



Charity Number 1035938

Job Descriptions for Woolacombe Surf Lifesaving Club **Committee positions**

Chairperson

- To Chair club meetings and act as the principle officer throughout the year.
- Make decisions when the need arises in consultation with other committee members
- Ensure The WSLSC complies with its governing body, SLSGB and any other relevant legislation and regulations including charity and company law.
- To ensure the WSLSC uses its resources effectively in pursuit of its objectives.
- Contribute actively to the committee role by giving firm strategic direction to the club, setting overall policy, defining goals setting targets and evaluating these targets.
- Safeguard the good name of WSLSC and SLSGB.
- Ensure effective and efficient administration of WSLSC.
- Ensure the financial stability of WSLSC.
- Protect and manage the property of WSLSC and SLSGB and to ensure the proper investment of WSLSC's funds.

Skills

- Be well informed with regard to club activities, finances and all meeting agendas.
- Be able to represent the club at all levels (local, and national)
- Be able to chair committee meetings and all other club meetings, ensuring that all can be involved and express their views.
- Good preparation and organisation skills.
- Ensure meetings run smoothly and follow the agenda and are recorded.
- Be unbiased and impartial. The chairman **must** temporarily give up their post in meetings where they are personally involved.

Behaviours

- Good listener
- Effective communicator
- Diplomatic and helpful

Deputy Chairperson

- To support the chairperson and act as chair in the absence of the chair.

Secretary

- The principle administrator for the club.
- Carries out or delegates all the administrative duties that enable the club and its members to function effectively.
- Be the first point of contact for all enquiries.
- Affiliate the club with SLSGB
- Dealing with correspondence
- Organising and booking competition venues as needed.
- Attend meetings to represent the club if needed.
- Registering competitors for competitions.
- Organising the clubs AGM.
- Organising and attending all committee meetings.
- Taking and distributing minutes.
- Ensuring action points from meetings have been carried out.
- Supporting the club with funding applications.
- Collecting and analysing information from the members.

Skills

- Strategic thinker and plan ahead.
- Methodical and reliable
- Be able to delegate.
- Ensure delegated tasks have been actioned.
- Be impartial and tactful.
- Be alert to constitutional and legal requirements.

Behaviours

- Effective communicator and planner.
- Good listener.
- Be interested in people.
- Be a good decision maker.

Treasurer

- To be the day to day financial manager of the club, working closely with the committee, providing annual budgets and regular financial reports in order for the committee to make informed decisions and monitor performance against budget.
- Invoicing and collecting subscriptions and all money owed to the club.
- Ensuring that all cash and cheques are deposited promptly in the bank.
- Issuing receipts for all money received and recording information.
- Paying bills and recording information.
- Helping to prepare and submit any statutory documents
- Keeping up to date records of all financial situations
- Reporting regularly to the committee on the clubs financial status
- Presenting an end of year financial report to the clubs AGM.
- Financial planning, monitor the annual budget through out the year.

Skills

- Available time to fulfil the role.
- Ability to keep records.

- Ability to handle cheques and money carefully.
- Ensure delegated tasks have been actioned.
- Be alert to constitutional and legal requirements.
- Numeracy.

Behaviours

- Enthusiasm
- Be a good communicator and planner.
- Honesty and integrity.
- Be impartial and tactful.
- Good decision maker.

Safeguarding Officer

- Provide support to the management with regards to safeguarding, including DBS checks, review of safeguarding policies and procedures, co-ordinating safeguarding groups, training members and coaches and acting as a point of contact for queries and at events.
- Take a lead role in administering safeguarding delivery and support.
- Support SLSGB's Lead Safeguarding Officer with the delivery of DBS checks through the TMG system.
- Support WSLSC and its members using the TMG system for its DBS cheques.
- Act as a point of contact for members at events.
- Ensure all current and potential members are given appropriate resources, advice and signposting relating to safeguarding.
- Promote safeguarding updates and processes to all club members.
- Be able to communicate confidently to all enquiries.
- To subscribe to the ethos, vision and mission of WSLSC and SLSGB.
- To work at all times with integrity and to the highest professional standards.

Skills

- Experience of safeguarding practice (desirable)
- Experience of working with young people or vulnerable adults (desirable)
- Experience in administration duties.
- Excellent communicator.
- Literate and numerate.
- Excellent organisation skills.
- Able to communicate and work with others effectively.
- Prioritise tasks.

Behaviours

- A positive and engaging manner.
- Well presented.
- Able to represent WSLSC and SLSGB externally.
- Good understanding of WSLSC and SLSGB procedures and policies.

Membership Secretary

- Ensure individual's memberships are kept up to date on the SLSGB database.
- Keep members informed of any changes to membership.

Skills

- Knowledge of SLSGB database.
- Good communication skills.
- Excellent organisation skills.

Behaviours

- Be organised in giving information to WSLSC members.

Masters Rep

- To organise the Masters section of the club.
- Ensure Masters are kept up to date on training and competitions.
- Book pool for training.
- Ensure sessions are run safely with sufficient safety cover.
- Collecting money for competitions, training, recording and pass on to the Treasurer.
- Participating during committee meetings and ensuring the committee is kept up to date with the Masters section.
- Managing the Masters team at competitions (or ensuring there is someone to manage the team) and ensuring WSLSC bring sufficient helpers for the smooth running of competitions.

Skills

- Be a good communicator.
- Good record keeper.
- Able to delegate tasks.
- Ensure delegated tasks are fulfilled.

Behaviours

- Enthusiastic.
- Able to make decisions.
- Able to plan ahead.

Senior Rep

- To organise the Senior section of the club.
- Ensure Seniors are kept up to date on training and competitions.
- Book pool for training.
- Collecting money for competitions and training, recording and pass on to the Treasurer.
- Participating during committee meetings and ensuring the committee is kept up to date with the Senior section.
- Managing the Senior team at competitions (or delegating this task to an appropriate person) and ensuring WSLSC bring sufficient helpers for the smooth running of competitions.

- Ensure sessions are run safely with sufficient safety cover.

Skills

- Be a good communicator
- Good record keeper.
- Able to delegate tasks.
- Ensure delegated tasks are fulfilled.

Behaviours

- Enthusiastic.
- Able to make decisions.
- Able to plan ahead.

Youth Rep

- To organise the Youth section of the club.
- Ensure sessions are run safely with sufficient safety cover.
- Keep Youth members are kept up to date on training and competitions.
- Set session plans and lead the coaches.
- Manage the Youth team at competitions (or delegating this task to an appropriate person) and ensuring WSLSC bring sufficient helpers for the smooth running of competitions.
- Liaising with the parents and Youth in any capacity that is required.
- Participating during committee meetings and ensuring the committee is kept up to date with the Youth section.

Skills

- Effective communicator.
- Able to delegate tasks.
- Ensure delegated tasks are fulfilled.

Behaviours

- Enthusiastic
- Able to make decisions.
- Able to plan ahead.

Youth Administrator

- To support the Youth Rep and coaches in an administrative capacity.
- Ensure all Youth members know about training and competitions.
- Ensure risk assessments are carried out prior to training and competitions.
- Book pool for training.
- Collect money for competitions and training, recording it and passing on to the Treasurer.
- Participate at committee meetings with the Youth Rep and ensure the committee are kept up to date with the Youth section.

Skills

- Organised.
- Good communicator.
- Good record keeper.
- Able to delegate.

- Ensure delegated tasks are fulfilled.

Behaviours

- Enthusiastic
- Able to plan ahead.

Nipper Rep

- To organise the Nipper section of the club.
- Ensure sessions run safely
- Ensure that all members and parents are kept up to date with training and competitions.
- Set session plans and lead coaches.
- Ensure the EOP and NOP of WSLSC are adhered to.
- Ensure risk assessments are carried out prior to training and competitions.
- Book pool for training.
- Collect money for competitions and training, recording it and passing on to the Treasurer.
- Participate at committee meetings and ensure the committee are kept up to date with the Nipper section.
- Manage the team at competitions (or delegating this task to an appropriate person) and ensuring WSLSC bring sufficient helpers for the smooth running of competitions.
- Ensure there is sufficient safety cover and coaches at all training sessions and other events.

Skills

- Organised.
- Good communicator.
- Good record keeper.
- Able to delegate.
- Ensure delegated tasks are fulfilled.

Behaviours

- Enthusiastic
- Able to plan ahead.
- Able to make decisions.

Nipper Administrator

- To support the Nipper Rep and coaches in an administrative capacity.
- Ensure all Nipper members know about training and competitions.
- Ensure risk assessments are carried out prior to training and competitions.
- Book pool for training.
- Collect money for competitions and training, recording it and passing on to the Treasurer.
- Participate at committee meetings with the Nipper Rep and ensure the committee are kept up to date with the Nipper section.

Skills

- Organised.
- Good communicator.
- Good record keeper.
- Able to delegate.
- Ensure delegated tasks are fulfilled.

Behaviours

- Enthusiastic
- Able to plan ahead.

Equipment Officer

- Identify kit needs for the whole club.
- Able to purchase kit with agreement of committee.
- Look after club equipment.
- Ensure kit is in a useable and safe condition.
- Responsible for towing the trailer to competitions as required, or delegate this task to an appropriate individual. (will be re-reimbursed for fuel costs)
- Ensure members have read and understood the WSLSC equipment policy.
- Ensure fair use of all club equipment.
- Will have a small budget for repairs and will keep receipts for such repairs and pass on to the Treasurer.
- Liaise with the committee about purchases and potential purchases.

Skills

- Organised.
- Able to seek the best price for equipment and repairs.
- Able to liaise with companies outside of WSLSC to procure equipment for members.
- Good communicator.
- Good record keeper.
- Able to delegate.
- Ensure delegated tasks are fulfilled.

Behaviours

- Able to plan ahead.
- Able to make decisions.

Awards Officer

- To administrate any awards that are required.
- Liaise with SLSGB and the Regional Awards officer and Reps to ensure that everyone who requires an award for competition is given the opportunity to gain one.
- Be familiar with the SLSGB awards system and pass the information on to members.

- Help as needed with setting up training and awards with the Regional Awards Officer.
- Collect monies as required and hand on to the Treasurer.

Skills

- Organised.
- Good communicator.
- Good record keeper.
- Able to delegate.
- Ensure delegated tasks are fulfilled.

Behaviours

- Able to plan ahead.

Fundraising Officer

- To seek opportunities for funding, including new grants.
- Help committee and other members with the organisation of fundraising events.
- Liaise with the committee.

Skills

- Organised
- Good record keeper.
- Able to delegate.
- Ensure delegated tasks are fulfilled.
- Good communicator.

Behaviours

- Able to work with others.
- Able to plan ahead looking at the funding needs of the club.
- Attention to details on funding application forms.

Devon Region Liaison Officer

- Represent WSLSC at Regional Level.
- Play an active part in the organisation of Devon competitions.
- Keep the WSLSC committee up to date with information from the Regional meetings either via attending the WSLSC committee meetings or sending the information to WSLSC secretary for distribution to the committee.

Skills

- Effective communicator.
- Organised.
- Able to delegate.
- Ensure delegated tasks are fulfilled.
- Able to represent the club at Regional level.

Behaviours

- Able to work with others.
- Able to plan ahead.
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Safety Officer

- Ensure the club trains safely and oversee the WSLSC EAP and NOP.
- Represent WSLSC at Regional and National competitions if required to give advice on competitor safety.

Skills

- Able to communicate with coaches and others.

Behaviours

- Work with others.

Director of Coaching

- Support Section Reps and Coaches in delivering safe and effective training.

Skills

- Excellent communication skills.
- Excellent knowledge of training requirements for the support.

Behaviours

- Able to work with others
- Aware of individual training needs.

Kit Officer

- To source kit to meet needs of the club for members to purchase.
- To organise the sale and distribution of kit.

Skills

- Be able to liaise with members understand kit needs.
- Good negotiation skills.
- Able to liaise with companies outside of WSLSC to procure kit for members.

Behaviours

- Be able to anticipate needs of the members.

General Committee Members

- Attend meetings and offer support and advice to the committee when needed.

Skills

- Be able to voice ideas at WSLSC committee meetings.

