



Mordialloc Life Saving Club Inc.

CLUB PRESIDENT

Responsibilities:

- “Face” of the club and represent the club at all relevant Presidents’ conferences and state and national meetings as required
- Overall responsibility for the club’s administration
- Responsible for chairing committee meetings and executive committee meetings
- Responsible for calling all executive committee meetings where necessary
- Liaise with all club officers on a regular basis
- Submit an annual report to the secretary on area of management prior to the AGM

PO Box 5293 Mordialloc 3195
www.mlsc.com.au

ABN 42 726 983 567



Mordialloc Life Saving Club Inc.

VICE-PRESIDENT

Responsibilities:

- Act in place of the president in their absence and assume such responsibilities
- Liaise with all club officers on a regular basis
- Submit an annual report to the secretary on area of management prior to the AGM

PO Box 5293 Mordialloc 3195
www.mlsc.com.au

ABN 42 726 983 567



Mordialloc Life Saving Club Inc.

SECRETARY

Responsibilities:

- Responsible for coordinating all functions associated with the provision of administrative services
- Attend all meetings of the club
- Conduct all club correspondence
- Keep in safe custody all books and papers belonging to the club
- Assist the treasurer to keep the accounts
- Countersign cheques drawn in accordance with the directions of the committee
- Responsible for reviewing and implementing any directives/policies provided by LSV and its parent bodies
- Responsible for procuring legal and insurance services for the club
- Responsible for the records of all club members, including their addresses, qualifications, registered numbers, their indebtedness to the club, and other relative information
- Responsible for ensuring effective internal communication through committee meetings and club newsletter
- Responsible for reporting at each committee meeting on area of management
- Prepare and coordinate production of the annual report for presentation at the AGM
- Liaise with president on a regular basis on area of management
- Responsible for coordinating member registrar's activities

PO Box 5293 Mordialloc 3195
www.mlsc.com.au

ABN 42 726 983 567



Mordialloc Life Saving Club Inc.

TREASURER

Responsibilities:

- To ensure money is received, banked and receipted appropriately
- Attend all meetings of the club
- Provide statements of receipts and expenditure for the month immediately preceding
- Maintain records of current income and expenditure
- Prepare and present regular accounts for approval and payment by the committee
- Prepare annual financial accounts for auditing and provide the club's auditor with information as required
- Prepare annually an income and expenditure account for that financial year together with a balance sheet setting out the club's assets and liabilities, the foregoing
- Statements to be presented to the members at the AGM together with annual report
- To be the signatory (with other nominated members) on club cheques
- Prepare a schedule of assets and liabilities of the club when required
- Manage club investment programs where applicable
- Manage tax returns and income tax payments for employees and the regular filing of business activity statements (including gst) with the relevant authorities

PO Box 5293 Mordialloc 3195
www.mlsc.com.au

ABN 42 726 983 567



Mordialloc Life Saving Club Inc.

LIFESAVING OPERATIONS MANAGER:

The Lifesaving Operations Manager is in charge of Liaising with Chief Instructor, Club Captain and Executive Committee on issues regarding lifesaving services or training and assessment.

Requirements:

- A minimum of 20yo.
- A minimum of five years experience as a Patrol Captain.
- Gold Medallion or equivalent experience.
- Cert IV in Training & Assessment or equivalent experience.

Roles Include:

- Liaising with Chief Instructor to ensure:
- Training is being delivered to appropriate standard.
- All Instructors are meeting requirements and have adequate support.
- Appropriate training equipment is made available.
- Liaising with Club Captain to ensure:
- Minimum patrol standards are being met.
- Patrol Captains are meeting requirements and have adequate support.
- Appropriate lifesaving equipment is made available where appropriate.
- Liaising with Executive Committee to ensure:
- Executive are informed of relevant changes to lifesaving operations.
- Discussion of funding/equipment requirements to meet minimum standards in training and lifesaving services.
- Discussion of any club related issues in regard to lifesaving training or services.

PO Box 5293 Mordialloc 3195
www.mlsc.com.au

ABN 42 726 983 567



Mordialloc Life Saving Club Inc.

CHIEF INSTRUCTOR:

The Chief Instructor is in charge of the coordinating the training and assessment of lifesaving awards for all senior members.

Requirements:

- Minimum of 17yo.
- Minimum of Bronze Medallion, with preferably ART and Spinal.
- Relevant Training/Instructing qualification (or in the process of attaining).

Roles Include:

- Organising/Approving all courses run for senior members.
- Organising and coordinating relevant instructors to manage and deliver each course.
- Ensure all courses are being delivered to appropriate standard.
- Ensure the needs of candidates are being met by each course, where appropriate.
- Attending or assigning a proxy to attend all LSV (LSOC) meetings and conferences, ensuring knowledge of new requirements.
- Liaising regularly with Lifesaving Operations Manager to discuss progress and issues.

PO Box 5293 Mordialloc 3195
www.mlsc.com.au

ABN 42 726 983 567



Mordialloc Life Saving Club Inc.

CLUB CAPTAIN:

The Club Captain is in charge of coordinating lifesaving services.

Requirements:

- Minimum of 17yo.
- A minimum of Bronze Medallion and Basic Beach Management, with preferably ART, Spinal, IRB Drivers and ATV.
- A minimum of two years patrol experience, with at least one years experience as a Patrol Captain.

Roles Include:

- Rostering/coordination of volunteer patrols.
- Ensuring minimum patrol standards are being met.
- Each member is adequately qualified for their role (qualification current)
- Patrol duties are being performed.
- A minimum patrol is present at all times
- Liaising regularly with Patrol Captains to ensure any issues are dealt with promptly.
- Coordinating the inspection and maintenance of patrol equipment (including first aid).
- Attending or organising a suitable proxy to attend all relevant LSV (LSOC) meetings and conferences to ensure all current regulations are being met.
- Liaising regularly with Lifesaving Operations Manager to discuss progress and issues.

PO Box 5293 Mordialloc 3195
www.mlsc.com.au

ABN 42 726 983 567



Mordialloc Life Saving Club Inc.

SENIOR COORDINATOR/COMPETITION MANAGER

Responsibilities:

- Responsible for coordinating all functions associated with the club's involvement in competition
- Responsible for overall presentation of competitive teams to carnivals and other such organised competitions
- Responsible for reviewing and implementing directives/policies provided by LSV and its parent bodies relating to the conduct of competition
- Responsible for organising club members to attend and compete for the club at carnivals and other such organised competitions
- Responsible for reporting at each committee meeting on area of management
- Submit an annual report on area of management to secretary prior to the AGM
- Liaise with president on a regular basis on area of management
- Responsible for coordinating junior coordinator's and coaches' activities.

PO Box 5293 Mordialloc 3195
www.mlsc.com.au

ABN 42 726 983 567



Mordialloc Life Saving Club Inc.

JUNIOR COORDINATOR

Responsibilities:

- To conduct training sessions for nippers with an awareness of their skill levels, prevailing weather conditions and achievable outcomes in a safe and welcoming environment
- Coordinate the delivery of the annual nipper program
- Foster and promote a message of inclusion for participation by all children
- Ensure all junior activities are conducted in a healthy and safe environment and all necessary safety standards are complied with
- Actively encourage and foster parental involvement in junior activities
- Responsible for reviewing and implementing directives/policies provided by LSV and its parent bodies relating to the conduct of junior activities
- Responsible for reporting at each committee meeting on area of management
- Submit an annual report on area of management to secretary prior to the AGM
- Liaise with president on a regular basis on area of management
- Responsible for coordinating age manager's and junior coaches' activities.

PO Box 5293 Mordialloc 3195
www.mlsc.com.au

ABN 42 726 983 567



Mordialloc Life Saving Club Inc.

SPONSORSHIP/GRANTS COORDINATOR

Responsibilities:

- Responsible for submission of grants on behalf of the club
- Responsible for the coordination of sponsorship packages including delivery of all facets agreed upon
- Responsible for the continual communication with sponsors
- Liaising with the Treasurer to account for all monies through grants or sponsorship
- Responsible for reporting at each committee meeting on area of management
- Submit an annual report on area of management to Secretary prior to the AGM

PO Box 5293 Mordialloc 3195
www.mlsc.com.au

ABN 42 726 983 567



Mordialloc Life Saving Club Inc.

MEMBER REGISTRAR

Responsibilities:

- Responsible for maintaining membership details
- Organise and coordinate annual member registration days
- Responsible for the input and update of membership details on the national database
- Ensure that all members have their Working With Children Check as per LSV policy
- Liaise with the secretary and treasurer on current membership issues
- Responsible for reporting at each committee meeting on area of management
- Submit an annual report on area of management to secretary prior to the AGM

PO Box 5293 Mordialloc 3195
www.mlsc.com.au

ABN 42 726 983 567



Mordialloc Life Saving Club Inc.

COMMUNICATIONS COORDINATOR

Responsibilities:

- Maintain the club website
- Collate, publish and distribute the club newsletter
- Coordinate the media releases by the club
- Responsible for reporting at each committee meeting on area of management
- Submit an annual report on area of management to Secretary prior to the AGM

PO Box 5293 Mordialloc 3195
www.mlsc.com.au

ABN 42 726 983 567



Mordialloc Life Saving Club Inc.

FUNDRAISING COORDINATOR

Responsibilities:

- Responsible for the planning and holding of fundraising events
- Responsible for the receiving of fundraising monies on behalf of the club, and delivery of such monies to the Treasurer as soon as practicable
- Responsible for submitting a written account covering all financial matters associated with each fundraising event to the Secretary within two weeks of the event occurring
- Must ensure that all necessary permits and/or registrations are obtained for fundraising events
- Prepare an annual calendar of fundraising events
- Responsible for reporting at each committee meeting on area of management
- Submit an annual report on area of management to Secretary prior to the AGM

PO Box 5293 Mordialloc 3195
www.mlsc.com.au

ABN 42 726 983 567



Mordialloc Life Saving Club Inc.

CLOTHING COORDINATOR

Responsibilities:

- Responsible for the design, ordering and sale of all official club clothing
- Responsible for submitting a written account covering all financial matters associated with clothing sales to the Treasurer on a monthly basis
- Responsible for providing adequate opening hours for the purchasing of clothing by club members
- Responsible for reporting at each committee meeting on area of management
- Submit an annual report on area of management to Secretary prior to the AGM

PO Box 5293 Mordialloc 3195
www.mlsc.com.au

ABN 42 726 983 567



Mordialloc Life Saving Club Inc.

BUILDING COORDINATOR

Responsibilities:

- Responsible for the maintenance of the club
- Responsible for coordinating suitable provisions for repairs when necessary
- Responsible for arranging club working bees
- Responsible for reporting at each committee meeting on area of management
- Submit an annual report on area of management to Secretary prior to the AGM

PO Box 5293 Mordialloc 3195
www.mlsc.com.au

ABN 42 726 983 567