



# REGULATIONS

# INTRODUCTION

- 1 These Regulations have been developed and specified according to Rule 39 of the Constitution of the Raglan Surf Life Saving Club. They contain various procedures and requirements which are binding on all Members
- 2 The Regulations may be amended and updated by the Board from time to time. Any such changes must be advised to Members as specified in Rule 39 of the Constitution.
- 3 The Regulations are complementary to the following documents:
  - (a) The Constitution
  - (b) Strategic and Annual Planning
  - (c) The Policy Specifications and the National Standard Operating Procedures and the Club/Service Operating Procedures
  - (d) Lifeguard, Sport and Education Updates from SLSNZ and SLSNR
  - (e) Policy statements from SLSNZ and SLSNR

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# 1. LIFE MEMBERSHIP - NOMINATION AND PROCESS

- 1.1 Under Rule 6.1 of the Constitution a Member shall be nominated for Life Membership on the recommendation of the Awards Committee made to the Board of Directors.
- 1.2 To be eligible for nomination as a Life Member the nominee must have
  - (a) Been a member of the Raglan Surf Life Saving Club for a period of fifteen years or more
  - (b) Provided outstanding exemplary service to the Raglan Surf Life Saving Club
- 1.3 Nomination for Life Membership by the Board of Directors must be received by the Secretary sixty (60) days prior to the AGM. The details that are required are:
  - (a) Full name and address of nominee.
  - (b) Dates and details about the nominee as an active lifeguard and/or official.
  - (c) Details of exemplary service made to the club.
- 1.4 Life Memberships are conferred at AGM's of the Club.

# 2. POSITION DESCRIPTIONS

- 2.1 As specified in Rule 13.3 of the Constitution position descriptions for Elected Officers are contained in the Regulations.
- 2.2 The position descriptions are updated by the Board of Directors at the third Board meeting after each AGM and any changes made are communicated to the membership for their information.
- 2.3 The current position descriptions for Board and Operational Committee positions are recorded in Appendix D.

# 3. OPERATIONAL COMMITTEES

## 3.1 Roles of Operational Committees

- 3.1.1 The roles of the Operational Committees are to:
  - (a) assist the Board to develop the annual plans and budgets for their own respective area of operation
  - (b) implement and oversee plans in (a) above
  - (c) monitor and review progress against targets including financial expenditure
  - (d) make recommendations to the Board regarding operational regulations and policy

## 3.2 Membership and Structure of Operational Committees

- 3.2.1 The membership and structure of each Operational Committee is specified in Appendix A
- 3.2.2 Chairs of Operational Committees have the power to co-opt with confirmation of any such co-option approved by the Board at its next meeting.

## 3.3 Election of Operational Committee Members

- 3.3.1 Members of the Operational Committees are appointed by the Chairs and confirmed by the Board within a timely manner after each AGM

## 3.4 Term of Office for Operational Committee Members

3.4.1 Subject to Rule 22 (Removal of Board Member), the term of office for Operational Committee Members shall be one year, expiring at the conclusion of the relevant Annual General Meeting.

3.4.2 The term of office for all Co-Opted Operational Committee Members shall be the period from their appointment until the conclusion of the first Annual General Meeting following such appointment.

### **3.5 Rights of Operational Committee Members**

All Members of each Operational Committee have the right to attend, speak and vote at all meetings of the Operational Committee of which they are a member of.

### **3.6 Vacancies on Operational Committees**

3.6.1 Any vacancy on Operational Committees can be filled by appointment by the chair and approval of the Board of Directors.

3.6.2 The term of office for a person appointed as an Operational Committee member under Rule 3.6.1 shall expire at the conclusion of the Annual General Meeting following their appointment.

### **3.7 Powers of the Operational Committees**

3.7.1 Operational Committees have the power to:

- (a) Develop plans and budgets for their specific area of operation
- (b) Implement, monitor and review progress of plans according to targets
- (c) Expend income according to the budget approved by the Board
- (d) Develop regulations and policies

### **3.8 Meetings of Operational Committees**

3.8.1 Each Operational Committee shall meet at such places and times and in such manner as it shall determine as deemed appropriate by their Chair/Director..

3.8.2 Key meetings may be held in September to prepare and plan for the upcoming season and in April/May to review progress made during the season and budget for CGF funding requests.

3.8.3 The Chair/Director of each Operational Committee is responsible for:

- (a) Circulating agendas to its members at least seven days before meetings
- (b) Having minutes recorded and circulated to Operational Committee Members and to the Board
- (c) Providing reports of meetings to the Board

3.8.4 An Operational Committee Member who is absent from two (2) more of the relevant of Operational Committee meetings without prior approval of the respective Operational Committee or without reasonable explanation shall be deemed to have vacated their office as an Operational Committee member.

### **3.9 Voting at Operational Committee Meetings**

3.9.1 Each Operational Committee Member shall have one vote at relevant Operational Committee meetings.

3.9.2 The Chair/Director shall have both a casting and deliberative vote.

3.9.3 All decisions and resolutions of the Operational Committee shall be determined by a vote of a majority of Operational Committee Members present at each respective Operational Committee meeting.

3.9.4 Voting may be verbal, by a show of hands or by secret ballot if requested by any member of the Operational Committee.

### **3.10 Quorum for Operational Committee Meetings**

There must be at least a fifty percent (50%) attendance of Operational Committee Members at Operational Committee meetings to constitute a quorum.

### **3.11 Removal of Elected Officers from Operational Committees**

Such removal is determined by Rule 22 of the Constitution.

## **4. POSTAL VOTING PROCESS**

- 4.1 If, under Rule 32 of the Constitution, the Board considers it appropriate for a matter or matters to be determined by the members by postal vote, the process for doing so shall be as set out in this Regulation.
- 4.2 Any Member or the Board may submit to the Administrator a written motion to be determined by postal vote provided that such motion is made within not less than thirty (30) days prior to a scheduled General Meeting and is accompanied by explanation of the purpose and impact of the proposed motion.
- 4.3 The proposed motion must be worded in such a way that it is consistent with the defined words and format of the Constitution, and that it requires either a vote “for” or “against” the proposed motion.
- 4.4 Upon receipt of a proposed motion submitted under these Regulations, the Administrator and/or the Chairperson shall review the proposed motion to ensure it complies with Regulation 4.2 and 4.3. If s/he considers it may not, the Administrator must advise the proposer of the motion of the changes required and provide the opportunity to resubmit the motion.
- 4.5 If the Administrator considers the motion or re-submitted motion does comply with these Regulations s/he shall notify all members and the Board of the proposed motion as set out in Appendix A. This template specifies the date, time and process for the return of votes.
- 4.6 The notification of the proposed motion shall be done by any one or more of the following methods:
  - (a) Delivered or mailed to Members at the address last known to the Raglan Surf Life Saving Club; or
  - (b) Emailed to Members at the email address last known to the Raglan Surf Life Saving Club.
- 4.7 The return of votes by Members shall be done by one or more of the following methods:
  - (a) Delivered or mailed to the Administrator at the registered office or post box of the Raglan Surf Life Saving Club.
  - (b) Emailed to the Administrator at the email address specified on the voting form; and
  - (c) Also in accordance with any specific instructions set out in the voting form. See Appendix A for the voting form template.
- 4.8 If the vote is returned by postal mail the signed and completed voting form (or a copy of it) must be returned. If the vote is by email it must state what the motion was (in identical words to that of the voting form) with a clear statement of whether the vote is “for” or “against” the motion.
- 4.9 On receipt of the votes, the Secretary shall:
  - (a) Be satisfied that the Member is a current Member of the Raglan Surf Life Saving Club and has no outstanding debt to the Raglan Surf Life Saving Club.
  - (b) Ensure the vote is, in the case of delivered, mailed, or facsimile vote, in the correct form or in the case of an email vote, correctly worded, and
  - (c) Ensure the vote is received by the date and time, at the correct address specified.
- 4.10 The Administrator shall forward the votes to the scrutineers for counting.
- 4.11 Upon notification by the Administrator of a postal vote under these Regulations, the President shall appoint two scrutineers to count the votes and advise of the results.
- 4.12 The scrutineers shall count the votes and advise the President of the results in writing as soon as is practicable.
- 4.13 On receipt of the results, the President shall request the Administrator to notify all Members and the Board of the outcome of the vote.
- 4.14 The Administrator shall keep a minute of the proposed motion and the outcome of the vote including a list of the Members who voted. This minute shall be presented at the next General Meeting for approval and inclusion in the minute book.

## 5. USE OF COMMON SEAL

- 5.1 The common seal of the Raglan Surf Life Saving Club shall be held in a secure place by the Administrator.
- 5.2 The common seal shall be used for the execution of all deeds entered into by the Raglan Surf Life Saving Club. The seal need not be, but may be, used for any contracts or agreements entered into by the club.
- 5.3 When the common seal is proposed to be used the Administrator shall obtain the Board approval prior to execution.
- 5.4 A record of use of the common seal is to be kept by the Administrator.

## 6. JUDICIARY COMMITTEE

The functioning of the Judiciary Committee must proceed according to the guidelines specified in the Regulations Surf Life Saving New Zealand. Details are specified below.

### Process of Judiciary Committee

#### 6.1 JURISDICTION

In the event that the Board refers an allegation, appeal or matter to the Judiciary Committee under Rule 19 of the Constitution, the procedure set out in this Regulation shall apply.

#### 6.2 PROCEDURES

6.2.1 The Board shall clearly set out in writing the allegation, appeal or matter(s) required to be investigated or determined by the Judiciary Committee.

6.2.2 The President shall determine the availability of the Judiciary Committee members and in consultation with the Board determine a date, time and place for the investigation and/or hearing of the allegations.

6.2.3 Upon receipt of a referral the Chairperson of the Judiciary Committee shall as soon as practicable request the party or parties concerned in the referral to a hearing before the Judiciary Committee.

6.2.4 All parties concerned shall be given at least 7 days' notice of the hearing by the Judiciary Committee. The notice of the hearing shall:

- A. Be in writing.
- B. State that the party or parties concerned, are required to appear and in what capacity.
- C. State the nature of the hearing and the matters or alleged offence(s) the subject of investigation or determination, the possible penalty or penalties and the date, place and time of the hearing; and
- D. Be delivered personally, by post and/or by facsimile to the last known address or facsimile number of the party or parties concerned.

6.2.5 The hearing shall take place as soon as practicable. It may be held in person, by consideration of written submissions, by telephone or video conference, or any combination of the above or otherwise as determined by the Judiciary Committee.

6.2.6 Persons appearing before the Judiciary Committee shall be entitled to call witnesses but must present their case in person unless the Judiciary Committee permits presentation through an advocate or legal representative. All parties and their witnesses shall be given a full opportunity to be heard and the Judiciary Committee shall comply with the principles of natural justice.



6.2.7 If the person against whom the allegation is made is absent or fails to make any written submissions, or their witness is absent, a decision may be made by the Judiciary Committee in their absence. Before making such a decision the Judiciary Committee must satisfy itself that the person concerned was aware of the time, date and place of hearing and had been requested to participate in accordance with these Regulations.

6.2.8 If the hearing is in person, the Chairperson shall announce the opening of the hearing, stating the Judiciary's Committee's authority, jurisdiction, composition and the nature and purpose(s) of the hearing.

6.2.9 The procedure to be followed at a hearing shall be clearly explained by the Chairperson. The Chairperson shall determine who is entitled to be present throughout hearing during evidence and submissions and whether or not the proceedings are to be confidential.

6.2.10 The matter(s) which are the subject of hearing shall then be read to the person(s) concerned. The body or person reporting the matter(s) which is the subject of the hearing shall be given the opportunity to report the circumstances of those matter(s). The person(s) concerned will be given the opportunity to respond to this report and present evidence submissions as to their view of the circumstances of those matter(s). Any witnesses called by either the reporting body or the person(s) concerned will be given the opportunity to give evidence or make submissions. Witnesses may be questioned on their evidence. Evidence and/or submissions may be given in writing.

6.2.11 The Judiciary Committee will consider the evidence presented. The Judiciary Committee may adjourn the hearing if necessary to do so. No other person shall be present or partake in any discussion with the Judiciary Committee at this time.

6.2.12 The Chairperson shall, if necessary, make orders as to the direction of the hearing.

6.2.13 A member of the Judiciary Committee shall act as the Committee Secretary and keep records of all investigations, the hearing and decisions.

6.2.14 The Judiciary Committee shall have the power to require attendance of any Member or their representative at any proceedings before it. Where a person who is required to attend (whether in person or teleconference), fails to attend without reasonable excuse, the Judiciary Committee may draw inferences from that failure to attend.

6.2.15 If the Judiciary Committee finds an offence has not been committed, or the appeal is not successful, it will advise the Board as soon as possible, and dismiss the matter, accordingly.

6.2.16 If the Judiciary Committee finds an offence has been committed or an appeal is successful, it may impose, in its discretion, an appropriate penalty or penalties set out in these Regulations.

6.2.17 Further, or in the alternative to imposing any penalty, the Judiciary Committee may report its findings to the Board with such recommendations as it considers appropriate.

6.2.18 If a decision cannot be given by the Judiciary Committee immediately after the hearing, the relevant party or parties must be advised of the date by which the decision will be given.

6.2.19 The decision, any penalty, the reasons for the decision and notice of the person's appeal rights shall be given in writing to the parties, and the Board, signed by the Chairperson of the Judiciary Committee.

6.2.20 Every decision of the Judiciary Committee under this Regulation shall be conveyed in writing to the parties concerned.

6.2.21 Each party and person involved in any proceedings under these Regulations shall bear their own costs. The Judiciary Committee has no right to award costs.

### **6.3 RECOMMENDATIONS & PENALTIES**

6.3.1 If the Judiciary Committee finds that an offence under Rule 11 of the Constitution has been committed, it may make recommendations to the Board and/or impose any one or more of the following penalties:

- A. A reprimand.
- B. Suspension from such activities of the club including competitions, events, General Meetings or other activities, on such terms and for such period as it thinks fit.
- C. Exclusion from a particular competition, activity, meeting, event or events of the club, Northern SLSNR and SLSNZ District Association(s), Club(s) and/or Community Lifesaving Service(s).
- D. Suspension or termination of membership of the club.
- E. Fines imposed in such manner and in such amount as the Judiciary Committee thinks fit.
- F. Another penalty specified in the Regulation, policy, resolution or determination which the member has breached, failed, refused or neglected to comply with.
- G. Such other penalty as the Judiciary Committee considers commensurate with the offence; and/or
- H. Such combination of any of the above penalties as the Judiciary Committee thinks fit.
- I. If there is a risk of reoffense at another SLSNZ club the committee must report the investigation to SLSNZ and SLSNR CEO.

## **7. Discipline Issues that Require Prompt Action from Board Members**

The steps in this process are listed below.

- A. Board members have the power to stand a member down immediately where the member is in serious breach of the rules and/or policies of the Club. Such a decision must be supported by another Board member. The initial stand down period is for seven days.
- B. Peer Support Officers can request a member be stood down with the support of professional advice from a doctor, counselor or Psychiatrist. This request is to be approved by the President or Chairperson without delay. The initial stand down will be immediate and for a period of seven days.
- C. Any member who is stood down must leave the Club House (or relevant venue) as soon as is practicable and leave in a safe manner. The consequences for a member who is stood down are the same as those that apply for suspension of membership – see Rule 11.4 in the Constitution.
- D. In the case where an incident escalates Board members are advised to call the police.
- E. Any stand down decision must be reported to the Chairperson as soon as it has been issued.
- F. Stand down incidents are investigated by the Chairperson and discussed with both the member/s involved and with the Board members who invoked the stand down and reported the incident to the Chairperson.
- G. Once the Chairperson has completed his/her investigation as per step 5 above he/she must report the findings to the Board.
- H. The Board will take whatever disciplinary action it considers necessary with due regard to the application of the Constitution namely Rule 10, Resignation, Suspension and Termination of Membership and Rule 11 Discipline. The Board will advise the affected member accordingly. This process must be completed within the seven days after the occurrence of the incident.
- I. Any disciplinary action taken by the Board is recorded in the minutes of the appropriate Board meeting and the Chairperson informs the Club Membership of such action by way of appropriate posts in the Club's Facebook page.
- J. In the case of a minor being found drinking at the club rooms an automatic stand down of 4 weeks will apply from the date of the offence. However, this penalty will not replace any additional action taken by the Board in accordance with the steps specified above.
- K. In the case of any member found doing illicit drugs at the club rooms an automatic stand down of 4 weeks will apply from the date of the offence. However, this penalty will not replace any additional action taken by the Board in accordance with the steps specified above.

## **8. Process for a Board Enquiry into a Disciplinary Matter, Allegation or Complaint**

### **8.1 JURISDICTION**

8.1.1 Under clause 11.2.ii of the Raglan SLSC Constitution the Board may make its own enquiries or appoint an independent person to make enquiries regarding any disciplinary matter, allegation, or complaint. It has the authority to impose on the member/s any of the penalties listed in provision 8.3 of this Regulation.

8.1.2 Before deciding to undertake any such enquiry the Board must have received from the complainant a written report clearly outlining the nature and facts of the disciplinary matter, allegation, or complaint. This report must be signed and dated by the complainant. Such reports must be directed to the Chairperson in the first instance.

### **8.2 PROCEDURES**

8.2.1 The Board shall appoint Board member/s or a person independent of the Board to undertake enquiries regarding the disciplinary matter referred to it. Any such appointment must be documented in the relevant Board meeting minutes.

8.2.2 The Board shall clearly set out in writing the disciplinary matter, allegation, or complaint required to be investigated or determined by the Board appointed personnel.

8.2.3 The Chairperson shall determine the availability of the Board appointed personnel and in consultation with the Board determine a date, time and place for the investigation and/or hearing of the allegations.

8.2.4 Upon receipt of a referral for an investigation the appropriate member of the Board appointed personnel shall as soon as practicable request the party or parties concerned in the referral to a hearing before the Board appointed personnel as specified in 8.2.3 above.

8.2.5 All parties concerned shall be given at least 7 days' notice of the hearing by the appointed personnel. The notice of the hearing shall:

- A. Be in writing.
- B. State that the party or parties concerned, are required to appear and in what capacity.
- C. State the nature of the hearing and the matters or alleged offence(s) the subject of investigation or determination, the possible penalty or penalties and the date, place and time of the hearing.
- D. Be delivered personally, by post and/or by email and/or facsimile to the last known address, email address or facsimile number of the party or parties concerned.

8.2.6 The hearing shall take place as specified in provision 8.2.3. It may be held in person, by consideration of written submissions, by telephone or video conference, or any combination of the above or otherwise as determined by the Board appointed personnel.

8.2.7 Persons appearing before the Board appointed personnel shall be entitled to call witnesses but must present their case in person unless the Board appointed personnel permits presentation through an advocate or legal representative. All parties and their witnesses shall be given a full opportunity to be heard and the proceedings must comply with the principles of natural justice.

8.2.8 If the person against whom the allegation is made is absent or fails to make any written submissions, or their witness is absent, a decision may be made by the Board appointed personnel in their absence. Before making such a decision the Board

appointed personnel must satisfy themselves that the person concerned was aware of the time, date and place of hearing and had been requested to participate in accordance with these Regulations.

8.2.9 If the hearing is in person, the spokesperson for the Board appointed personnel shall announce the opening of the hearing, the authority of the Board appointed personnel, its jurisdiction, composition and the nature and purpose(s) of the hearing.

8.2.10 The procedure to be followed at a hearing shall be clearly explained by the designated Spokesperson. The Spokesperson shall determine who is entitled to be present throughout hearing during evidence and submissions and whether or not the proceedings are to be confidential.

8.2.11 The matter(s) which are the subject of hearing shall then be read to the person(s) concerned. The body or person reporting the matter(s) which is the subject of the hearing shall be given the opportunity to report the circumstances of those matter(s). The person(s) concerned will be given the opportunity to respond to this report and present evidence submissions as to their view of the circumstances of those matter(s). Any witnesses called by either the reporting body or the person(s) concerned will be given the opportunity to give evidence or make submissions. Witnesses may be questioned on their evidence. Evidence and/or submissions may be given in writing.

8.2.12 The Board appointed personnel will consider the evidence presented. They may adjourn the hearing if necessary to do so. No other person shall be present or partake in any discussion with them at this time.

8.2.13 The Spokesperson shall, if necessary, make orders as to the direction of the hearing.

8.2.14 A member of the Board appointed personnel shall act as the group secretary and keep records of all investigations, the hearing and decisions.

8.2.15 The Board appointed personnel shall have the power to require attendance of any Member or their representative at any of the proceedings before it. Where a person who is required to attend (whether in person or teleconference), fails to attend without reasonable excuse, the Board appointed personnel may draw inferences from that failure to attend.

8.2.16 If the Board appointed personnel find that an offence has not been committed, it will advise the Board as soon as possible, and dismiss the matter, accordingly.

8.2.17 If the Board appointed personnel find an offence has been committed they must report their findings to the Board with recommendations as they consider to be appropriate. A full list of recommendations and penalties are detailed in Regulation 8.3.

8.2.18 If a decision cannot be given by the Board appointed personnel immediately after the hearing, the relevant party or parties must be advised of the date by which the decision will be given.

8.2.19 The decision, any penalty, the reasons for the decision and notice of the person's appeal rights shall be given in writing to the parties, and the Board, signed by the Spokesperson of the Board appointed personnel.

8.2.20 Every decision of the Board appointed personnel under this Regulation shall be conveyed in writing to the parties concerned.

8.2.21 Each party and person involved in any proceedings under these Regulations shall bear their own costs. The Board has no right to award costs.

8.2.22 The Chairperson has the responsibility of informing the Club Membership of any disciplinary actions taken by the Board. The Chairperson informs the Membership by way of appropriate posts in the Club's Facebook page.

### **8.3 RECOMMENDATIONS & PENALTIES**

8.3.1 If the Board appointed personnel find that an offence under Rule 12 of the Constitution has been committed, it may make recommendations to the Board suggesting any one or more of the following penalties:

- A. A reprimand.
- B. Suspension from such activities of the club including competitions, events, General Meetings or other activities, on such terms and for such period as it thinks fit.
- C. Exclusion from a competition, activity, meeting, event or events of the Club, SLSNR and SLSNZ.
- D. Suspension or termination of membership of the club.
- E. Fines, imposed in such manner and in such amount as the Board thinks fit.
- F. Another penalty specified in the Regulation, policy, resolution or determination which the member has breached, failed, refused or neglected to comply with.
- G. Such other penalties as the Board appointed personnel consider commensurate with the offence.
- H. Such combination of any of the above penalties as the Board thinks fit.

## 9. THE DUTY OF CARE OF MEMBERS INVOLVED IN DISCIPLINE INCIDENTS

**a. This Regulation applies to both Complainants and Alleged Offenders who are members of the Raglan SLSC and who are involved in discipline incidents.**

b. The Board has a “Duty of Care Responsibility” regarding the welfare of Club Complainants and Alleged Club Offenders by providing support and counselling before, during and after discipline hearings.

c. In the Raglan SLSC this responsibility of managing the support and counselling services for its members is delegated to the Chairperson or other such person/s as the Board may wish to appoint.

d. The Chairperson must make all reasonable efforts prior to, at and after Discipline Hearings to ascertain whether individuals would like to take up the opportunity of attending counselling or guidance courses.

e. In the first instance individuals can be advised to contact the Club guidance personnel, Welfare Officers, Peer Support Officers, Board Members, Patrol Captains to discuss their concerns. Should further support be required then the individuals can be referred to Benestar.

Address - 6/37 Moore Street, Howick, Auckland 2014

Telephone 0800 360 364

To access Benestar Counselling online head to:

<https://www.benestar.com/user/login>

In the “not registered?” section:

- 1. Enter the SLSNZ ID: XEROCUSTNZ
- 2. Enter token/password: XEROCUSTNZ1

Or call 0800 360 364. State you are from Surf Lifesaving and accessing as part of the Xero Assistance Program.

\*Family members are classified as ‘immediate family members living in the same household’.

Surf Life Saving Northern Region covers the cost of the these sessions.

f. Individuals seeking financial support from the Board for other counselling and guidance courses other than what is offered by Benestar can apply to the Board and where deemed appropriate funding support will be available on a subsidized basis should such funding be available.

## 10. BOARD CONFIDENTIALITY POLICY

### INTRODUCTION

Board confidentiality is important. It encourages open and frank discussion at meetings, helps facilitate the development of vision and the implementation of an effective strategy to achieve that vision, and protects information that is confidential, personal, or relates to employment, commercial or legal matters.

## **PURPOSE**

The purpose of this policy is to facilitate effective governance of the Raglan SLSC by ensuring Board confidentiality.

## **POLICY**

Board members must keep confidential all information pertaining to matters dealt with by the Board. This includes board meeting minutes, agendas, contact details, reports to the Board and associated documents, and information contained in those documents.

The obligation to maintain confidentiality continues to apply even after a person has left the Board.

Maintaining confidentiality as a general rule will also help ensure observance by Board members of the following legal duty:

*A person who obtains information because they are, or have been, a member of the Board must not improperly use the information to:*

- *Gain an advantage for themselves or someone else; or*
- *Cause detriment to the organization.*

If a request is made for access to one or more Board Papers\*, the Board may on a case-by-case basis resolve to provide access to the document/s. In considering this request, the Board will have regard to:

- The importance of maintaining confidentiality to facilitate effective board meetings.
- The importance of complying with the law – including privacy law – and recognizing that the law sometimes creates duties to disclose or protect information.
- Whether the person requesting the document is a member, and the important role of members in holding the Board accountable; and
- The need to be consistent in the way that documents are treated, and the consequence of establishing any precedents or expectations.

Nothing in this policy is intended to prevent the Board from seeking confidential legal, accounting, financial or other expert advice from independent professionals to assist the Board in carrying out its functions.

Any person who is not a member of the Board but is present at a Board meeting (or part of a meeting) must maintain in confidence all information obtained because of their participation in the meeting.

**\*Board Papers** means all written communications to Board member/s including without limitation monthly/quarterly board papers, submissions, minutes, letters, memoranda, Board committee and subcommittee papers and copies of other documents referred to in any of the above mentioned documents made available to the Board members as a Board member during his or her time in office.

## **RESPONSIBILITIES**

The Chairperson is responsible for bringing this policy to the attention of prospective Board members.

The Club Administrator must ensure that it is included in the induction kit (if such a kit exists) for new Board members.

Requests for access to Board Papers should be made to the Club Administrator who should include consideration of the request as an item on the Board agenda.

## **PROCEDURES**

The Club Administrator shall ensure that Board Papers are created, maintained and distributed in a manner which is consistent with their confidential status. They shall be kept separately from other (non-confidential) documents and stored in a manner which limits access to them by unauthorized persons (including employees).

In the circumstances where a request for access to Board Papers has been made, and there is reason to believe that there are laws governing the disclosure or non-disclosure of the document, the Chairperson will obtain legal advice on the matter to assist the Board in its consideration of the request.

**NOTE:** The policy was adapted from a resource produced by the Institute of Community Directors, Australia.

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## 11. Conflict of Interest/Pānga Rongorua

- a. A conflict of interest exists for an officer if the officer's interests or duty in a particular matter conflicts, or might conflict, with his or her duty to the charitable entity.
- b. When a conflict of interest exists for an officer, that officer must declare the nature of the conflict or the potential conflict. The officer must not take part in deliberations or proceedings including decision-making in relation to the conflict of interest. The officer must not be counted in the quorum required for decision-making on the matter for which he or she has the conflict of interest.
- c. That the officer with the conflict can't vote on that particular decision
- d. The officer will exclude themselves from that discussion in a meeting .

Refer to Appendix B for example

## 12. INTELLECTUAL PROPERTY AND COLOURS

- (a) Competition Cap  
The competition cap is black and red
- (b) Competition Costumes  
Both men's and women's costumes must have elements of black and red in their design.
- (c) Club Logo  
The Club logo shall be as depicted below.



- (d) Club Letterhead  
The Club letterhead shall be as determined by the Board from time to time. The current letterhead has the Raglan logo in the top left-hand corner of the page.

### **13. PROCESS FOR THE APPOINTMENT OF CO-OPTED BOARD MEMBERS BY THE BOARD OF DIRECTORS (adapted from the SLSNZ Constitution Rule 15.3 - page15/16).**

If the Board wishes to appoint an additional person to the Board under Rule 13.3 the Board may advertise publicly or invite expressions of interest for the position.

Applications or expressions of interest must be emailed to the Club Administrator by the date specified in any advertisement calling for applications or by the date specified in the expression of interest document. Following receipt of the applications the Club Administrator shall forward them on to the Board to consider.

The Board shall have regard to the factors relating to the specific appointment in appointing a person to fill the position in question.

The term of office for a Co-opted Board Member shall be one (1) year or the balance of the year from the date of their appointment, expiring at the AGM following their appointment.

### **14. PROCESS FOR THE APPOINTMENT OF POSITIONS ON THE FIVE OPERATIONAL COMMITTEES**

- A. In conjunction with the Notice for each AGM the Administrator circulates information for Members seeking Expressions of Interest for Board appointment to positions on the four Operational Committees. See Regulation 15 for the template for this email.
- B. Interested candidates must supply the following details in their written Expression of Interest:
  - 1. Name, home address, telephone number, email address
  - 2. Any supporting information
- C. Expressions of interest must be emailed to the Club Administrator not less than 14 days prior to the date set for the AGM.
- D. The expressions of interest are forwarded on to the Chair of the relevant Operational Committee who will consider them and decide on the appointments to be made. After discussions with the Chair of the Board, the appointments will be confirmed asap and ratified within three weeks prior to the start of the Patrolling season.
- E. Notification to Candidates of Appointment to Operational Committees - the Chairs of each Operational Committee must notify candidates of the results of their Expressions Interest applications by email. The notification process must be completed by two weeks prior to the start of the patrolling season..
- F. It is the responsibility of the Chairs of Operational Committees to induct members appointed to their Committees by way of a quality induction programme, which must include a review of the relevant Position Description.
- G. Where Chairs have to replace members of their Committee during the season, they have the power to make such appointments and advise the Chair of the Board accordingly for Board approval. Subsequently the appointment will be confirmed by the Board.

### **15. SAR Squad-Draft**

- a. To be an active member of the SAR squad members must have completed 20 hours of patrolling in the season previous
- b. Members must meet all eligibility requirements set out by SLSNZ



## 16. Process for the Annual Payment of Family Membership fees and Voting Rights at General Meetings

### A. Listed below is the Process for the Annual Payment of Family Membership Fees

1. Family Membership Fees are due for payment on the first day of October each year.  
Payment of these fees must be made on or before 16 October each year for Family Members to retain their Membership rights and benefits, which include insurance cover, use of the Clubhouse and equipment and participation in Club activities and programmes.
2. When making payment of Family Membership fees the Family Member must state the names, addresses and telephone numbers of the family members covered by their particular Family Membership payment.  
This membership information will be logged into the Membership Database of Surf Lifesaving NZ by a Raglan SLSC Administrator for reference and insurance purposes.
3. The members covered by the Membership Subscription must be close family members namely, wives, husbands, domestic partnerships, daughters, sons..

### B. Voting Rights for Family Membership Members

Each Member of Family Memberships who are 14 years and over at the dates set for General Meetings are entitled to speak and exercise one vote at such General Meetings.

## 17 Board of Director Duties

The *New Zealand Companies Act 1993* (Companies Law) sets out a director's duties. As a director of a company in New Zealand, you must as a minimum:

- act in good faith and in the best interests of the company;
- exercise due care, diligence and skill that a reasonable director would exercise in the same circumstances;
- exercise powers for a proper purpose;
- comply with the Companies Law and with the company's constitutions;
- not engage in reckless trading; and
- avoid incurring obligations unless satisfied that the company will be able to honour them when required to do so.

### Acting in Good Faith

When you exercise your powers or perform your duties as a director of a company in New Zealand, you must ensure that:

- you act in **good faith**; and
- in what you believe is the best interests of the company.

This means that you should avoid acts that promote your own interests at the expense of the company.

There are certain limited exceptions to this duty. For example:

- directors of wholly-owned subsidiaries may act in a way that they believe is in the best interests of the holding company, even if that is not the case; and
- directors of a company that is carrying out a joint venture between the shareholders, may act in a manner that they believe is in the best interests of a shareholder (or shareholders), even if that is not the case.

However, these exceptions will only apply if they are expressly permitted by the company's constitution.

### Due Care, Diligence and Skill

When exercising your powers or performing your duties as a director of a New Zealand company, you must exercise the care, diligence and skill that a reasonable director would exercise in the same circumstances. In doing so, you must take into account the:

- nature of the company;
- nature of the decision;
- position of the director; and
- nature of the responsibilities that you undertake.

This is an objective test of how the reasonable director in the same circumstances would act. You should make sure that you understand the business and the financial statements and you should always exercise informed independent judgment. You should not rely on the other company directors to inform you.

# APPENDIX A POSTAL VOTING FORM

## Regulation 4.0

### Lodging

This postal vote must be lodged by \_\_\_\_\_ [Insert Date & Time]

### Motion

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### Vote

I \_\_\_\_\_ of

First Name

Surname

\_\_\_\_\_

Address

being a.....Member of the Raglan Surf Life Saving Club wish to register a vote

FOR / AGAINST [delete non-preferred outcome] the above motion.

### Methods for lodging a postal vote:

A postal vote must be cast by email and sent to the address below.

The Club Administrator  
Raglan Surf Life Saving Club  
Email Address

# Appendix B

## Conflicts of Interest

### When do conflicts of interest arise?

A conflict of interest can arise when:

- an officer could benefit financially or otherwise from the charity, either directly or indirectly through someone they are connected to, or
- when an officer's duty to the charity competes with a duty or loyalty they have to another organisation or person.

This includes any situation where it could be perceived that an officer's personal interest or loyalties could affect their decision making.

Conflicts of interest commonly arise in situations where:

- the governing groups' decision could lead to employment for an officer or a member of their family
- an officer stands to gain financially from business dealings, programmes or services provided to the charity, or
- information provided to the governing group in confidence might give an advantage to an officer's business.

### How do we manage conflicts of interest?

There are a few steps you can take to make sure conflicts of interest don't affect the decision making.

1. Declare any interests at the first board meeting after the AGM, Declare any interests if they arise during the season with new business.
2. Ensure the officer with the conflict does not participate in the discussion or decision-making process.
3. Record details of the discussions and decisions made in the minutes and a conflict register.
4. Significant transactions with a conflict of interest should be reported in the end of year financial statements as a related party transaction. This is a requirement of the reporting standards for registered charities.

When a conflict of interest is serious, it may be best to resolve the conflict by:

- not pursuing the course of action
- proceeding in a different way so that the conflict of interest does not arise
- appointing further independent officers (if this is applicable), or
- not appointing a particular officer or requesting the officer to resign from the position.

Check to see if your charity has a Conflict of interest clause in its rules (governing document, deed or constitution) and/or policies. It is good practice to have a conflict-of-interest clause in the rules and a conflict of interest policy, as they provide guidance to officers about how to identify and disclose conflicts of interest. You can use the Example conflict of interest policy to help your charity develop a policy.

### Examples of conflict of interest

#### Employing a member of family

Jane is a member of a charity's governing group. There is a vacancy at the charity for an administrator and Jane's son has expressed an interest in applying for the position.

Jane has an interest in her son getting the job he wants but must also act in the best interest of the charity. Therefore, there is a conflict of interest.

Jane should advise the board of the situation and should not be involved in the decisions regarding filling the position.

#### Receiving donations and making payments to a trustee's business

Nikau is a trustee of a small charity set up to help kids with reading. Nikau is also the owner of a children's bookstore, which donates some books to the charity and gives discounted rates on other books.

Payments and donations between the charity and the bookstore will create a conflict of interest as Nikau has an interest in both.

Nikau should make sure other trustees are aware that he owns the bookstore and should not be involved in any decisions to purchase books from his store. The charity will also need to record the transactions and donations between the charity and bookstore as a related party transaction in their end of year financial reporting.

#### **Paying officers, a salary when officers are related**

A brother and sister have set up a charity and are the only officers. They will be undertaking a significant amount of work and intend to pay themselves a salary.

The brother has an interest in getting paid and an interest in his sister getting paid. However, he must also act in the best interest of the charity. This creates a conflict of interest.

The brother and sister must not be involved in the decision making about any payments to themselves or to each other. Independent officers should be appointed to make the decision about salaries and the salaries must be market value or lower.

#### **Example conflict of interest policy**

##### **The purpose of this conflict-of-interest policy is to ensure:**

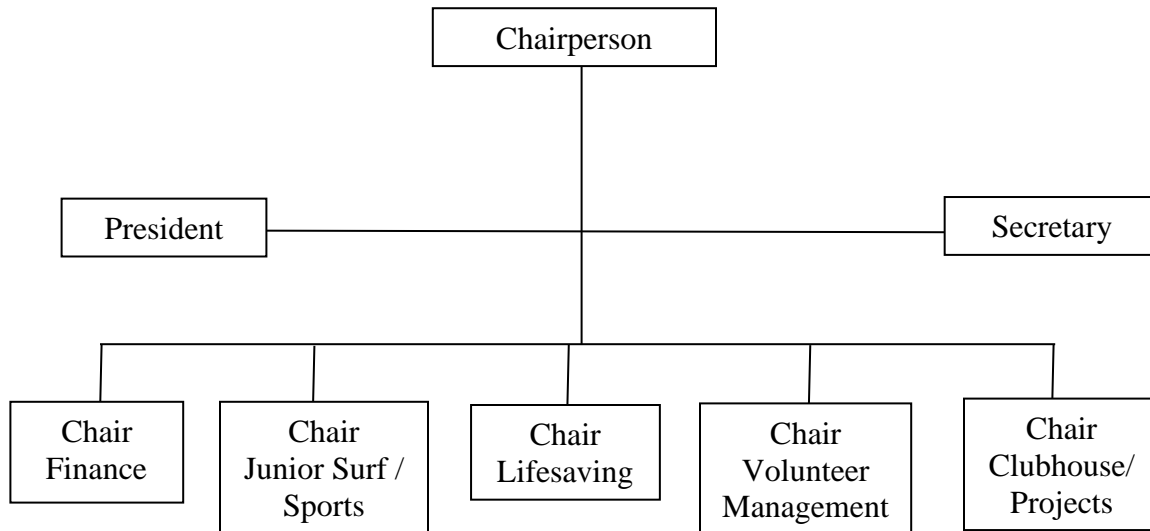
- decisions made are in the best interest of the charity when contemplating entering into a transaction, contract or arrangement that might benefit the private or personal interests of members of the governing group
- the governing group acts at all times in the best interest of the charity
- officers do not directly or indirectly receive and profit from his or her position
- any financial interest is disclosed, and
- officers do not use their position to obtain information to achieve financial benefit for themselves or another close family member, friend, or for another organisation. Family includes anyone related by blood, marriage or domestic partnership.

##### **These procedures will be followed to ensure decisions are made in the best interest of the charity.**

1. An interest register will be regularly maintained and monitored where officers will register any perceived, current or potential interests. The interest register will include information about:
  - the officer affected
  - the type of conflict of interest, and
  - how it will be ensured that decisions are made in the charity's best interest.
2. At the beginning of every governing group meeting, conflicts of interest will be declared that relate to the agenda items for discussion.
3. When there is a conflict of interest, the affected officer will not take part in the discussion or decision making.
4. The minutes of meetings will record all disclosures and declarations of conflict of interest. This should include:
  - the type of conflict of interest
  - the officer affected
  - whether the conflict of interest was declared in advance (new conflicts of interest will be added to the conflict-of-interest register)
  - a summary of the discussion, and
  - how it was ensured that decisions were made in the charity's best interest, including anyone that withdrew from the discussion and decision making.

# APPENDIX C

## RAGLAN SURF LIFESAVING CLUB STRUCTURE OF THE BOARD OF DIRECTORS AND OPERATIONAL COMMITTEES



<b>Lifesaving</b>	<b>Volunteer Management</b>	<b>Junior Surf/ Surf Sports</b>	<b>Clubhouse / Projects</b>	<b>Finance</b>
<b>Chair</b>	<b>Chair</b>	<b>Chair</b>	<b>Chair</b>	<b>Chair</b>
Lifeguard Development Manager	Club Communications Officer	Head Coach	Clubhouse Manager	Application Officer
Chief SLSA Instructor	Social / Awards Officer	Tadpoles Coach	Clubhouse Maintenance Officer	Xero Officer
Chief IRB Instructor	Registrar SLSNZ PAM Database Administrator	Group A Coach	Clubhouse Coordinator	New Revenue Officer
Powercraft Officer	Website Administrator	Group B Coach		
First Aid Officer	Membership Administrator	Group C Coach		
SAR Squad Coordinator	Club Apparel/ Uniform Officer	Rookie Coordinator		
Radio Officer	International Lifeguard Coordinator	Junior Surf Sports		
Gear Steward		Surf Sports		

# **APPENDIX D**

## **Board of Directors and Operational Committees Position Descriptions**



## **Board of Directors, Co-opted Director and Club Administrator Position Descriptions**

Positions from 1 to 8 are elected. The Board can Appoint up to Two Co-opted Directors and a Club Administrator

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- 1. President**
- 2. Chairperson**
- 3. Secretary**
- 4. Chair of Finance**
- 5. Chair Lifesaving Operations**
- 6. Chair Volunteer Management**
- 7. Chair Junior Surf/Sport**
- 8. Chair Clubhouse/Projects**
- 9. Co-opted Director**
- 10. Club Administrator**

## Position Description

### President

<b>Responsible to:</b>	Board of Directors Raglan SLSC Membership
<b>Reports to:</b>	Board of Directors and General Meetings
<b>Functional Relationships:</b>	SLSNR Board and Staff Board of Directors Operational Committees Club Membership Sponsors and funding partners Local Iwi Local and regional council SLSNZ
<b>Responsibilities:</b>	Voice piece of wider membership Public face of the Club Guardian of the Club Pulse Health and Safety Programme Conducting General Meetings
<b>Desirable Attributes:</b>	Recognized leadership skills Well organized Able to manage people Excellent communication skills Planning expertise Formal meeting skills

<p><b>Key Tasks:</b></p> <ul style="list-style-type: none"> <li>● Prepares and provides reports to the Board of Directors and General Meetings as required</li> <li>● Attends Board of Directors and Operational Committee Meetings</li> <li>● Monitors progress against plans and disseminate to Membership</li> <li>● Manage specified stakeholder relationships in conjunction with the Chair Revenue and Club Administrator.</li> <li>● Chairs the AGM and other General Meetings at which she/he has vote and a casting vote</li> <li>● Assists the board to ensure Health and Safety Policy is maintained and implemented throughout the club.</li> <li>● In conjunction with the Social/Awards Officer oversees Annual Award processes at Club, Regional and National levels.</li> <li>● Creates good records throughout their tenor to enable easy transfer.</li> </ul>	<p><b>Measurements:</b></p> <ul style="list-style-type: none"> <li>● Reports are received on time and are accurate</li> <li>● Attends every board meeting, gives apologies 1 week prior if unavailable</li> <li>● Membership is well informed of plans and progress</li> <li>● Manages relationships as required</li> <li>● Is present and available</li> <li>● H&amp;S plan is maintained and enforced with membership. Leads by example</li> <li>● Club awards are presented in a timely manner and regional awards are recommended as appropriate</li> <li>● Hand over provided to any successful new incumbent</li> </ul>
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## POSITION DESCRIPTION

### Chairperson

<b>Responsible to:</b>	Board of Directors Raglan SLSC Membership
<b>Reports to:</b>	Board of Directors and the Membership
<b>Functional Relationships:</b>	SLSNR Board and Staff Board of Directors Operational Committees Club Membership SLSNZ
<b>Responsibilities:</b>	Oversees the executive functions of the Club via the Chairs of the Operational Committees Driver of the Clubs strategic, Annual and Financial plans Media spokesperson Employ/manage any paid staff/contractors.
<b>Desirable Attributes:</b>	Recognized leadership skills Well organized Able to manage people Excellent communication skills Planning expertise Formal meeting skills

<p><b>Key Tasks:</b></p> <ul style="list-style-type: none"> <li>● In conjunction with the Board and Operational Committees prepares strategic, annual, and financial plans</li> <li>● Reviews and updates the constitution, regulations, policies, and Board performance in conjunction with the President, Board and the Membership</li> <li>● Attends Board of Directors</li> <li>● Monitors progress against plans and prioritizes workloads for Board Members and Operational Committees</li> <li>● Sets meeting dates, agendas, and Chairs Board meetings</li> <li>● Is the first port of call for media enquiries in conjunction with Director Lifesaving</li> <li>● Prepares and provides reports to the Board of Directors as required</li> <li>● Attends SLSNR General Meetings and Club Delegates meetings</li> <li>● In conjunction with Board Members employs and manages any paid staff</li> <li>● Manages specific stakeholder relationships in conjunction with the Board</li> <li>● Oversees the induction of new Board Members</li> <li>● Oversees the board to ensure Health and Safety Policy is maintained and implemented throughout the club.</li> <li>● In conjunction with the Board completes the:</li> </ul>	<p><b>Measurements:</b></p> <ul style="list-style-type: none"> <li>● All plans are finalized in a timely manner to meet club requirements</li> <li>● Review completed Annually and disseminated to the membership</li> <li>● Attends every board meeting, gives apologies 1 week prior if unavailable</li> <li>● Ensures board &amp; Operational members are well utilized and performing the tasks required of them</li> <li>● Completed in a timely manner and all members informed</li> <li>● Media enquiries are resolved or redirected</li> <li>● Reports are received on time and are accurate</li> <li>● Meeting is attended</li> <li>● Paid staff are managed and held to expectations</li> <li>● Manages relationships as required</li> <li>● New board members are inducted in a timely manner</li> <li>● Policies are robust and ensure all members are meeting their requirements</li> <li>● All to be completed in a timely manner or before</li> </ul>
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<ul style="list-style-type: none"><li>○ Fixed asset management plan</li><li>○ Report to SLSNR for its Annual Report</li></ul>	required due dates
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## Position Description

### Secretary

<b>Responsible to:</b>	Board of Directors and Raglan SLSC Membership
<b>Reports to:</b>	Chairperson Raglan SLSC
<b>Functional Relationships:</b>	SLSNR Club Support Staff Board of Directors Membership Club Operational Committees
<b>Responsibilities:</b>	Administration tasks as listed in the Statement of Duties
<b>Desirable Attributes:</b>	Written and communication ability Effective time management Able to manage people effectively Well organized Ability to keep accurate records.

<b>Key Tasks:</b> <ul style="list-style-type: none"><li>● Responsible for assisting with the administration of Club business.</li><li>● Supports relationships between the Board and the Operational Committees and membership</li><li>● Attends meetings of the Board and ensures that accurate records of meeting minutes are recorded, distributed within 7 days.</li><li>● Administers inwards and outwards correspondence as is necessary</li><li>● Where required attends meetings of Operational Committees</li><li>● Works with the Clubhouse Manager regarding bookings for the Clubhouse which are recorded online in the Club Calendar of Events</li><li>● In conjunction with the Clubhouse Manager is responsible for the Beach Ed and Paid Guard paper work and as a club contact,</li></ul>	<b>Measurements:</b> <ul style="list-style-type: none"><li>● Completed as required in a timely manner</li><li>● Relationships maintained to meet board expectations</li><li>● Attends every board meeting, gives apologies 1 week prior if unavailable</li><li>● Minutes are distributed in the time specified and are accurate and true</li><li>● Correspondence is handled to a high standard in a timely manner</li><li>● Available as required</li><li>● Bookings are handle to a professional standard</li><li>● Beach Ed and Paid guard proceed without issue</li></ul>
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## POSITION DESCRIPTION

### Chair Finance

<b>Responsible to:</b>	Board of Directors
<b>Reports to:</b>	Board of Directors
<b>Functional Relationships:</b>	Board Members Membership Fundors/sponsors
<b>Responsibilities:</b>	Oversees the sourcing of the Club's revenue streams, sponsorships and grants. Develop new relationships with possible sources of revenue Financial functions as listed in Statement of Duties
<b>Desirable Attributes:</b>	Contacts in sponsorship and funding agencies A successful track record in income generation Ability to write quality sponsorship/planning documents
Professional accounting attributes	Effective time management Written and oral communication ability Able to manage people effectively Well organized Ability to keep accurate records Xero experience preferred

<b>Key Tasks:</b> <ul style="list-style-type: none"><li>● Attends board of directors meetings</li><li>● Works with the Treasurer and Club Administrator to generate sponsorship, donations, and grants to meet the requirements of Club planning and budget</li><li>● Prepare a monthly cash flow statement for the Board</li><li>● Provide Board of Directors with copy of the monthly bank statement</li><li>● Prepare end of year accounts and have auditor complete audit</li><li>● Assist with preparation of funding/sponsorship applications</li><li>● Record receipt and payment of funds</li><li>● Create purchase orders using Xero when requested</li><li>● Use the bill functionality of Xero to keep track of invoices</li><li>● Process reimbursements for members through the xero function to allow traceability and transparency</li><li>● Utilise the budget feature of xero to track actual vs budget monthly</li><li>● Create annual invoices for membership fees</li><li>● Lead annual budget planning and create a working budget with other board members</li><li>● Claim against budgeted CGF funding on a regular basis</li></ul>	<b>Measurements:</b> <ul style="list-style-type: none"><li>● Attends every board meeting, gives apologies 1 week prior if unavailable</li><li>● Monthly cash flow report received as required</li><li>● Bank statement prepared monthly and distributed</li><li>● End of year accounts completed accurately and assist auditor as required</li><li>● Assistance given as and when required</li><li>● Xero transactions recorded</li><li>● Purchase orders created in a timely manner</li><li>● Bill function used in xero allowing transparency for board members and improved traceability</li><li>● Reimbursements processed in a timely manner with excellent accuracy</li><li>● Report provided monthly to the board to enable budget tracking</li><li>● Invoices created and managed annually</li><li>● Robust budget planning undertaken and approved in a timely manner after AGM</li><li>● CGF funding claimed monthly</li></ul>
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# Position Description

## Chair Lifesaving

<b>Responsible to:</b>	Lifesaving Operational Committee
<b>Reports to:</b>	Board of Directors Lifesaving Operational Committee
<b>Functional Relationships:</b>	Club Membership SLSNR Operations Manager SLSNR Operational Support Officer SLSNR Lifesaving Manager SLSNZ Lifesaving Manager Local Community Organizations and members of the public Regional Lifeguard Service, Raglan Patrol Captains
<b>Responsibilities:</b>	Oversee management of the Club Lifesaving Operational Committee Ensure the Club maintains a high standard of lifeguarding Ensure all lifesaving activities are in compliance with the Health and Safety at Work Act 2015 and comply with NSOP's and CSOP's
<b>Desirable Attributes:</b>	A strong interest in patrolling and membership development Leadership expertise Well organized Able to manage people Excellent communication skills Planning Skills Good rapport with membership

<b>Key Tasks:</b> <ul style="list-style-type: none"><li>● PLEASE REFER TO 'LIFESAVING CONVENOR RESPONSIBILITIES' FOR A FULL OUTLINE OF DUTIES</li><li>● Support the Operational Lifesaving Committee in fulfilling their roles prior to and throughout the season</li><li>● Delegate to SLSNR pre-season Club Captain meeting</li><li>● Report back to the SLSNR Lifesaving Manager as required</li><li>● Prepare and provide reports to the Board of Directors</li><li>● Attend Board of Directors Meetings</li><li>● Report back to the Lifesaving Operational Committee regarding Board decisions</li><li>● Participate in Annual Plan and budget workshops</li><li>● Monitor and review progress against working plans</li><li>● Maintain contact with all committee members throughout the season</li><li>● Prepare agendas, Chairs Lifesaving Operational Committee Meetings and records these meetings in appropriate minute format</li><li>● Distribute minutes to Lifesaving Operational Committee Members and to Board of Directors</li><li>● Run Patrol Captain's pre-season &amp; post-season meeting</li><li>● Provide information to the Community Communications Officer on all rescues/incidents at the beach</li><li>● Audits Training and Lifesaving operations to ensure compliance with Health and Safety at Work Act 2015</li></ul>	<b>Measurements:</b> <ul style="list-style-type: none"><li>●</li></ul>
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- Develops and maintains Health & Safety policy to cover all aspects of lifesaving.

## Lifesaving Convenor Responsibilities

Lifesaving Convenor Responsibilities				
Pre-Season				
Item	General Date	General Deadline	21/22 Date	21/22 Deadline
Annual Plan Review	Annually	May Board ME		
Lifesaving Budget Review	Annually	May Board ME		
Diary Board Meeting Dates	Ongoing			
Lifesaving Service Agreement (LSA) to SLSNR	End-August	Mid-September		
Patrol Operations Manual Update to SLSNR	End-August	Mid-September		
Club Patrol Rosters/Dates to SLSNR	End-August	Mid-September		
RLS Venue Agreement to SLSNR (CC to do)	End-August	Mid-September		
SLSNR/SLSNZ Calendars Reviewed	Start-August	Mid-September		
Start of Season Survey to Club Members	Start-September	3 weeks after		
Patrol Lists & Roster finalised	1w prior to DL	Start - October		
Review Equipment - GS/PO/RO/FAO	August	Ongoing		
Review Uniform Availability - LUO	August	September		
Pre-Season Lifesaving Committee Meeting	Start-October			
PC's/VPC's Meeting	Start-October			
Request fees (with deadline)	Start - September	Mid - October		
Pinned Facebook Post Updated	Mid-September			
Volunteer Season Begins	Labour Weekend			
During Season				
Item	Positions Liaised With		Members Involved	
Support Patrol Captains	Volunteer Patrol Captains		Volunteer Patrol Captains	
Support Lifesaving Committee	Members of the 11 committee positions		Members as listed	
Manage Patrol Breaches	Chairperson, President			
Communication with Northern Region	Patrol Operations Supervisor, Training Supervisor, Club Development Officer, Lifesaving Operations Manager, Duty Officers, Patrol Advocates			
Request additional support when needed	Liaise with Lifesaving Operations Manager and Patrol Operations Supervisor from SLSNR		James Lea, Lauren Williams	
Get out to most patrols!	Patrol Captains		Self	
Collate items for funding applications	Club Administrator, Chair of Finance			
Submit rescue of the month Nominations	Patrol Captains		Patrol Captains	
End-of-Season				
Item	Date	Deadline	21/22 Date	21/22 Deadline
Ensure adequate numbers for final patrols	Ongoing			
Post-Season Lifesaving Committee Meeting	1 month post season finishing			
Assist with Awards for club awards night	End of Season	3 weeks prior to A/N		
Summarise Season Statistics - Registrar	End of Season	Prior to A/N		
Lifesaving item Annual Report	2 weeks prior to AGM (August)			

## POSITION DESCRIPTION

### Chair of Volunteer Management

<b>Responsible to:</b>	Volunteer Management Committee Club Membership
<b>Reports to:</b>	Board of Directors Volunteer Management Committee Club Membership
<b>Functional Relationships:</b>	Board of Directors Volunteer Management Committee Club Membership
<b>Responsibilities:</b>	Oversee management of the Club Membership Plan Operational Committee activities
<b>Desirable Attributes:</b>	A strong interest in recruitment/retention of members Well organized Able to manage people Excellent communication skills Planning Skills

<b>Key Tasks:</b> <ul style="list-style-type: none"><li>● Assists with the strategic plan and annual budget. Focusing on recruitment, welfare, and retention of members</li><li>● Monitors and reviews progress against plans</li><li>● Prepares and provides reports to the Board of Directors</li><li>● Attends Board of Directors Meetings</li><li>● Reports back to the Volunteer Management Committee regarding decisions of the Board of Directors</li><li>● Maintain contact with all committee members throughout the season</li><li>● Have regular communication with members of the operational committee to ensure everyone knows what is required and is supported to do so.</li><li>● Prepares agendas, Chairs Volunteer Management Committee Meetings and records these meetings in appropriate minute format</li><li>● Distributes minutes to Volunteer Management Committee members and to Board of Directors</li><li>● Develops and maintains Health &amp; Safety policy to cover all aspects of Volunteer management.</li><li>● Oversees the following areas of operation with the Officers of the Volunteer Management Committee l Committee<ul style="list-style-type: none"><li>○ Internal Club communications, communications to the local community, Website updates, with the Club Communications Officer</li><li>○ Registrar's duties and the SLSNZ PAM Database.</li></ul></li></ul>	<b>Measurements:</b> <ul style="list-style-type: none"><li>● All plans are finalized in a timely manner to meet club requirements</li><li>● Review completed Annually and disseminated to the membership</li><li>● Attends every board meeting, gives apologies 1 week prior if unavailable</li></ul>
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| <ul style="list-style-type: none"><li>○ Awards and Awards Night and social activities with the Social-Awards Officer</li><li>○ International Lifeguard programme with the International Lifeguard Coordinator</li><li>○ Associate membership programme</li><li>○ Social activities in conjunction the Social-Awards Officer</li><li>○ With the Club Apparel Officer co-ordinates the organization of Club apparel and uniforms:</li><li>○ Patrol uniforms organized by Lifeguard Uniform Officer</li><li>○ Competitors uniforms organized by Competition Team Managers</li><li>○ Junior Surf apparel and Rookie uniforms organized by the Chair Junior Surf/Sport</li><li>○ General Club apparel e.g. t shirts, hoodies are organized by Convenor of Membership</li></ul> |  |
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## POSITION DESCRIPTION

### Chair Junior Surf/Surf Sports

<b>Responsible to:</b>	Board of Directors Club and Junior Surf Membership
<b>Reports to:</b>	Board of Directors Junior Surf/ Surf Sports Operational Committee SLS Northern Region Junior Surf Operational Committee and the SLSNR Surf Sports Committee
<b>Functional Relationships:</b>	SLSNR Chair of Junior Surf and the SLSNR Sport Manager Junior Surf Members, Parents and Surf Sports competitors Board of Directors Chair Lifesaving Club Chief Instructor Patrol Captains
<b>Responsibilities:</b>	Co-ordinates Junior Surf and Surf Sports Programmes Provides a programme that educates younger children on beach and water safety Provides a smooth progression from Junior Surf into Senior Surf Develops Surf Sports competition opportunities for interested parties
<b>Desirable Attributes:</b>	Excellent written and oral communication skills Effective time management Professional leadership skills Able to manage people effectively, particularly parents and coaches Willing to continually upgrade their knowledge and learn new skills Has a passion for youth training and development and Surf Sports.

#### Key Tasks:

- Oversee the running of the Club's Junior Surf Programme in all of its operational facets
- Sets dates for meetings of the Junior Surf/Surf Sport Operational Committee
- Provides monthly reports to Board of Directors on Junior Surf and Surf Sports
- Liaise with SLSNR Junior Surf chair and SLSNR Sport Manager
- Provides an annual report to SLSNR with recommendations for the following season (i.e. carnival and course structure, strategic planning)
- Helps formulate a strategic plan for developing the Club's Junior Surf and Surf Sports Programme
- Provides input to SLSNR Junior Surf Operational Committee meetings as to carnival dates and format, skills course dates and structure
- Liaises with the Club Rookie Programme Co-ordinator regarding potential recruits into the Rookie Programme
- Implements Club plans to recruit, develop and retain Junior Surf members and Surf Sports competitors
- Identify and promote the development of prospective leaders within the Club

#### Measurements:

- All plans are finalized in a timely manner to meet club requirements
- Committee to meet on a monthly basis and also liaise as required during weekly surf sessions.
- Monthly review completed within a week prior to meetings.
- Attends every board meeting, gives apologies 1 week prior if unavailable
- Ensures board & Operational members are well utilized and performing the tasks required of them
- Report prepared and provided a
- Plan to be prepared and amended as required under consultation with committee and disseminated to the membership
- Completed in a timely manner and all members informed
- Communication on a weekly basis during sessions and during monthly meetings.
- Membership numbers and competitor numbers to be tracked and plan to be prepared by committee.
- Observations to be made against criteria and

<ul style="list-style-type: none"> <li>● Liaise with Junior Surf members and parents to evaluate the quality of the programme</li> <li>● Liaise with Club Chief instructor to ensure that parents are enrolled in skill development courses</li> <li>● Ensure RAMS forms are completed for every training session</li> <li>● Oversees the work of the Surf Sports Manager and Coordinator Surf Sports Official development.</li> <li>● Liaise with other Coordinators across the region to build relationships and ensure high and consistent standards are met.</li> <li>● Develops and maintains Health &amp; Safety policy to cover all aspects of Junior Surf and Surf Sports</li> </ul>	<p>communicated to the board.</p> <ul style="list-style-type: none"> <li>● Google form to be completed for end of sessions, ongoing oral feedback to be sorted and recorded from parents and coaches.</li> <li>● Record to be kept of PD completed and upskilling of parents.</li> <li>● Record of RAMS forms to be kept.</li> <li>● Participates in monthly Coordinators meetings.</li> </ul>
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## POSITION DESCRIPTION

### Chair Clubhouse/Projects

<b>Responsible to:</b>	Operational Committee
<b>Reports to:</b>	Board of Directors
<b>Functional Relationships:</b>	Board of Directors Operational Committee Club Membership
<b>Responsibilities:</b>	Oversee all functions of the club house including maintenance/rental and cleaning In conjunction with lifesaving assist the delivery of community and lifeguarding events
<b>Desirable Attributes:</b>	Connection with and ability to manage contractors Experience in organizing community and lifeguarding events Has "administration savvy" and practical experience Well organized Able to manage people Excellent communication skills Knowledge of Health & Safety Legislation

<b>Key Tasks:</b> <ul style="list-style-type: none"><li>● Sets meeting dates for the Clubhouse / projects Operational Committee to prepare income generated planning and the associated budgets</li><li>● Attends Board of Directors meetings and reports on progress of projects and developments</li><li>● Prepares agendas and chairs Revenue / Clubhouse / Projects Operational Committee meetings and records these meetings in appropriate minute format</li><li>● Distribute minutes to Operational Committee members and to the Board of Directors</li><li>● Ensures that fund raising events align with SLSNZ Health and Safety policies</li><li>● Works with Clubhouse manager, Chair of Volunteer Management and the Secretary to encourage hireage of clubrooms and facilities for events to increase revenue</li><li>● Participates in Annual budget discussions and CGF funding planning.</li><li>● Works with Clubhouse manager to ensure monthly building checks are undertaken and any issues are promptly addressed.</li><li>● Develops and maintains Health &amp; Safety policy to cover all aspects of Club house and projects..</li></ul>	<b>Measurements:</b> <ul style="list-style-type: none"><li>●</li></ul>
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## POSITION DESCRIPTION

### Co-opted Board Member

**Note: Rule 13.3 of the Raglan Constitution allows for the Board to Co-opt two Board Appointed Directors**

**The terms of office for Co-opted Board Members is from their time of appointment until the conclusion of the first AGM following their appointment. (See Rule 15.4).**

<b>Responsible to:</b>	The Board of Directors
<b>Reports to:</b>	The Board of Directors and to other segments of the Club depending on their specific portfolio
<b>Functional Relationships:</b>	Board of Directors Operational Committees Membership Other organizations and agencies relevant to their duties
<b>Responsibilities:</b>	Carries out the specific roles assigned by the Board Acts as a communication link between the Board and membership
<b>Desirable Attributes:</b>	A strong interest in the specific roles assigned by the Board Has the skill set appropriate to complete the specified roles. Leadership expertise Well organised Able to manage people Excellent communication skills Planning Skills Good rapport with membership

<b>Key Tasks:</b> <ul style="list-style-type: none"><li>● Attends all Board meetings and other such meetings as prescribed by the Board</li><li>● Reports to the Board as required on the progress of assigned projects</li><li>● Meets regularly with the membership and with members of the Operational Committees</li></ul>	<b>Measurements:</b> <ul style="list-style-type: none"><li>●</li></ul>
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## POSITION DESCRIPTION

### Club Administrator

<b>Responsible to:</b>	Board of Directors and Raglan SLSC Membership
<b>Reports to:</b>	Chairperson Raglan SLSC
<b>Functional Relationships:</b>	SLSNR Club Support Staff Board Members Membership Club Operational Committees
<b>Responsibilities:</b>	Administration of Tasks as listed in Statement of Duties
<b>Desirable Attributes:</b>	Written and oral communication ability Effective time management Able to manage people effectively Well organized Ability to keep accurate records

<b>Key Tasks:</b> <ul style="list-style-type: none"><li>• Responsible for the administration of Club business.</li><li>• Supports relationships between the Board and the Operational Committees/Membership.</li><li>• Advises Board on constitutional/policy issues and disciplinary matters.</li><li>• Develops policy on such matters as – Overnight Supervision of Minors, Alcohol Policy, Use of Equipment.</li><li>• In conjunction with the Chairperson and the Board Members sets an annual timetable for Board meetings.</li><li>• In conjunction with the Chairperson, issues agendas for Board, Workshop and General Meetings.</li><li>• Attends meetings of the Board and ensures that accurate records of meeting minutes are recorded by the Club Secretary and stored in a Minute Book that is sent to the Club Auditor at the end of each financial year.</li><li>• Administers inwards and outwards correspondence in conjunction with the Club Secretary.</li><li>• Where required attends meetings of Operational Committees.</li><li>• Completes statutory tasks, returns to SLSNR, SLSNZ, Companies Office-Charities Services.</li><li>• Promotes positive working relationships with SLSNR and SLSNZ.</li><li>• Compiles and produces the Annual Reports of the Club.</li><li>• Manages the following relationships with funders – Trust Waikato, Gallagher Trust and Foundation, WEL Energy Trust, Meridian Energy, Northern</li></ul>	<b>Measurements:</b> <ul style="list-style-type: none"><li>•</li></ul>
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Lifeguard Services Trust, Lottery Grants Board, SLSNR, SLSNZ, Gaming Trusts, Fonterra grass Roots Trust, Waikato District Council, Raglan Kopua Holiday Park, DSigns, Waikato Lyceum Club, Community Organization Grants Scheme (COGS), Service Organizations in the local area.	
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# **Four Operational Committees Position Descriptions**

- 1. Lifesaving Committee – Page 43**
- 2. Volunteer Management Committee – Page 53**
- 3. Junior Surf/Surf Sport Committee – Page 62**
- 4. Revenue/Clubhouse/Projects Committee – Page 74**

**LIFESAVING**  
**OPERATIONAL COMMITTEE**  
Position Descriptions

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- 1. Lifeguard Development Manager**
- 2. Chief SLS Instructor**
- 3. Chief IRB Instructor**
- 4. Search and Rescue Squad Co-ordinator**
- 5. Gear Steward (LS Equipment)**
- 6. Powercraft Officer**
- 7. First Aid Officer.**
- 8. Radio Officer**

## POSITION DESCRIPTION

### Lifeguard Development Manager

<b>Responsible to:</b>	Lifesaving Convenor Lifesaving Operational Committee Lifeguard Membership
<b>Reports to:</b>	Lifesaving Operational Committee Lifesaving Convenor Patrol Captains Membership
<b>Functional Relationships:</b>	Lifesaving Operational Committee Chief Instructor Patrol Captains and Patrolling Members Head Lifeguard First Aid Instructors Raglan Coastguard VHF Course Co-ordinator SLSNR Examiners SLSNR Operational Support Officer SLSNR Club Development Manager SLSNZ Member Development Manager
<b>Responsibilities:</b>	Co-ordinate the ongoing up-skilling of lifeguards post the Surf Lifeguard Award qualification
<b>Desirable Attributes:</b>	Experienced and skilled lifeguard Keen interest in instructing and membership development Instructor and advanced lifeguard qualifications Well organized Able to manage people Excellent communication skills Long-term planning expertise Strong rapport with membership

<b>Key Tasks:</b> <ul style="list-style-type: none"><li>● Oversee the administration and delivery of ongoing training for lifeguards post the Surf Lifeguard Award qualification</li><li>● Actively promote the qualification pathways in the overall surf award network and facilitate the achievement of these awards by members</li><li>● Provide opportunities for members to develop life and leadership skills at Board approved courses and conferences</li><li>● Support the development of experienced members to become Instructors/Examiners</li><li>● Help to create a smooth transitional period from Junior surf into Senior Club ranks</li><li>● In conjunction with the Registrar, ensure that the correct documentation of each Lifeguard's training is forwarded to SLSNZ and is current on the PAM database</li></ul>	<b>Measurements:</b> <ul style="list-style-type: none"><li>●</li></ul>
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<ul style="list-style-type: none"><li>• Provide feedback to the Membership Operational Committee to assist with development of club plans to recruit, train and develop Lifeguards</li><li>• Ensures Risk Assessments are developed and signed off for all training exercises</li><li>• Assist with Health and Safety Policies and deployment as required</li></ul>	
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## POSITION DESCRIPTION

### Chief SLSA Instructor

<b>Responsible to:</b>	Lifesaving Operational Committee Lifeguard Membership
<b>Reports to:</b>	Chair Lifesaving SLSNR Operational Support Officer Patrol Captains Members
<b>Functional Relationships:</b>	Lifesaving Operational Committee Lifeguard Development Manager Patrol Captains and Patrolling Members SLSNR Regional Lifesaving Committee SLSNR Examiners, First Aid Instructors SLSNR Chief Examiner
<b>Responsibilities:</b>	Co-ordinate and deliver Surf Lifeguard Award Training Create effective communication with Patrol Captains and membership
<b>Desirable Attributes:</b>	Keen interest in instruction and people development Instructor qualifications Well organized Able to manage people Excellent communication skills Experience in planning

<b>Key Tasks:</b> <ul style="list-style-type: none"><li>● Oversees the administration and delivery of Surf Lifeguard Award training</li><li>● Ensures that the correct documentation of the training for each Lifeguard is forwarded to SLSNZ. This is to be done in conjunction with the Lifeguard Development Manager.</li><li>● Liaises with the Head Lifeguard and Patrol Captains to ensure the appropriate placement of new Lifeguards onto patrols</li><li>● Liaises with Rookie Coordinator to provide a smooth transition from Rookie to SLA trainee ensure adequate training and support of Rookie Lifeguards takes place</li><li>● Provides feedback to Membership Operational Committee to assist with development of Club plans to recruit, train and develop Lifeguards</li><li>● Supports the development of experienced members to become Instructors/Examiners</li><li>● Send in SLA candidate registrations to the SLSNR Operational Support Officer in a prompt manner</li><li>● Ensures club fees are collected at the start of SLA training and communicate their details with the Chair of Finance</li><li>● Assist with Health and Safety Policies and deployment as required</li></ul>	<b>Measurements:</b> <ul style="list-style-type: none"><li>●</li></ul>
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## POSITION DESCRIPTION

### Chief IRB Instructor

**Responsible to:** Lifesaving Operational Committee  
Lifeguard Membership

**Reports to:** Chair Lifesaving  
SLSNR Operational Support Officer  
Patrol Captains  
Members

**Functional Relationships:** Lifesaving Operational Committee  
Lifeguard Development Manager  
Patrol Captains and Patrolling Members  
SLSNR Regional Lifesaving Committee  
SLSNR Examiners  
SLSNR Chief Examiner

**Responsibilities:** Create a training pathway for guards who want to obtain their IRB Certification  
Create effective communication with Patrol Captains and membership

**Desirable Attributes:** Keen interest in instruction and people development  
Instructor qualifications  
Well organized  
Able to manage people  
Excellent communication skills  
Experience in planning

#### Key Tasks:

- Oversees the administration and delivery of IRB Award training
- Ensures that the correct documentation of the training for each Lifeguard is forwarded to SLSNZ. This is to be done in conjunction with the Lifeguard Development Manager.
- Liaises with the Lifeguard Development Manager to select and train selected guards
- Upskill guards to gain confidence and skills to allow them to achieve the award requirements
- Provides feedback to Membership Operational Committee to assist with development of Club plans to recruit, train and develop Lifeguards
- Supports the development of experienced members to become Instructors/Examiners
- Monitors and review progress against work plans, particularly progress of trainee drivers and crewmen
- Assist with Health and Safety Policies and deployment as required

#### Measurements:

- Enables all applicants to complete their reward in a timely manner
- Ensures that all required paperwork is submitted before due dates
- Maintains good communication with the development Manager
- Guards are upskilled as they become eligible/ready
- Participates in discussions to ensure clear pathways
- Ensures sufficient training available
- Regular reviews undertaken and feedback given

## POSITION DESCRIPTION

### Powercraft Officer

<b>Responsible to:</b>	Lifesaving Operational Committee
<b>Reports to:</b>	Chair Lifesaving
<b>Functional Relationships:</b>	Lifesaving Operational Committee Patrol Captains SLSNR Club Liaison Officers President Lifeguard Membership
<b>Responsibilities:</b>	Oversees management, maintenance and operation of Powercraft equipment
<b>Desirable Attributes:</b>	Extensive knowledge and experience of Lifeguarding Extensive knowledge of IRB maintenance and operation Well organized Able to manage people Excellent communication skills Planning Skills

<b>Key Tasks:</b> <ul style="list-style-type: none"><li>● Prepares and provide reports to the Lifesaving Operational Committee on IRB fleet</li><li>● Attends Lifesaving Operational Committee Meetings</li><li>● Reports back to the Patrol Captains and club members regarding the operational status of Powercraft proceedings of the Lifesaving Operational Committee</li><li>● Prepares annual IRB driver and crewman training plan and budget and ensure candidates meet the prerequisite requirements</li><li>● Ensures patrols are instructed in care of gear. Monitor the care of gear by patrols</li><li>● Ensures IRBs are maintained throughout the season year round</li><li>● Preventative maintenance throughout season and during winter</li><li>● Ensures adequate supply of consumables to effectively carry out routine maintenance and repairs</li><li>● Ensures adequate supply of 2-stroke oil</li><li>● Ensures care of Powercraft by implementing systems and procedures for club members to follow</li><li>● Responsible for the use of IRBs outside of patrol hours</li><li>● Responsible for maintenance, WOF and registration and fuel supplies of vehicles</li><li>● Assist with Health and Safety Policies and deployment as required</li></ul>	<b>Measurements:</b> <ul style="list-style-type: none"><li>●</li></ul>
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## POSITION DESCRIPTION

### SAR Squad Co-ordinator

<b>Responsible to:</b>	Chair Lifesaving Committee Board
<b>Reports to:</b>	Lifesaving Operational Committee Chair Lifesaving
<b>Functional Relationships:</b>	Chair of Lifesaving Lifeguard Membership Raglan Coastguard Raglan St John Raglan Police Westpac Helicopter Raglan Fire SLSNR SLSNZ
<b>Responsibilities:</b>	Co-ordinates the SAR Squad activities and training Ensures compliance with SLSNZ + SLSNR Policies and Procedures
<b>Desirable Attributes:</b>	Extensive knowledge and experience of Lifeguarding Qualified in advanced lifeguard awards Excellent communication skills Able to manage people effectively Strong relationships with other Raglan Community emergency services Advanced qualifications in radio communications CIMS qualifications Well organized Good rapport with membership

<b>Key Tasks:</b> <ul style="list-style-type: none"><li>● Prepares and provide reports to the Lifesaving Operational Committee on SAR procedures and events</li><li>● Updates SAR squad members regarding Standard Operating Procedures</li><li>● Coordinates SAR incidents directly when available to do so</li><li>● Chairs SAR Squad meeting at the start of the off-season</li><li>● Organizes lifeguard training days in the off-season for SAR Squad members</li><li>● Works with Raglan Coastguard, St John and Police to coordinate annual SAREX training or other inter-agency operations</li><li>● Assist with Health and Safety Policies and deployment as required</li><li>● Manages compliance with SLSNZ and SLSNR standards and expectations</li></ul>	<b>Measurements:</b> <ul style="list-style-type: none"><li>●</li></ul>
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## POSITION DESCRIPTION

### Gear Steward

<b>Responsible to:</b>	Lifesaving Operational Committee
<b>Reports to:</b>	Chair Lifesaving
<b>Functional Relationships:</b>	Lifesaving Operational Committee Patrol Captains Members Surf Sport Manager Clubhouse Manager Chair Junior Surf / Surf Sports
<b>Responsibilities:</b>	Oversees management of lifesaving equipment excluding Power Craft
<b>Desirable Attributes:</b>	Handyman skills Well organized Able to manage people Excellent communication skills Planning Skills Some basic knowledge of engine maintenance

**Key Tasks:**

- Prepares and provides reports to the Lifesaving Operational Committee on lifesaving equipment i.e, vehicles, tubes, signage and flags.
- Attends Lifesaving Operational Committee Meetings
- Reports back to the Patrol Captains and members regarding the status of equipment decisions of the Lifesaving Operational Committee
- Prepares annual equipment maintenance and replacement plan and budget accordingly
- Ensures equipment is maintained throughout the season
- Prepares and implements operational procedures (approved users and training programmes). Monitors the care of equipment by patrols and Paid lifeguard service
- Carries out preventative maintenance throughout season and during winter
- Ensures adequate supply of consumables to effectively carry out routine repairs of equipment
- Assist with asset management plan for vehicles and other lifesaving equipment in this portfolio
- Assist with Health and Safety Policies and deployment as required

**Measurements:**

## POSITION DESCRIPTION

### First Aid Officer

<b>Responsible to:</b>	Chair Lifesaving Committee
<b>Reports to:</b>	Lifesaving Operational Committee
<b>Functional Relationships:</b>	Chair Lifesaving Committee Lifesaving Operational Committee Membership Junior Surf First Aid Officer Patrol First Aid Officers Patrol Captain's
<b>Responsibilities:</b>	Provision and maintenance of First Aid Resources
<b>Desirable Attributes:</b>	Qualifications in First Aid Training – At least surf level 1 & 2 Organized person Good record keeper Self-motivated

<b>Key Tasks:</b> <ul style="list-style-type: none"><li>● Check First Aid Room on a regular basis to maintain a high-quality facility</li><li>● Replenish First Aid supplies as required</li><li>● Ensure kits and first aid room are laid out in a clear and concise way to improve efficiency</li><li>● Re-order any missing supplies immediately</li><li>● Prepare Competition First Aid Kits for JS and Surf Sports Teams</li><li>● Actively encourage other members to undertake first aid training</li><li>● Provide information to Club on First Aid best practices</li><li>● Ensure First Aid Kit is taken to carnivals</li><li>● Manage BOC Oxygen bottles to ensure used bottles are replaced</li><li>● Work with First Aid Manager from each Patrol to ensure restocking etc is completed</li><li>● Assist with Health and Safety Policies and deployment as required</li></ul>	<b>Measurements:</b> <ul style="list-style-type: none"><li>●</li></ul>
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## POSITION DESCRIPTION

### Radio Officer

<b>Responsible to:</b>	Chair Lifesaving
<b>Reports to:</b>	Lifesaving Operational Committee
<b>Functional Relationships:</b>	Chair of Lifesaving Committee Lifesaving Operational Committee Patrol Captains Membership
<b>Responsibilities:</b>	Provision and maintenance of radio equipment and resources Assists Club Instructors with the training of members in the use of radios and the radio network
<b>Desirable Attributes:</b>	Advanced qualifications in radio communications Instructor qualifications Well organized with experience in planning Able to manage people effectively Competent communication skills

<b>Key Tasks:</b> <ul style="list-style-type: none"><li>● Prepares and provide reports to the Lifesaving Operational Committee on radio equipment and communication</li><li>● Attends Lifesaving Operational Committee meetings and report back to Patrol Captains on decisions made regarding radio operations</li><li>● Assists with annual the budget for Radio Equipment</li><li>● Develops and leds long-term radio maintenance and replacement programmes</li><li>● Monitors and review progress of planning as required</li><li>● Ensures year round, that radio equipment is maintained</li><li>● In conjunction with the Club Instructors conduct training in radio operations as required</li><li>● Participates in annual radio equipment review with SLSNR and radio supplier</li><li>● Assist with Health and Safety Policies and deployment as required</li></ul>	<b>Measurements:</b> <ul style="list-style-type: none"><li>● Reports received as and when required</li><li>●</li><li>●</li><li>● As required, Maintains good communication with the Chair and PC's</li><li>●</li><li>● Participates in budget discussions</li><li>● Plan and progress reported to the committee</li></ul>
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**VOLUNTEER MANAGEMENT  
OPERATIONAL COMMITTEE  
Position Descriptions**

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- 1. Communications Officer**
- 2. Social/Awards Officer**
- 3. Registrar – SLSNZ PAM Administrator**
- 4. Website Administrator**
- 5. Membership Administrator (Associate, Life, Other)**
- 6. Club Apparel /Uniform Officer ...TO BE WRITTEN**
- 7. International Lifeguard Co-ordinator**
- 8.**

## POSITION DESCRIPTION

### Communications Officer

<b>Responsible to:</b>	Membership Operational Committee
<b>Reports to:</b>	Membership Operational Committee Members
<b>Functional Relationships:</b>	Members Membership Operational Committee Media
<b>Responsibilities:</b>	Reporting and advertising of Club events, activities and information to members via Facebook Sponsorship liaison as required in conjunction with President/ Chair Revenue/ Administrator In conjunction with the website administrator ensures that Club website has up to date information appearing on it
<b>Desirable Attributes:</b>	Passionate about ensuring that all club members know what is happening in the club and that they have a means of communication back to the Club Effective time management Well developed oral and written communication skills that can be effectively utilized with a wide range of people Well organized Motivated

<b>Key Tasks:</b> <ul style="list-style-type: none"><li>● Attends Membership Operational Committee Meetings</li><li>● Responsible for the operation of Club and Community Facebook pages and can edit inappropriate postings</li><li>● Ensures important information is posted on the club Facebook pages</li><li>● Development of the monthly club e-newsletter for members</li><li>● Distributes newsletter to Members and Sponsors</li><li>● Promotion of Club social functions and events to Club members</li><li>● Liaises with membership regarding media stories of interest to the local community</li><li>● Provides regular community focused, press releases/reports/photos to the website in conjunction with local newspaper</li><li>● Promotion of club social functions and events to local community groups</li><li>● Assist with Health and Safety Policies and deployment as required</li></ul>	<b>Measurements:</b> <ul style="list-style-type: none"><li>●</li></ul>
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## POSITION DESCRIPTION

### Social/Awards Officer

<b>Responsible to:</b>	Membership Operational Committee
<b>Reports to:</b>	Membership Operational Committee Members
<b>Functional Relationships:</b>	Membership Operational Committee Members Wider community Website operator Caterers, function venues
<b>Responsibilities:</b>	Organizes a range of social events and functions for the club including Awards Night
<b>Desirable Attributes:</b>	Passionate about ensuring the club has regular social functions to suit all age groups Effective time management Written & oral communication ability Able to manage people effectively Well organized Motivated

<b>Key Tasks:</b> <ul style="list-style-type: none"><li>● Attends Membership Operational Committee Meetings</li><li>● Liaises with membership</li><li>● Develops and delivers an annual calendar of social events for season in conjunction with other Officers of the club</li><li>● Organizes and delivers the Club Awards Night in conjunction with the Awards Committee</li><li>● Evaluates success of social events and plans accordingly</li><li>● Assists in planning and implementing special club events and barbecues</li><li>● Develops new and innovative ways in which to encourage family and member activities in club</li><li>● Assist with Health and Safety Policies and deployment as required</li></ul>	<b>Measurements:</b> <ul style="list-style-type: none"><li>● Reports received as and when required</li><li>● Achieve excellent buy in from membership</li><li>● Social events are scheduled and membership is informed efficiently.</li><li>● Successful Awards nights</li><li>● Completed as required</li><li>● New/innovative ideas implemented</li></ul>
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## POSITION DESCRIPTION

### Registrar - PAM Database Administrator

<b>Responsible to:</b>	Membership Operational Committee
<b>Reports to:</b>	Membership Operational Committee
<b>Functional Relationships:</b>	Membership Operational Committee Members Secretary/Chair of Finance SLSNZ Pam Administrator
<b>Responsibilities:</b>	Oversees management of the SLSNZ PAM Database
<b>Desirable Attributes:</b>	Computer literate in database entry Well organized Able to manage people Excellent communication skills Planning Skills

<b>Key Tasks:</b> <ul style="list-style-type: none"><li>● Prepares and provides reports to the Membership Operational Committee</li><li>● Attends Membership Committee Operational Meetings</li><li>● Manages the SLSNZ Database effectively for members in conjunction with Chair of Finance and Chairs of the Committees.</li><li>● Formalizes processes for new members and transfers</li><li>● Processes and reports on membership subscriptions</li><li>● Manages and records Honours and Awards data provided by Awards Committee in conjunction with Chairs of the Committees</li><li>● Assists with the Management of the Associate Membership Programme</li><li>● Oversees police vetting in conjunction with the SLSNR, the agency that carries out police vetting for the Club.</li><li>● Keeps a record of Members driver's licenses</li><li>● Assist with Health and Safety Policies and deployment as required</li></ul>	<b>Measurements:</b> <ul style="list-style-type: none"><li>● Reports received as and when required</li><li>● As required, Maintains good communication with the Chair</li><li>● Database is regularly updated with the latest information as required</li><li>● Smooth transitions for new members</li><li>● Completed annual before November</li><li>● Completed annually as required</li> <li>● All members have current police vetting records stored safely. If any issues arise informs the board asap</li><li>● Store in a safe and secure place and reviewed annually</li></ul>
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## POSITION DESCRIPTION

### Website Administrator

<b>Responsible to:</b>	Membership Operational Committee
<b>Reports to:</b>	Membership Operational Committee
<b>Functional Relationships:</b>	Membership Operational Committee Secretary Chair of Finance Members Chairs of Committees
<b>Responsibilities:</b>	Oversees management of the Club website via contract with ALLTEAMS and interested members Ensures that the website is up to date and fully functional annually
<b>Desirable Attributes:</b>	Computer literate in database entry and website maintenance Well organized Able to manage people Excellent communication skills Planning Skills

<b>Key Tasks:</b> <ul style="list-style-type: none"><li>● Prepares and provides reports to the Membership Operational Committee on issues and solutions in this portfolio</li><li>● Attends Membership Operational Committee Meetings</li><li>● Ensures that the website is a vibrant and dynamic public relations tool for the Club</li><li>● Updates required pages annually to ensure accuracy of data for public</li><li>● Maintains google business profile and Maps account</li><li>● Assist with Health and Safety Policies and deployment as required</li></ul>	<b>Measurements:</b> <ul style="list-style-type: none"><li>● Reports received as and when required</li><li>● As required, Maintains good communication with the Chair</li><li>● Updates completed before the start of each season</li><li>● Updated as required</li></ul>
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## POSITION DESCRIPTION

### Membership Administrator

<b>Responsible to:</b>	Membership Operational Committee
<b>Reports to:</b>	Membership Operational Committee Members
<b>Functional Relationships:</b>	Membership Operational Committee Associate Members Members Life Members Wider community Website and Facebook Administrators
<b>Responsibilities:</b>	Oversees the recruitment and retention of Associate Members and other Members Oversees the procurement and distribution of SLS uniform to eligible members Maintains stock of uniform and tracks distribution to guards
<b>Desirable Attributes:</b>	Has an interest in developing a strong supportive Associate Membership base Effective time management Written & oral communication ability Able to manage people effectively Well organized Motivated

<b>Key Tasks:</b> <ul style="list-style-type: none"><li>● Attends Membership Operational Committee Meetings</li><li>● Liaises with membership regarding Membership development and inclusiveness</li><li>● Invites Associate Members and Life Members to relevant Club functions and all members</li><li>● Drives a recruitment campaign to increase and retain Memberships</li><li>● Assists with ensuring roster for responsible adults at the club</li><li>● Assist with Health and Safety Policies and deployment as required</li><li>● Attends Membership Operational Committee Meetings</li><li>● Liaises with membership regarding uniform requirements and distribution</li><li>● Assist with Health and Safety Policies and deployment as required</li></ul>	<b>Measurements:</b> <ul style="list-style-type: none"><li>●</li></ul>
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## POSITION DESCRIPTION

### International Lifeguard Co-Ordinator

<b>Responsible to:</b>	Chair Volunteer Management Membership Operational Committee Lifeguard Membership
<b>Reports to:</b>	Membership Convenor Membership Operational Committee Chair of Lifesaving Membership
<b>Functional Relationships:</b>	Membership Operational Committee Lifesaving Convenor Chair of Lifesaving Lifeguard Development Manager Patrol Captains and Patrolling Members SLSNR Examiners Bethells Beach SLSP
<b>Responsibilities:</b>	Co-ordinate and guide international lifeguards wishing to join Raglan SLSC in a volunteer patrolling capacity for the upcoming season
<b>Desirable Attributes:</b>	Excellent communication skills Keen interest in organizing and helping people Well organized Able to manage people Strong cultural competence

<b>Key Tasks:</b> <ul style="list-style-type: none"><li>● Review and update the 'International Lifeguards' information pamphlet (~August every year)</li><li>● Be the first point of contact for any international lifeguards expressing interest in joining Raglan SLSC for the upcoming season</li><li>● Ensure the requirements for the Surf Lifeguard Award qualification are met (must be done prior to the PLS trial if they are intending to work for SLSNR)</li><li>● Run a training weekend for those needing to sit the SLA exam (or organize for them to attend such a weekend with another provider e.g. Bethells SLSP)</li><li>● Actively promote the involvement of international lifeguards in our club, including encouraging them to attend volunteer patrols as well as social events</li><li>● Provide opportunities to develop lifeguard and leadership skills at courses</li><li>● Follow their journey throughout the season to ensure they are comfortable and complying with the rules/contract(s)</li><li>● Ensures Risk Assessments are developed and signed off for all training exercises</li><li>● Assist with Health and Safety Policies and deployment as required</li></ul>	<b>Measurements:</b> <ul style="list-style-type: none"><li>●</li></ul>
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**JUNIOR SURF/SURF SPORTS**  
**OPERATIONAL COMMITTEE**  
Position Descriptions

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- 1. Junior Surf Head Coach**
  
- 2. Four Coaches – One each for Group A, B, C. and Tadpoles**
  
- 3. Rookie Co-ordinator**
  
- 4. Junior Surf Sports Coach**
  
- 5. Surf Sports Coach (14 years and over)**

## POSITION DESCRIPTION

### Junior Surf Head Coach

<b>Responsible to:</b>	Junior Surf Convenor
<b>Reports to:</b>	Junior Surf Convenor
<b>Functional Relationships:</b>	Junior Surf Members and Parents Parent Helpers Surf Sports Coach
<b>Responsibilities:</b>	Quality coaching of Junior Surf members Development of training programmes for parents
<b>Desirable Attributes:</b>	Coaching accreditation/qualifications Competitive Experience Motivational/enthusiastic Leadership Knowledge of SLSNZ competition regulations Knowledge of club code of conduct Effective time management Written & oral communication ability Ability to manage people effectively Passionate about portraying the club in the public arena

<b>Key Tasks:</b> <ul style="list-style-type: none"><li>● Attend Junior Surf Operational Committee Meetings</li><li>● Promote the development of parental helpers and develop their skills</li><li>● Liaise with Age Group helpers and develop appropriate coaching programmes and health and safety systems to support.</li><li>● Ensure the implementation of professional development of coaching staff.</li><li>● Assess feedback from parents and report this to the Junior Coordinator</li><li>● Promote training courses offered by SLSNR</li><li>● Co-ordinate the skills programme in each age group</li><li>● Arrange equipment for competitors with Gear Steward</li><li>● Ensure competitors are aware of competition rules</li><li>● Develop coaching program that covers all facet of surf skills</li><li>● Organize any additional training required for competitions</li><li>● Assist with Health and Safety Policies and deployment as required</li></ul>	<b>Measurements:</b> <ul style="list-style-type: none"><li>● Attends every Junior Surf Operational Committee meeting, gives apologies 1 week prior if unavailable</li><li>● Liases with parent helpers during sessions and identifies needs and implements online/in person learning to target.</li><li>● Coaching programme is drafted and reviewed on a monthly basis. Health and Safety needs reviewed and managed,</li><li>● Liases with external and internal providers, keeps record of PD requested or identified and discussed with staff.</li><li>● Feedback from parents to be kept in record book and discussed with Coordinator.</li><li>● Weekly debrief with coaches to ensure continuity of skills.</li><li>● E-mail/in person communications with Gear Steward as required and at least 2 weeks prior to specific competition.</li><li>● Liases with Surf Sports Coach and individual coaches to ensure rules are conveyed..</li><li>● Coaching programme to be reviewed monthly to ensure fit for purpose and post and pre season.</li></ul>
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## POSITION DESCRIPTION

### Junior Surf Coaches One coach each for Group A, B, C and Tadpoles

<b>Responsible to:</b>	Junior Surf Convenor
<b>Reports to:</b>	Junior Surf Convenor
<b>Functional Relationships:</b>	Junior Surf Members and Parents Parent Helpers Surf Sports Coach
<b>Responsibilities:</b>	Quality coaching of Junior Surf members Development of training programmes for parents
<b>Desirable Attributes:</b>	Coaching accreditation Competitive Experience Motivational/enthusiastic Leadership Knowledge of SLSNZ competition regulations Knowledge of club code of conduct Effective time management Written & oral communication ability Able to manage people effectively Passionate about portraying the club in the public arena

<b>Key Tasks:</b> <ul style="list-style-type: none"><li>● Attend Junior Surf Operational Committee Meetings</li><li>● Promote the development of parental helpers and develop their skills</li><li>● Liaise with Age Group helpers and develop appropriate coaching programmes</li><li>● Assess feedback from parents and report this to the Junior Convenor</li><li>● Promote training courses offered by SLSNR</li><li>● Coordinate and implement the skills programme in each age group catering to the learning needs of the kids.</li><li>● Arrange equipment for competitors with Gear Steward</li><li>● Ensure competitors are aware of competition rules</li><li>● Develop a coaching program that covers all facets of surf skills.</li><li>● Organize any additional training required for competitions.</li><li>● Assist with Health and Safety Policies and deployment as required</li></ul>	<b>Measurements:</b> <ul style="list-style-type: none"><li>● Attends every Junior Surf Operational Committee meeting, gives apologies 1 week prior if unavailable</li><li>● Liaises with parent helpers during sessions and identifies needs and implements online/in person learning to target.</li><li>● Coaching programme reviewed with other coaches and Head coach on a weekly basis</li><li>● Liaises with Head Coach and Junior Surf Coordinator to convey needs for PD for themselves or parent helpers</li><li>● Feedback from parents to be discussed with the Coordinator.</li><li>● Weekly debrief with coaches to ensure continuity of skills.</li><li>● E-mail/in person communications with Gear Steward as required and at least 2 weeks prior to specific competition.</li><li>● Liaises with Surf Sports Coach and individual coaches to ensure rules are conveyed..</li><li>● Coaching programme to be reviewed monthly to ensure fit for purpose and post and pre season.</li></ul>
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## POSITION DESCRIPTION

### Rookie Co-Ordinator

<b>Responsible to:</b>	Junior Surf Convenor Junior Surf Operational Committee
<b>Reports to:</b>	Junior Surf Operational Committee
<b>Functional Relationships:</b>	Junior Surf Convenor Junior Surf Operational Committee Junior Surf Instructor Club Members and Parents Patrol Captains and Patrolling Members Rookie Lifeguards
<b>Responsibilities:</b>	Co-ordinate the Rookie Programme for 13-year-old Club members Create effective communication between Junior Surf and Senior Club Members Selecting and placement of Rookie Lifeguards on patrols Support Rookie Lifeguards during Rookie Challenges
<b>Desirable Attributes:</b>	A strong interest in youth development Coaching attributes Extensive Lifeguarding experience Well organized Able to manage people Excellent communication skills Planning Skills

<b>Key Tasks:</b> <ul style="list-style-type: none"><li>● Oversee the running of the club Rookie Programme</li><li>● Promote the establishment of the Rookie Programme into club culture and establish what exactly is required from the Rookie</li><li>● Create a smooth transitional period from Junior into Senior Club ranks</li><li>● Actively recruit Rookie Members</li><li>● Placement of Rookies into Patrols</li><li>● Document the progress of each Rookie candidate</li><li>● Liaise with Junior Surf Members and Parents</li><li>● Promote the Club "Rookie Lifeguard of the Year Award"</li><li>● Coordinate club Rookie awards and write these up for the awards for the committee</li><li>● Assist with development of club plans to develop and retain children and youth members</li><li>● Order and organize uniforms for Rookie candidates</li><li>● Promote and enter members into the Rookie Challenge Event</li><li>● Attend operational meetings</li><li>● Assist with Health and Safety Policies and deployment as required</li></ul>	<b>Measurements:</b> <ul style="list-style-type: none"><li>● Implements a high quality programme, liaising with other Coordinators to ensure consistency</li><li>● Develop physical copy of Raglan programme, review fit for purpose and ongoing communication with club members.</li><li>● Ongoing communication with both Junior and Senior parts of the club to ensure transition works well.</li><li>● Promotes through social media, communication with local schools and in person discussions.</li><li>● Liaises with PC for each patrol to ensure best fit.</li><li>● Accurate records to be kept in hard copy and Google Docs of progress against goals.</li><li>● Weekly communication via e-mail and social media avenues.</li><li>● Awards to be discussed with support coaches and Headcoach and Coordinator to ensure fairness. Awards to be drafted and provided in a timely manner.</li><li>● The Junior Surf programme was reviewed with other coaches and Head coach to ensure retention.</li><li>● Liaises with Head Coach and Junior Surf Coordinator</li><li>● Online forms to be completed in a timely manner for ordering of Rookie Uniforms</li><li>●</li></ul>
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	<ul style="list-style-type: none"><li>● Weekly debrief with coaches to ensure continuity of skills.</li><li>● Communicate Rookie Challenge to membership, gauge interest and enter competitors. Liaise with other Coaches for needs.</li><li>● Attends every Junior Surf Operational Committee meeting, gives apologies 1 week prior if unavailable</li></ul>
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## POSITION DESCRIPTION

### Junior Surf Sports Coach

**Responsible to:** Surf Sports Operational Committee

**Reports to:** Board of Directors  
Surf Sports Operational Committee

**Functional Relationships:** Board of Directors  
Surf Sports Operational Committee  
Surf Sports Teams  
Membership Operational Committee

**Responsibilities:** Oversee management of the Junior Surf Sports Teams (Under 14 years)

**Desirable Attributes:** A strong interest in sport, training and competition  
Well organized  
Able to manage people  
Excellent communication skills  
Planning Skills

<b>Key Tasks:</b>	<b>Measurements:</b>
<ul style="list-style-type: none"><li>● Attend Junior Surf Operational Committee Meetings</li><li>● Review competitions being held during the season and conveys this information to coaches, parents and Junior Surf Members</li><li>● Keep an up to date event calendar</li><li>● Liaise with Age Group helpers and develop appropriate coaching programmes to ensure competitive skills</li><li>● Ensure the implementation of professional development of coaching staff.</li><li>● Assess feedback from parents and report this to the Junior Coordinator</li><li>● Coordinate development of surf sports programmes in each age group which targets specific competitions.</li><li>● Arrange equipment for competitors with Gear Steward</li><li>● Ensure competitors are aware of competition rules</li><li>● Organize any additional training required for competitions</li><li>● Register members for competition and ensure their safe management at events</li><li>● Assist with Health and Safety Policies and deployment as required.</li></ul>	<ul style="list-style-type: none"><li>● Attends every Junior Surf Operational Committee meeting, gives apologies 1 week prior if unavailable</li><li>● Liaises with coaches, parents and members through in person contact, social media and e-mail. Communicates with other clubs and organisers to ensure events are known.</li><li>● Maintain accuracy of online calendar.</li><li>● Coaching programme is drafted and reviewed on a monthly basis.</li><li>● Liaises with external and internal providers, keeps record of PD requested or identified and discussed with staff.</li><li>● Feedback from parents to be discussed with the Coordinator.</li><li>● Develop sports specific programmes. Weekly debrief with coaches to ensure continuity of skills.</li><li>● E-mail/in person communications with Gear Steward as required and at least 2 weeks prior to specific competition.</li><li>● Liaises with Surf Sports Coach and individual coaches to ensure rules are conveyed..</li><li>● Coaching programme to be reviewed monthly to ensure fit for purpose and post and pre season.</li><li>● Registrations to be completed online and suitable safe management for each event to be developed, liaising with parents and coaches.</li></ul>

## POSITION DESCRIPTION

### Surf Sports Coach

<b>Responsible to:</b>	Junior Surf/Surf Sports Operational Committee
<b>Reports to:</b>	Board of Directors Junior Surf/Surf Sports Operational Committee
<b>Functional Relationships:</b>	Board of Directors Junior Surf/Surf Sports Operational Committee Surf Sports Teams Membership Operational Committee
<b>Responsibilities:</b>	Oversee management of the Club Surf Sports Teams (Under 19s/16s, IRB, Boaties, Seniors)
<b>Desirable Attributes:</b>	A strong interest in sport, training and competition Well organized Able to manage people Excellent communication skills Planning Skills

<b>Key Tasks:</b> <ul style="list-style-type: none"><li>● Attend Junior Surf Operational Committee Meetings</li><li>● Review competitions being held during the season and conveys this information to coaches, parents and Club Members</li><li>● Keep an up to date event calendar</li><li>● Liaise with helpers and develop appropriate coaching programmes to ensure competitive skills</li><li>● Ensure the implementation of professional development of coaching staff.</li><li>● Coordinate development of surf sports programmes which targets specific competitions.</li><li>● Arrange equipment for competitors with Gear Steward</li><li>● Ensure competitors are aware of competition rules</li><li>● Organize any additional training required for competitions</li><li>● Register members for competition and ensure their safe management at events.</li></ul> <ul style="list-style-type: none"><li>● Prepare and provide reports to the Board of Directors</li><li>● Attend Board of Directors Meetings</li><li>● Reports back to the competition Surf Sports Operational Committee from the Board of Directors</li><li>● Prepare annual Surf Sports plan and budget</li></ul>	<b>Measurements:</b> <ul style="list-style-type: none"><li>● Attends every Junior Surf Operational Committee meeting, gives apologies 1 week prior if unavailable</li><li>● Liaises with coaches and members through in person contact, social media and e-mail. Communicates with other clubs and organisers to ensure events are known.</li><li>● Maintain accuracy of online calendar.</li><li>● Coaching programme is drafted and reviewed on a monthly basis.</li><li>● Liaises with external and internal providers, keeps record of PD requested or identified and discussed with staff.</li><li>● Develop sports specific programmes. Weekly debrief with coaches to ensure continuity of skills.</li><li>● E-mail/in person communications with Gear Steward as required and at least 2 weeks prior to specific competition.</li><li>● Liaises with Surf Sports Coach and individual coaches to ensure rules are conveyed..</li><li>● Coaching programme to be reviewed monthly to ensure fit for purpose and post and pre season.</li><li>● Registrations to be completed online and suitable safe management for each event to be developed, liaising with members and coaches.</li><li>●</li></ul>
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| <ul style="list-style-type: none"><li>• Monitors and reviews progress against work plans</li><li>• Set dates for meetings of the Surf Sports Operational Committee</li><li>• Prepare agendas, Chair Surf Sports Operational Committee Meetings and record these meetings in appropriate minute form</li><li>• Distribute minutes of meetings to Surf Sports Operational Committee and to Board of Directors</li><li>• Attend team meetings/committees when required e.g. boaties</li><li>• Provide information to Communications Officers on Surf Sports as required</li><li>• Assist with Health and Safety Policies and deployment as required</li></ul> |  |
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## **Clubhouse/Projects Committee**

### Positions Descriptions

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1. Clubhouse Manager
2. Clubhouse Maintenance Officer
3. Clubhouse Coordinator

## POSITION DESCRIPTION

### Clubhouse Manager

<b>Responsible to:</b>	Clubhouse/Projects Committee
<b>Reports to:</b>	Clubhouse/Projects Operational Committee
<b>Functional Relationships:</b>	Board of Directors Chair Clubhouse/Projects Potential hirers of the facility
<b>Responsibilities:</b>	Oversees the long- and short-term maintenance of the Clubhouse Building and Tower Monitor Health and Safety Issues relating to the clubhouse including cleaning Manage all non-lifeguard use of the club ie weddings and community events
<b>Desirable Attributes:</b>	A strong interest in clubhouse management Well organised Able to manage people from a wide range of the community Planning skills Ability to interact positively with members and the public to promote a professionally run club where members and families can enjoy themselves Ability to seek out new and innovative ways to meet and respond to needs and demands of an ever changing diverse membership;

#### Summary:

Ensures that maintenance and repairs to the Clubhouse and Tower are carried out in reasonable time frames to ensure the Clubhouse and tower are safe and secure environments. Manage the upkeep of the clubhouse to ensure that the wants and needs of guests are consistently exceeded. Provides a safe environment. Advises the Finance committee of any damage and maintenance issues associated with the clubrooms.

<b>Key Tasks:</b> <ul style="list-style-type: none"><li>● Attend Finance/Clubhouse/Projects Operational Committee meetings</li><li>● Monitors and takes corrective action as necessary to ensure the clubhouse is a safe and enjoyable environment for all members and visiting public.</li><li>● Implements and manages H&amp;S risk management plan for the clubhouse and ensures all users are made aware of it.</li><li>● Advises Board of the monthly bookings schedule and logs bookings in Club Calendar</li><li>● Ensures swiped on system is maintained.</li><li>● Ensure that Guests using the clubhouse understand and comply with the club regulations, district council bylaws, and NZ Legislation.</li><li>● Monthly documented inspections to ensure that all health and safety, sanitation, preventative maintenance and other standards are consistently met.</li><li>● Maintains appearance, upkeep and cleanliness of the clubhouse facilities and environment</li></ul>	<b>Measurements:</b> <ul style="list-style-type: none"><li>●</li></ul>
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| <ul style="list-style-type: none"><li>● Advices Chair of Clubhouse/Projects of any kitchen supplies, cleaning and general consumables to be purchased and arrange purchase.</li><li>● Manages Fumacare contract</li><li>● Manages waste and rubbish disposal</li><li>● Manages bookings of weddings</li><li>● Advertises and encourages outside booking and use of clubhouse</li><li>● Assess and report on any building maintenance matters to the Chair Clubhouse/Projects.</li><li>● Make recommendations for any repairs and maintenance to the Chair Clubhouse/Projects</li><li>● Assist with preparation of budget costings for any proposed works.</li><li>● Assist with Health and Safety Policies and deployment as required</li></ul> |  |
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## POSITION DESCRIPTION

### CLUBHOUSE MAINTENANCE OFFICER

<b>Responsible to:</b>	Clubhouse/Projects Committee
<b>Reports to:</b>	Clubhouse/Projects Operational Committee
<b>Functional Relationships:</b>	Board of Directors Chair Clubhouse/Projects Clubhouse Manager Clubhouse Coordinator Membership
<b>Responsibilities:</b>	Oversees the long- and short-term maintenance of the Clubhouse Building and Tower
<b>Desirable Attributes:</b>	One or more of: Master Builder qualified / Experienced Builder / Engineering qualifications Quantity surveying and reporting skills Able to manage people and establish positive working relationships Excellent communication skills Planning experience Networking skills Ability to assess and understand typical building maintenance matters Knowledge of building industry standards and regulations

**Summary:**

Ensures that maintenance and repairs to the Clubhouse and Tower are carried out in reasonable time frames to ensure the Clubhouse and tower are safe and secure environments.

<b>Key Tasks:</b> <ul style="list-style-type: none"><li>● Attend Finance/Clubhouse/Projects Operational Committee meetings</li><li>● Development of positive working relationship with the Membership</li><li>● Assess and report on any building maintenance matters to the Chair Clubhouse/Projects.</li><li>● Make recommendations for any repairs and maintenance to the Chair Clubhouse/Projects</li><li>● Liaise with Clubhouse Manager and Clubhouse Coordinator</li><li>● Assist with preparation of budget costings for any proposed works.</li><li>● Assist with Health and Safety Policies and deployment as required</li></ul>	<b>Measurements:</b> <ul style="list-style-type: none"><li>●</li></ul>
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## POSITION DESCRIPTION

### Clubhouse Co-Ordinator

<b>Responsible to:</b>	Voluntary Management Committee
<b>Reports to:</b>	Voluntary Management Operational Committee
<b>Functional Relationships:</b>	Board of Directors Chair Volunteer Management Club Membership SLSNR
<b>Responsibilities:</b>	Manage all lifeguard personnel within the Club, Manage bookings and facility for Beach Ed and Paid Guard programmes
<b>Desirable Attributes:</b>	A strong interest in clubhouse management Well organised Able to manage people from a wide range of the community Planning skills Ability to interact positively with members and the public to promote a professionally run club where members and families can enjoy themselves. Ability to seek out new and innovative ways to respond to the needs and demands of an ever changing and diverse membership

<b>Key Tasks:</b> <ul style="list-style-type: none"><li>● Advises Volunteer Management committee of the monthly bookings including training and exams, Beach Ed and Paid Guard bookings.</li><li>● Ensure via SwipedOn app that a written record of who is using the Clubhouse is documented.</li><li>● Ensure that Club Members and visiting clubbies using the Clubhouse understand and comply with the Club Regulations, District Council bylaws and NZ legislation</li><li>● Monitors behaviour within the club and takes corrective action where necessary to ensure that Club Regulations and policies are complied with and members and their families are comfortable visiting and staying at the Clubhouse.</li><li>● Manages the overall use of the Clubhouse by Club Members and their families.</li><li>● Manages the use of the Clubhouse by Paid Guards and SLSNR Beach Education staff to ensure standards are maintained and that handover requirements are met.</li><li>● Addresses member complaints and advises the Chairperson about appropriate corrective actions taken.</li><li>● Develops new and innovative ways in which to encourage members to be active in club events.</li><li>● Assist with implementing special club events and bbws.</li></ul> Supervisory Responsibilities	<b>Measurements:</b> <ul style="list-style-type: none"><li>●</li></ul>
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| <ul style="list-style-type: none"><li>• Ensures that all legal requirements are consistently adhered to including NZ Law, Waikato District Council policy and Club Regulations pertaining to alcoholic beverages.</li><li>• Ensure that the behaviour of those using the Clubhouse is of a highly professional manner. Any issue that cannot be managed must be referred to the Chairperson immediately for resolution.</li><li>• Ensures a safe environment and attitude on the part of the beers utilising the clubhouse.</li><li>• Assist with Health and Safety Policies and deployment as required</li></ul> |  |
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## **Finance Committee**

### **Positions Descriptions**

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1. Applications Officer
  
2. Xero Officer
  
3. New Revenue Officer

## POSITION DESCRIPTION

### Applications Officer

<b>Responsible to:</b>	Finance Committee
<b>Reports to:</b>	Finance Operational Committee
<b>Functional Relationships:</b>	Board of Directors Club Membership SLSNR SLSNZ
<b>Responsibilities:</b>	Manage and complete all funding applications with the assistance of board members. Maintain relationships and communications between funders and board members.
<b>Desirable Attributes:</b>	Good Written and Oral Skills Well organized Great Computer Skills Planning skills Ability to interact positively with members and the public to promote a professionally run club where members and families can enjoy themselves. Ability to seek out new and innovative ways to respond to the needs and demands of an ever changing and diverse club.

<b>Key Tasks:</b> <ul style="list-style-type: none"><li>• Complete all required funding applications as directed by Chair of Finance</li><li>• Maintain communication and relationships with current and past funders</li><li>• Where required attend meetings of the operation committee</li><li>• Promote positive working relationships with SLSNR, SLSNZ</li><li>• Assist with the development of annual budgets</li><li>• Create funding reports as requested by the Chair of Finance or board members</li><li>• Be available for board workshops to plan and develop strategies for funding</li><li>• Be available to attend appreciate sections of board meetings as requested</li></ul>	<b>Measurements:</b> <ul style="list-style-type: none"><li>• All funding applications completed on time as required</li><li>• Maintain at a satisfactory level of communication</li></ul>
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## POSITION DESCRIPTION

### Xero Officer

<b>Responsible to:</b>	Finance Committee
<b>Reports to:</b>	Finance Operational Committee
<b>Functional Relationships:</b>	Board of Directors Club Membership
<b>Responsibilities:</b>	Complete all Xero functions as requested by the Chair of Finance
<b>Desirable Attributes:</b>	Good Written and Oral Skills Well organized Great Computer Skills Planning skills Ability to interact positively with members and the public to promote a professionally run club where members and families can enjoy themselves. Ability to seek out new and innovative ways to respond to the needs and demands of an ever changing and diverse club.

<b>Key Tasks:</b> <ul style="list-style-type: none"><li>• Complete any functions in Xero as required in a timely manner</li><li>• Manage processing of invoices, bills and reimbursements</li><li>• Where required attend meetings of the operation committee</li><li>• Assist with the development of annual budgets</li><li>• Be available for board workshops to plan and develop strategies for funding</li><li>• Be available to attend appreciate sections of board meetings as requested</li></ul>	<b>Measurements:</b> <ul style="list-style-type: none"><li>• Requested functions completed in a timely manner</li><li>• All functions completed with a high level of accuracy</li><li>• All functions completed in a timely manner</li></ul>
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## POSITION DESCRIPTION

### New Revenue Officer

<b>Responsible to:</b>	Finance Committee
<b>Reports to:</b>	Finance Operational Committee
<b>Functional Relationships:</b>	Board of Directors Club Membership SLSNR SLSNZ
<b>Responsibilities:</b>	Secure new funding sources to assist all functions of the club to grow and succeed
<b>Desirable Attributes:</b>	Good Written and Oral Skills Connections with potential new funders/ history of finding not for profit funders Well organized Great Computer Skills Planning skills Ability to interact positively with members and the public to promote a professionally run club where members and families can enjoy themselves. Ability to seek out new and innovative ways to respond to the needs and demands of an ever changing and diverse club.

<b>Key Tasks:</b> <ul style="list-style-type: none"><li>● Secure new funders and complete onboarding and introductions</li><li>● Assist the applications officer to complete first time applications as required</li><li>● Where required attend meetings of the operation committee</li><li>● Promote positive working relationships with SLSNR, SLSNZ</li><li>● Assist with the development of annual budgets</li><li>● Be available for board workshops to plan and develop strategies for funding</li><li>● Be available to attend appreciate sections of board meetings as requested</li></ul>	<b>Measurements:</b> <ul style="list-style-type: none"><li>● New funding secured throughout the season</li></ul>
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