at the start of each patrol.
- Shall work with the Chief Training Officer to ensure that there is a continuous supply of new drivers and crew being trained each season.

3. QUALIFICATIONS, LICENCES AND CERTIFICATES

Essential:

- SLSA Bronze Medallion or equivalent
- SLSA Silver Medallion - IRB Driver or equivalent

Desirable:

- SLSA IRB Instructor or equivalent

4. KEY RESPONSIBILITIES

Essential:

- Must have knowledge of the Association's responsibilities under the OH&S Act.
- Must maintain a register detailing purchases, services and any capital expenses relating to the IRBs and motors.
- Must ensure the IRB and all gear and equipment pertaining to the IRBs is presented in a safe and serviceable condition at the annual gear inspection.
- Must ensure the IRB and all gear and equipment pertaining to the IRBs is maintained in a safe and serviceable condition throughout the season.
- Must ensure there is an adequate supply of fuel for the IRBs at the start of each patrol.
- Must ensure that there is a continuous supply of new drivers and crew being trained each season.
- Must attend all Beach Committee meetings of the Association.

JOB DESCRIPTION

GARIE SURF LIFE SAVING CLUB Inc.

1. IDENTIFYING DATA

POSITION TITLE:	Bike Captain
DATE PREPARED:	10 August 2005
COMMITTEE:	Nil
SUB COMMITTEE:	Beach Committee

2. PURPOSE OF THE POSITION

- Shall maintain a register detailing purchases, services and any capital expenses relating to the quad bike.
- Shall ensure the quad bike and all gear and equipment pertaining to the quad bike is presented in a safe and serviceable condition at the annual gear inspection.
- Shall ensure the quad bike and all gear and equipment pertaining to the quad bike is maintained in a safe and serviceable condition throughout the season.
- Shall ensure there is an adequate supply of fuel for the quad bike at the start of each patrol.
- Shall work with the Chief Training Officer and Deputy Captain to ensure that there are regular training sessions to cover proficiency and OH&S aspects on the use of the quad bike.

3. QUALIFICATIONS, LICENCES AND CERTIFICATES

Essential:

- Nil.

Desirable:

- SLSA Training Officers Certificate or equivalent.
- Mechanics qualifications

4. KEY RESPONSIBILITIES

Essential:

- Must have knowledge of the Association's responsibilities under the OH&S Act.
- Must maintain a register detailing purchases, services and any capital expenses relating to the quad bike.
- Must ensure the quad bike and all gear and equipment pertaining to the quad bike is presented in a safe and serviceable condition at the annual gear inspection.
- Must ensure the quad bike and all gear and equipment pertaining to the quad bike is maintained in a safe and serviceable condition throughout the season.
- Must ensure there is an adequate supply of fuel for the quad bike at the start of each patrol.
- Must ensure that there are regular training sessions to cover proficiency and OH&S aspects on the use of the quad bike.
- Must attend all Beach Committee meetings of the Association.

JOB DESCRIPTION

GARIE SURF LIFE SAVING CLUB Inc.

1. IDENTIFYING DATA

POSITION TITLE:	Boat Captain
DATE PREPARED:	10 August 2005
COMMITTEE:	Nil
SUB COMMITTEE:	Beach Committee

2. PURPOSE OF THE POSITION

- Shall maintain a register detailing all purchases and any maintenance relating to the surf boats.
- Shall ensure the surf boat and all gear and equipment pertaining to the surf boats is maintained in a safe and serviceable condition throughout the season.
- Shall ensure that training for the boat crews is being carried out correctly.
- Shall work with the Team Manager to ensure that boat crews are entered in all the required carnivals.

3. QUALIFICATIONS, LICENCES AND CERTIFICATES

Essential:

- SLSA Bronze Medallion or equivalent.

Desirable:

- Nil.

4. KEY RESPONSIBILITIES

Essential:

- Must have knowledge of the Association's responsibilities under the OH&S Act.
- Must maintain a register detailing purchases, services and any capital expenses relating to the surf boats.
- Must ensure the surf boat and all gear and equipment pertaining to the surf boats is maintained in a safe and serviceable condition throughout the season.
- Must ensure that there is a continuous supply of new crews are being trained each season.
- Must attend all Beach Committee meetings of the Association.

JOB DESCRIPTION

GARIE SURF LIFE SAVING CLUB Inc.

1. IDENTIFYING DATA

POSITION TITLE:	First Aid Officer
DATE PREPARED:	10 August 2005
COMMITTEE:	Nil
SUB COMMITTEE:	Beach Committee

2. PURPOSE OF THE POSITION

- Shall ensure that first aid gear and equipment is ready for the annual gear inspection.
- Shall ensure all first aid gear and equipment is maintained throughout the season.
- Shall render first aid if required.

3. QUALIFICATIONS, LICENCES AND CERTIFICATES

Essential:

- SLSA First Aid Certificate or equivalent.

Desirable:

- Nil.

4. KEY RESPONSIBILITIES

Essential:

- Must have knowledge of the Association's responsibilities under the OH&S Act.
- Must maintain a register detailing purchases, services and any capital expenses relating to first aid.
- Must ensure all gear and equipment pertaining to first aid is presented in a safe and serviceable condition at the annual gear inspection.
- Must ensure all gear and equipment pertaining to first aid is maintained in a safe and serviceable condition throughout the season.
- Must attend all Beach Committee meetings of the Association.

JOB DESCRIPTION

GARIE SURF LIFE SAVING CLUB Inc.

1. IDENTIFYING DATA

POSITION TITLE:	Team Manager
DATE PREPARED:	10 August 2005
COMMITTEE:	Nil
SUB COMMITTEE:	Beach Committee

2. PURPOSE OF THE POSITION

- Shall maintain a register of all members interested in open competition.
- Shall be responsible for entering members into open competition when requested.
- Shall ensure all competitors are kept informed of carnival dates, venues and report times.
- Shall arrange accommodation, transport, etc in relation to ensuring teams get to carnivals.
- Shall attend all carnivals with competitors and look after their interests at same.
- Shall be responsible for the behaviour of competitors whilst on tour or at carnivals.

3. QUALIFICATIONS, LICENCES AND CERTIFICATES

Essential:

- Nil.

Desirable:

- Nil.

4. KEY RESPONSIBILITIES

Essential:

- Must have knowledge of the Association's responsibilities under the OH&S Act.
- Must ensure the SLSA's EEO principles and policies are being adhered to.
- Must maintain a register of all members interested in open competition.
- Must ensure all competitors are kept informed of carnival dates, venues and report times.
- Must arrange accommodation, transport, etc in relation to ensuring teams get to carnivals.
- Must attend all carnivals with competitors and look after their interests at same.
- Must ensure that all members' behaviour is in accordance of that befitting a member of the Association whilst representing the Association.
- Must attend all Beach Committee meetings of the Association.

JOB DESCRIPTION

GARIE SURF LIFE SAVING CLUB Inc.

1. IDENTIFYING DATA

POSITION TITLE:	Race Secretary
DATE PREPARED:	10 August 2005
COMMITTEE:	Nil
SUB COMMITTEE:	Beach Committee

2. PURPOSE OF THE POSITION

- Shall maintain a register of all members who compete in internal competition.
- Shall be responsible for running Club Championships, Memorial Races, Trophy Races and President's Point Score and recording the results of same.
- Shall run races on a regular basis.
- Shall, in conjunction with the Team Manager, select members for any representative teams.

3. ACADEMIC QUALIFICATIONS, LICENCES AND CERTIFICATES

Essential:

- Nil.

Desirable:

- Nil.

4. KEY RESPONSIBILITIES

Essential:

- Must have knowledge of the Association's responsibilities under the OH&S Act.
- Must ensure the SLSA's EEO principles and policies are being adhered to.
- Must maintain a register of all members who compete in internal competition.
- Must run races on a regular basis and record results of same.
- In conjunction with the Team Manager, select members for any representative teams.
- Must attend all Beach Committee meetings of the Association.

JOB DESCRIPTION

GARIE SURF LIFE SAVING CLUB Inc.

1. IDENTIFYING DATA

POSITION TITLE:	Social Secretary
DATE PREPARED:	10 August 2005
COMMITTEE:	Management Committee
SUB COMMITTEE:	Nil

2. PURPOSE OF THE POSITION

- Shall arrange the annual Presentation Night.
- Shall be responsible for arranging social events for the Association.
- Shall provide the committee with a budget for each social event prior to commencing it and on completion a financial statement showing profit or loss.

3. QUALIFICATIONS, LICENCES AND CERTIFICATES

Essential:

- Nil.

Desirable:

- Nil.

4. KEY RESPONSIBILITIES

Essential:

- Must have knowledge of the Association's responsibilities under the OH&S Act.
- Must arrange the presentation night.
- Must present the committee with a budget for all proposed social events.
- Must present the committee with a full report on social events including a financial statement showing profit or loss.
- Must ensure that all members' behaviour is in accordance of that befitting a member of the Association whilst representing the Association.
- Must attend all general meetings and committee meetings of the Association.

JOB DESCRIPTION

GARIE SURF LIFE SAVING CLUB Inc.

1. IDENTIFYING DATA

POSITION TITLE: Media Liaison Officer
DATE PREPARED: 10 August 2005
COMMITTEE: Management Committee
SUB COMMITTEE: Nil

2. PURPOSE OF THE POSITION

- Shall be responsible for the marketing of the Association via various media outlets.

3. QUALIFICATIONS, LICENCES AND CERTIFICATES

Essential:

- Nil.

Desirable:

- Nil.

4. KEY RESPONSIBILITIES

Essential:

- Must have knowledge of the Association's responsibilities under the SLSA's EEO policies and procedures.
- Must ensure the Association is maintaining a high media profile.
- Must ensure that all news worthy activities of the Association are reported to the media in a timely manner.
- Must attend all general meetings and Committee Meetings of the Association.

JOB DESCRIPTION

GARIE SURF LIFE SAVING CLUB Inc.

1. IDENTIFYING DATA

POSITION TITLE:	Grievance Officer
DATE PREPARED:	10 August 2005
COMMITTEE:	Nil
SUB COMMITTEE:	Nil

2. PURPOSE OF THE POSITION

- Shall mediate and if possible resolve any grievance/problem a member may be having an Association level.
- Shall determine if an allegation is serious enough that, if proven, it would be a breach of discipline or other related policy (such as member protection).
- Shall refer any matter to a disciplinary inquiry in accordance with the SLSA regulations that may breach discipline related policy.

3. QUALIFICATIONS, LICENCES AND CERTIFICATES

Essential:

- Nil.

Desirable:

- Nil.

4. KEY RESPONSIBILITIES

Essential:

- Must have knowledge of the Association's responsibilities under the OH&S Act.
- Must have knowledge of the Association's responsibilities under the SLSA's EEO policies and procedures.
- Must ensure confidentiality at all times.
- Must keep accurate records of complaints and all interviews.
- Must act in a timely manner on all complaints.
- Must follow the SLSA Grievance Procedure with all complaints.
- Must attend all general meetings and committee meetings of the Association.

JOB DESCRIPTION

GARIE SURF LIFE SAVING CLUB Inc.

1. IDENTIFYING DATA

POSITION TITLE:	Registrar
DATE PREPARED:	10 August 2005
COMMITTEE:	Nil
SUB COMMITTEE:	Nil

2. PURPOSE OF THE POSITION

- Shall be responsible for the conservation, management and documentation of the archives of the Association.
- Shall maintain a record of the history of the Association.

3. QUALIFICATIONS, LICENCES AND CERTIFICATES

Essential:

- Nil.

Desirable:

- Nil.

4. KEY RESPONSIBILITIES

Essential:

- Must maintain an up to date collection of the Association's Annual Reports and Balance Sheets.
- Must maintain an up to date collection of media releases relating to the Association.
- Must maintain an up to date summary of the history of the Association.
- Must attend all general meetings of the Association.
- Must attend all SLS Sydney history meetings.

JOB DESCRIPTION

GARIE SURF LIFE SAVING CLUB Inc.

1. IDENTIFYING DATA

POSITION TITLE: Honorary Auditor
DATE PREPARED: 10 August 2005
COMMITTEE: Nil
SUB COMMITTEE: Nil

2. PURPOSE OF THE POSITION

- Shall audit the Associations financial dealings and prepare a report.

3. QUALIFICATIONS, LICENCES AND CERTIFICATES

Essential:

- Must be a qualified Auditor

Desirable:

- Nil

4. KEY RESPONSIBILITIES

Essential:

- Must audit the Association's financial dealings for the year and prepare a report and statement to be presented with the Annual Report.

JOB DESCRIPTION

GARIE SURF LIFE SAVING CLUB Inc.

1. IDENTIFYING DATA

POSITION TITLE: Honorary Legal Officer
DATE PREPARED: 10 August 2005
COMMITTEE: Nil
SUB COMMITTEE: Nil

2. PURPOSE OF THE POSITION

- Shall consult with appropriate members of the Committee and liaise and advise on matters requiring a legal opinion.

3. QUALIFICATIONS, LICENCES AND CERTIFICATES

Essential:

- Must be a practicing solicitor, registered in NSW.

Desirable:

- Nil

4. KEY RESPONSIBILITIES

Essential:

- Must advise the Committee on matters requiring a legal opinion.

JOB DESCRIPTION

GARIE SURF LIFE SAVING CLUB Inc.

1. IDENTIFYING DATA

POSITION TITLE:	Honorary Medical Officer
DATE PREPARED:	10 August 2005
COMMITTEE:	Nil
SUB COMMITTEE:	Nil

2. PURPOSE OF THE POSITION

- Shall consult with appropriate members of the Beach Committee and liaise and advise on matters relating to lifesaving, coaching and competition, medical or health related issues.

3. QUALIFICATIONS, LICENCES AND CERTIFICATES

Essential:

- Must be a qualified medical practitioner, registered to practice in NSW.

Desirable:

- Nil

4. KEY RESPONSIBILITIES

Essential:

- Must, in conjunction with the appropriate members of the Beach Committee, advise the Association on matters relating to first-aid treatment, equipment, facilities, lifesaver health and safety and medical aspects of competition.
- Must be prepared to attend relevant meetings as requested and submit reports and recommendations to those meetings as necessary.

JOB DESCRIPTION

GARIE SURF LIFE SAVING CLUB Inc.

1. IDENTIFYING DATA

POSITION TITLE:	Patrol Captain
DATE PREPARED:	10 August 2005
COMMITTEE:	Nil
SUB COMMITTEE:	Beach Committee

2. PURPOSE OF THE POSITION

- Shall be responsible for lifesaving activities on Garie Beach during their rostered patrol hours.
- Shall be responsible for determining a safe swimming area and setting out the beach in the appropriate manner.
- Shall be responsible for ensuring that there is adequate rescue equipment on the beach to meet the conditions and the assessed risk for that patrol.
- Shall, in conjunction with the Chief Training Officer, ensure that all patrol members are kept up to date with new equipment and are proficient in all the latest rescue techniques.
- Shall, in conjunction with the Deputy Captain, ensure that all patrol members have a complete understanding of the latest OH&S issues.
- Shall ensure that all necessary forms and logs are completed in full at the conclusion of each patrol.
- Shall be responsible for the behaviour of their patrol members whilst on patrol.

3. QUALIFICATIONS, LICENCES AND CERTIFICATES

Essential:

- SLSA Bronze Medallion or equivalent.
- SLSA Advanced Resuscitation Certificate or equivalent.
- SLSA Silver Medallion - Patrol Captain or equivalent.

Desirable:

- SLSA Silver Medallion - IRB Driver or equivalent.
- SLSA Silver Medallion - Life Support or equivalent.

4. KEY RESPONSIBILITIES

Essential:

- Must ensure all members are up to date with the current OH&S procedures.
- Must ensure practices comply with SLSA's EEO principles and practices.
- Must ensure their patrol members turn up for their rostered patrol.
- Must ensure patrol members are correctly attired.
- Must ensure that all rescue equipment is placed so it is accessible, safe and is ready for use at all times.
- Must ensure all patrolling members are competent and up to date on all lifesaving techniques.
- Must ensure that all members' behaviour is in accordance of that befitting a member of the Association.
- Must attend all Beach Committee meetings of the Association.

JOB DESCRIPTION

GARIE SURF LIFE SAVING CLUB Inc.

1. IDENTIFYING DATA

POSITION TITLE:	Junior Activities Chairman
DATE PREPARED:	10 August 2005
COMMITTEE:	Management Committee
SUB COMMITTEE:	Junior Activities Committee, Beach Committee

2. PURPOSE OF THE POSITION

- Official head of the Junior Activities section of the Association.
- Shall represent the Association at all Junior Activities functions and events.
- Shall chair all general meetings and committee meetings of the Junior Activities.
- Shall regularly report on the activities of, and issues relating to, the Junior Activities to the Committee.
- Is authorised to communicate and act on behalf of the Association in all dealings pertaining to Junior Activities with Surf Life Saving Sydney.

3. QUALIFICATIONS, LICENCES AND CERTIFICATES

Essential:

- Nil

Desirable:

- SLSA Surf Rescue Certificate or equivalent
- SLSA Advanced Resuscitation Certificate or equivalent

4. KEY RESPONSIBILITIES

Essential:

- Is responsible for the administration of the Junior Activities within the Association.
- Must have knowledge of the Association's responsibilities under the OH&S Act.
- Must ensure the Association complies with the OH&S Act and SLSA's OH&S policies.
- Must interpret and implement EEO principles and practices in line with SLSA's policies and procedures.
- Must represent the Association at all official Junior Activities functions.
- Must attend all Junior Activities Meetings of SLS Sydney.
- Must attend and chair all Junior Activities Meetings of the Association.
- Must attend all Beach Committee meetings of the Association.
- Must attend all general meetings of the Association.

JOB DESCRIPTION

GARIE SURF LIFE SAVING CLUB Inc.

1. IDENTIFYING DATA

POSITION TITLE:	Junior Activities Secretary
DATE PREPARED:	10 August 2005
COMMITTEE:	Nil
SUB COMMITTEE:	Junior Activities Committee

2. PURPOSE OF THE POSITION

- Shall be responsible for all correspondence of the Junior Activities.
- Shall prepare the agenda for all Junior Activities Meetings.
- Shall record and prepare minutes of the proceedings of all meetings of the Junior Activities Meetings and shall use their best endeavors to distribute those minutes to Members promptly from the date of the meeting.
- Shall maintain a register of all Junior Activities members of the Association.
- Shall prepare a report for the Annual Report be presented to the Secretary.
- Is authorised to receive monies on behalf of the Association.

3. QUALIFICATIONS, LICENCES AND CERTIFICATES

Essential:

- Nil

Desirable:

- SLSA Surf Rescue Certificate or equivalent
- SLSA Advanced Resuscitation Certificate or equivalent

4. KEY RESPONSIBILITIES

Essential:

- Must have knowledge of the Association's responsibilities under the OH&S Act.
- Must have knowledge of the Association's responsibilities under the SLSA's EEO policies and procedures.
- Must notify the Committee within seven (7) days of any change of position.
- Must deal with all correspondence of the Junior Activities and report on same at the following Junior Activities committee meeting.
- Must record and prepare minutes of the proceedings of all Junior Activities meetings and distribute those minutes to members promptly following the date of the meeting.
- Must maintain an up to date register of all Junior Activities members of the Association.
- Must report regularly on the activities of the Junior Activities.
- Must prepare a report for the Annual Report.
- Must attend all Junior Activities Meetings of the Association.
- Must attend all general meetings of the Association.

JOB DESCRIPTION

GARIE SURF LIFE SAVING CLUB Inc.

1. IDENTIFYING DATA

POSITION TITLE:	Junior Activities Training Officer
DATE PREPARED:	10 August 2005
COMMITTEE:	Nil
SUB COMMITTEE:	Junior Activities Committee, Beach Committee, Membership

2. PURPOSE OF THE POSITION

- Shall, in conjunction with the relevant officers, liaise and advise on matters relating to the development, training and assessment of Junior Activities Members.
- Shall be responsible for the ongoing development and training of the Junior Activities Age Managers.
- Shall, in conjunction with the relevant officers, manage the recruitment, induction and ongoing development of Junior Activities Members.

3. QUALIFICATIONS, LICENCES AND CERTIFICATES

Essential:

- SLSA Surf Rescue Certificate or equivalent.
- SLSA Advanced Resuscitation Certificate or equivalent.

Desirable:

- SLSA Training Officer's Certificate or equivalent.

4. KEY RESPONSIBILITIES

Essential:

- Must have knowledge of the Association's responsibilities under the OH&S Act.
- Must ensure the Association complies with the OH&S Act and SLSA's OH&S policies.
- Must interpret and implement EEO principles and practices in line with SLSA's policies and procedures.
- Must maintain a close liaison with the relevant officers from within the levels of SLS Sydney and external agencies to ensure that best practice in relation to education is maintained.
- Must ensure all Junior Activities Members are competent and up to date on all lifesaving and competition techniques.
- Must ensure the Junior Activities Age Managers are up to date with all lifesaving requirements.
- Must manage the recruitment, training and assessment of new members of the Junior Activities.
- Must attend all Junior Activities Meetings of the Association.
- Must attend all Beach Committee meetings of the Association.
- Must attend all meetings of the Membership Sub-Committee.
- Must attend all general meetings of the Association.

JOB DESCRIPTION

GARIE SURF LIFE SAVING CLUB Inc.

1. IDENTIFYING DATA

POSITION TITLE:	Junior Activities Team Manager
DATE PREPARED:	10 August 2005
COMMITTEE:	Nil
SUB COMMITTEE:	Junior Activities Committee

2. PURPOSE OF THE POSITION

- Shall maintain a register of all Junior Activities Members interested in open competition.
- Shall be responsible for entering Junior Activities Members into open competition when requested.
- Shall ensure all competitors are kept informed of carnival dates, venues and report times.
- Shall arrange accommodation, transport, etc in relation to ensuring teams get to carnivals.
- Shall attend all carnivals with competitors and look after their interests at same.
- Shall be responsible for the behaviour of competitors whilst on tour or at carnivals.

3. QUALIFICATIONS, LICENCES AND CERTIFICATES

Essential:

- Nil

Desirable:

- SLSA Surf Rescue Certificate or equivalent
- SLSA Advanced Resuscitation Certificate or equivalent

4. KEY RESPONSIBILITIES

Essential:

- Must have knowledge of the Association's responsibilities under the OH&S Act.
- Must ensure the SLSA's EEO principles and policies are being adhered to.
- Must maintain a register of all members interested in open competition.
- Must ensure all competitors are kept informed of carnival dates, venues and report times.
- Must arrange accommodation, transport, etc in relation to ensuring teams get to carnivals.
- Must attend all carnivals with competitors and look after their interests at same.
- Must ensure that all members' behaviour is in accordance of that befitting a member of the Association whilst representing the Association.
- Must attend all Junior Activities Meetings of the Association.
- Must attend all general meetings of the Association.

JOB DESCRIPTION

GARIE SURF LIFE SAVING CLUB Inc.

1. IDENTIFYING DATA

POSITION TITLE:	Junior Activities Age Manager
DATE PREPARED:	10 August 2005
COMMITTEE:	Nil
SUB COMMITTEE:	Junior Activities Committee

2. PURPOSE OF THE POSITION

- Shall ensure all competitors are financial and competing in the correct age group.
- Shall be responsible for coordination and marshalling club competition to ensure that everything runs smoothly.
- Shall ensure events are run according to SLSA competition manual.

3. QUALIFICATIONS, LICENCES AND CERTIFICATES

Essential:

- SLSA Age Manager's Course.

Desirable:

- SLSA Surf Rescue Certificate or equivalent
- SLSA Advanced Resuscitation Certificate or equivalent

4. KEY RESPONSIBILITIES

Essential:

- Must have knowledge of the Association's responsibilities under the OH&S Act.
- Must ensure the SLSA's EEO principles and policies are being adhered to.
- Must ensure only financial members compete.
- Must ensure members are competing in the correct age category.
- Must ensure events are run according to SLSA competition manual.
- Must coordinate and marshal events so that competition runs smoothly.
- Must ensure that all members' behaviour is in accordance of that befitting a member of the Association whilst representing the Association.
- Must attend all Junior Activities Meetings of the Association.
- Must attend all general meetings of the Association.

JOB DESCRIPTION

GARIE SURF LIFE SAVING CLUB Inc.

1. IDENTIFYING DATA

POSITION TITLE:	Junior Activities Water Safety Officer
DATE PREPARED:	10 August 2005
COMMITTEE:	Nil
SUB COMMITTEE:	Nil

2. PURPOSE OF THE POSITION

- Shall be responsible for ensuring the safety of competitors during Junior Activities competition.
- Shall at all times be under control of the patrol captain of the day.

3. QUALIFICATIONS, LICENCES AND CERTIFICATES

Essential:

- SLSA Surf Rescue Certificate or equivalent.

Desirable:

- SLSA Bronze Medallion or equivalent.
- SLSA Advanced Resuscitation Certificate or equivalent.

4. KEY RESPONSIBILITIES

Essential:

- Must have knowledge of the Association's responsibilities under the OH&S Act.
- Must ensure the SLSA's EEO principles and policies are being adhered to.
- Must ensure safety of competitors whilst in the water for all Junior Activities events.
- Must notify the patrol captain of all rescue activities.
- Must ensure events are conducted to SLSA's safety standards.

JOB DESCRIPTION

GARIE SURF LIFE SAVING CLUB Inc.

1. IDENTIFYING DATA

POSITION TITLE: Resident Member
 DATE PREPARED: 10 August 2005
 COMMITTEE: Nil
 SUB COMMITTEE: Nil

2. PURPOSE OF THE POSITION

- To provide basic maintenance to the clubhouse at Garie Beach.
- To provide basic security for the clubhouse by being a permanent resident.

3. QUALIFICATIONS, LICENCES AND CERTIFICATES

Essential:

- Senior First Aid Certificate

Desirable:

- Nil

4. COMPETENCIES, EXPERIENCE AND PERSONAL ATTRIBUTES

General Experience:

- General handyman ability.

Personal Attributes:

- Must be friendly and able to associate with people easily.

5. KEY RESPONSIBILITIES

1: Occupational Health and Safety	
Specific duties to satisfy this responsibility	Performance Measures
<ul style="list-style-type: none"> • Compliance with the OH&S Act and the Association's OH&S policies 	<ul style="list-style-type: none"> • No failure to report identified safety risks • Appropriate action in the event of an incident or accident
2: EEO Principles and Practices	
Specific duties to satisfy this responsibility	Performance Measures
<ul style="list-style-type: none"> • Awareness of EEO Principles and practices 	<ul style="list-style-type: none"> • All practices must comply with Association's EEO principles and policies
3: Clubhouse Maintenance	
Specific duties to satisfy this responsibility	Performance Measures
<ul style="list-style-type: none"> • Clubhouse to be kept clean and tidy • Household maintenance 	<ul style="list-style-type: none"> • No failure to have clubhouse clean and tidy prior to commencement of patrols • No failure to have the function hall clean and tidy prior to a booking • No failure to have exits unobstructed at all times • No failure to have full fire extinguishers

<ul style="list-style-type: none"> • Repairs 	<ul style="list-style-type: none"> • No failure to have toilets stocked • No failure to have gas and generator fuel topped up • No failure to have all light globes working • No failure to carry out minor repairs • No failure to report any repairs requiring skilled services or expenditure to complete
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4: Clubhouse Security	
Specific duties to satisfy this responsibility	Performance Measures
<ul style="list-style-type: none"> • Ensure clubhouse security 	<ul style="list-style-type: none"> • No failure to leave clubhouse locked and secured when unattended • No failure to leave BBQs etc off, not exposing the clubhouse to risk fire

5: Reporting	
Specific duties to satisfy this responsibility	Performance Measures
<ul style="list-style-type: none"> • Must provide a written report to the monthly Committee meeting detailing <ul style="list-style-type: none"> • all purchases and expenditure • all maintenance activities • any breach or attempted breach of security • any member or leasing body leaving the clubhouse dirty or untidy 	<ul style="list-style-type: none"> • No failure to provide a report

6. SPECIFIC CONDITIONS OF EMPLOYMENT

- Must live on the premises.
- Must spend the majority of time at Garie Beach.

7. AUTHORITIES

- Is authorised to purchase and receive goods and services on behalf of the Association within the limit of \$250.

8. DIRECT BUDGET RESPONSIBILITY

Maintenance	\$250.00
Capital	Nil

.....
Date

.....
President (signature) Date

.....
Incumbent (signature) Date

*(Appendix 2)***RULES OF DEBATE**

- 1) Any member desiring to speak shall stand up and shall address the Chairman respectfully.
- 2) No member may speak more than once to a question, except in explanation or reply.
- 3) A member, who formally seconds a motion or amendment, may address the meeting in support at a subsequent stage of the debate.
- 4) A reply shall be allowed only to a member who has moved a substantive motion.
- 5) No member shall use offensive or unbecoming words.
- 6) No speaker shall digress from the subject under discussion, and impure, improper motives and all personal reflections on members shall be deemed disorderly.
- 7) Whenever the Chairman rises during debate, the member then speaking shall sit down.
- 8) No member shall interrupt another while speaking, except on a point of order.
- 9) Any member during the debate may raise the point of order, when the member then speaking shall sit down until the point of order has been decided. The member rising to the point of order shall state concisely the point, and the Chairman without further discussion shall give his ruling.
- 10) It shall be competent for any member to move a motion of dissent from the Chairman's ruling. The mover of the motion of dissent shall concisely state his point. The seconder and the Chairman only may speak to the motion.
- 11) A member may move the adjournment of the debate. If the motion be resolved in the negative, the mover shall not be allowed to again speak on the question under debate. If the motion be resolved in the affirmative, the mover shall have the right of resuming the debate at the ensuing meeting. No member shall move the adjournment at the end of his speech.
- 12) At any time during the debate, any member may without motive move "that the question now be put" and such motion being duly seconded, shall then be put without debate. If carried, the question shall be put to the vote; if lost, the debate shall proceed.
- 13) An amendment may be moved on any original motion. The Chairman shall first put the amendment to the meeting and if carried, it shall be declared to embody the decision of the meeting superseding the motion. When an amendment has been

decided, a further amendment may be moved, which, if carried, shall in turn supersede the motion. If there be no amendment, the original motion shall be put after the mover has replied.

- 14) The Chairman shall refuse to receive any amendment, which is a direct negative.
- 15) In the event of any matter being brought before any Annual or General Meeting, which affects the Chairman of the meeting, or in which he may be interested, he shall vacate the Chair and the meeting shall elect a Chairman protem until such matter is dealt with.
- 16) Voting shall be by the voices, or show of hands at the request of any member.
- 17) If a secret ballot is demanded at any meeting by two members who are present thereat, it shall be taken upon such conditions as the Chairman of such meeting directs.
- 18) The Chairman may appoint tellers to assist him in counting a vote by show of hands or division, or at a secret ballot.
- 19) The mover of an original motion must obtain the consent of his seconder and the approval of the meeting before making any alteration to the wording of his motion.
- 20) An amendment having been moved, it shall not be competent to move any further amendment but notice may be given of intention to move such further amendment when the previous amendment has been disposed of. Only one amendment can be considered at the one time.
- 21) In the absence of the President and Deputy President, the Chairman of that meeting shall be elected by vote of the members in attendance thereat.