

7.1 Position Description – PRESIDENT

Position Objective:	Notwithstanding the legal duties and the prescribed duties of Directors within By-Laws and the Constitution of Mordialloc Life Saving Club, the role of the President is to preside over all activities of Mordialloc Life Saving Club, have a final responsibility for the integrity and development of the organisation and demonstrate leadership in representing the organisation at the highest level. In addition to manage the operation and future development of all Club activities to ensure that all functions are carried out to ultimately achieve the Club's objectives.
Responsible To:	The Executive Club Members LSV
Reporting Positions:	The Executive Club Captain Directors of the club Member Protection Officer Club Administrator
Financial Authority:	To approve any expenditure (in consultation with the Director - Finance) and in accord with the Club Expenditure Policy.
Functions:	<ol style="list-style-type: none"> 1. Fulfil the obligations of a Director of Mordialloc Life Saving Club. 2. Provide leadership and direction in all Club activities and manage the ongoing operation of the Club in conjunction with the Board of Management listed above. 3. Represent the Club at local community level, LSV meetings, SLSA Presidents forums and any other formal functions as required. 4. Monitor the Club's operation by way of effective reporting by club officials. Evaluate the completion of designated tasks by Club officials and instigate corrective action where necessary. 5. Chair meetings of the Board and Committee. 6. Develop a Strategic Plan for the Club in accordance with the Club's objectives, initiate a program for the implementation of the Plan. 7. Appoint sub-committees to deal with specific areas of Club operation. 8. Act as a spokesperson on all matters generally affecting the Club. 9. Act generally in the best interests of the Club.

7.2 Position Description – DIRECTOR OF FINANCE

Position Objective:	Notwithstanding the legal duties and the prescribed duties of Directors within By-Laws and the Constitution of Mordialloc Life Saving Club, the role of the Director of Finance is to coordinate all functions associated with the Club's finances and to assist in the development and monitoring of budgets. Provide timely and accurate reports to the executive on Club expenditure against budgets. Monitor and review where necessary the controls of all financial transactions.
Responsible To:	President The Executive Club Members
Reporting Positions:	Treasurer Bar Manager Director Of Grants
Financial Authority:	Purchase of budgeted items jointly with the President and individual items (not budgeted) in consultation with the Section Head and the President in accord with the Club expenditure Policy.
Functions:	<ol style="list-style-type: none"> 1. Fulfil the obligations of a Director of Mordialloc Live Saving Club. 2. Chair the Finance Review Committee. 3. Management of the Club's expenditure in consultation with the Club Executive. 4. Develop the annual budget and monitor against expenditure. 5. Co-ordinate the production of the budgets for each section and assist the relevant executive in charge in preparation of the individual budget. 6. Ensuring all requirements of Corporate Affairs are fully met; 7. Ensuring all requirements of the ATO are fully met; 8. Providing counsel for corporate governance principles and individual director liability; 9. Develop, implement and monitor financial controls for the Club. 10. Prepare the annual financial statements and coordinate the audit of the Club's accounts. 11. Manage the reporting positions including the establishment of communication and reporting procedures to ensure that each function is carried out effectively. 12. Act generally in the best interests of the Club.

7.3 Position Description – DIRECTOR OF CLUB OPERATIONS

Position Objective:	Notwithstanding the legal duties and the prescribed duties of Directors within By-Laws and the Constitution of Mordialloc Life Saving Club, the Vice President – Operations is the delegate President with regards to the operations of the Association with a focus upon the portfolios of Finance, Marketing, Facilities and Administration.
Responsible To:	The Executive Club Members
Reporting Positions:	As delegate of the President: Director of Marketing Director of Facilities Director of Sponsorship
Financial Authority:	As delegated of the President, approve any expenditure (in consultation with the Director - Finance) and in accord with the Club Expenditure Policy.
Functions:	<ol style="list-style-type: none"> 1. Fulfil the obligations of a Director of Mordialloc Live Saving Club. 2. Together with the President provide leadership and direction in all Club activities and manage the ongoing operation of the Club in conjunction with the Executive listed above. 3. Together with the President represent the Club at local community level, LSV meetings, SLSA forums and any other formal functions as required. 4. Assist the President to monitor the Club's operation by way of effective reporting by club officials. Evaluate the completion of designated tasks by Club officials and instigate corrective action where necessary. 5. Chair meetings of the Board and Committee in the absence of the President. 6. Overseeing the Association's compliance program and ensuring all company legislative obligations are met; 7. Establishing an annual board calendar to ensure timely completion of all business and reporting matters; 8. Prepare minutes of all Executive, Committee and General meetings and arrange for their circulation. Reply to correspondence as directed by the Director-Administration or President. 9. Ensuring that the agenda and board papers are prepared and forwarded to directors at least six days before the board meeting; 10. Recording, maintaining and distributing the minutes of all board and board subcommittee meetings as required; 11. Preparing for and attending all general meetings of the Association; 12. Recording, maintaining and distributing the minutes of all Annual and Special General Meetings of the Association; 13. Assist the President to develop a Strategic Plan for the Club in accordance with the Club's objectives, initiate a program for the implementation of the Plan. 14. In the absence of the President act as a spokesperson on all matters generally affecting the Club. 15. Act generally in the best interests of the Club.

7.4 Position Description – DIRECTOR OF LIFESAVING OPERATIONS

Position Objective:	Notwithstanding the legal duties and the prescribed duties of Directors within By-Laws and the Constitution of Mordialloc Life Saving Club, the Director of Lifesaving Operations is the delegate President with regards to the operations of the Association with a focus upon the portfolios of Life Saving, Competition, Training and Assessment and Youth Activities. The Director of Lifesaving Operations is required to hold, or have held a SLSA Bronze Medallion.
Responsible To:	The Executive Club Members
Reporting Positions:	As delegate of the President: Director of Rescue Services Director of Training & Assessment
Financial Authority:	As delegated of the President, approve any expenditure (in consultation with the Director - Finance) and in accord with the Club Expenditure Policy.
Functions:	<ol style="list-style-type: none"> 1. Fulfil the obligations of a Director of Mordialloc Live Saving Club. 2. Together with the President provide leadership and direction in all Club activities and manage the ongoing operation of the Club in conjunction with the Executive listed above. 3. Together with the President represent the Club at local community level, LSV meetings, SLSA forums and any other formal functions as required. 4. Assist the President to monitor the Club's operation by way of effective reporting by club officials. Evaluate the completion of designated tasks by Club officials and instigate corrective action where necessary. 5. Chair meetings of the Board and Committee in the absence of the President. 6. Assist the President to develop a Strategic Plan for the Club in accordance with the Club's objectives, initiate a program for the implementation of the Plan. 7. In the absence of the President act as a spokesperson on all matters generally affecting the Club. 8. Act generally in the best interests of the Club.

7.5 Position Description – DIRECTOR OF SPORT & DEVELOPMENT

Position Objective:	<p>Notwithstanding the legal duties and the prescribed duties of Directors within By-Laws and the Constitution of Mordialloc Life Saving Club, the Director of Sport & Development is the delegate President with regards to the operations of the Association with a focus upon the portfolios of Life Saving, Competition and Youth Activities.</p> <p>The Director of Lifesaving Sport & Development is required to hold, or have held a SLSA Bronze Medallion.</p>
Responsible To:	<p>The Executive Club Members</p>
Reporting Positions:	<p>As delegate of the President:</p> <p>Director of Surf Sports Director of Youth Development</p>
Financial Authority:	<p>As delegated of the President, approve any expenditure (in consultation with the Director - Finance) and in accord with the Club Expenditure Policy.</p>
Functions:	<ol style="list-style-type: none"> 1. Fulfil the obligations of a Director of Mordialloc Live Saving Club. 2. Together with the President provide leadership and direction in all Club activities and manage the ongoing operation of the Club in conjunction with the Executive listed above. 3. Together with the President represent the Club at local community level, LSV meetings, SLSA forums and any other formal functions as required. 4. Assist the President to monitor the Club's operation by way of effective reporting by club officials. Evaluate the completion of designated tasks by Club officials and instigate corrective action where necessary. 5. Chair meetings of the Board and Committee in the absence of the President. 6. Assist the President to develop a Strategic Plan for the Club in accordance with the Club's objectives, initiate a program for the implementation of the Plan. 7. In the absence of the President act as a spokesperson on all matters generally affecting the Club. 8. Act generally in the best interests of the Club.

7.6 Position Description – CLUB CAPTAIN

Position Objective:	<p>Notwithstanding the legal duties and the prescribed duties of Directors within By-Laws and the Constitution of Mordialloc Life Saving Club, the role of the Club Captain is to provide a focal point at the Club Executive Level for all active members and fulfill a leadership role across the operational areas of the Club specifically Rescue Services, Competition, Development Services and Youth Activities.</p> <p>The Club Captain is required to hold a SLSA Bronze Medallion.</p>
Responsible To:	<p>The Executive Club Members</p>
Reporting Positions:	<p>None</p>
Financial Authority:	<p>In accord with the Club Expenditure Policy.</p>
Functions:	<ol style="list-style-type: none"> 1. Proactively develop, implement and facilitate structured programs that assist: <ol style="list-style-type: none"> a) leadership and skill development; b) retention of members; c) membership recruitment. 2. Report to the Board on all youth and leadership development programs and activities. 3. Identify up and coming potential leaders for the club. 4. Ensure the club is represented on the appropriate LSV Council. 5. Plan for the continuous improvement of member, youth and leadership development activities. 6. Develop greater awareness of the importance of member protection. 7. Increase club compliance in the implementation of member protection. 8. Monitor compliance with the minimum requirements for members' protection. 9. Attend professional development training as requested to ensure skills and content knowledge are current. 10. Attend LSV management meetings as required. 11. Provide a line of communication between all members and the Committee and Board. 12. Monitor the conduct and discipline of members when identified as members and bring any breaches to the notice of the Board. 13. Act generally in the best interests of the Club. 14. Assist and co-ordinate Club fundraising

7.7 Position Description – TREASURER

Position Objective:	In conjunction with the Club Administrative Officer, receive and bank all monies and issue receipts and pay all bills after receiving the necessary authorisations. Keep the prescribed books of accounts and submit a summarised statement to each committee meeting. Prepare an annual statement of Income and Expenditure together with a Balance Sheet setting out the Club's assets and liabilities.
Responsible To:	Director of Finance
Reporting Positions:	None
Financial Authority:	In accord with the Club Expenditure Policy.
Functions:	<ol style="list-style-type: none">1. In conjunction with Administration officer and Director Of Finance, keep all monetary matters up to date including all debtors within the agreed terms and all creditors paid in a timely manner.

7.8 Position Description – DIRECTOR OF GRANTS

Position Objective:	To search for and apply for relevant grants for MLSC
Responsible To:	Director Of Finance
Reporting Positions:	Nil
Financial Authority:	None
Functions:	<ol style="list-style-type: none">1. To apply for grants on an as per basis2. To work with each area of the club to identify grants that can gain funds for that area3. To work with relevant people to get quotes for grants

7.9 Position Description – DIRECTOR OF SPONSORSHIP

<p>Position Objective:</p>	<p>Notwithstanding the legal duties and the prescribed duties of Directors within By-Laws and the Constitution of Mordialloc Life Saving Club, the role of the Director of Sponsorship is to co-ordinate all functions in the provision of the Marketing and promotion of the Club to ensure that:</p> <ul style="list-style-type: none"> i. Sponsorship of the club is achieved and maintained to the standards required. ii. The desired image is portrayed to the Club's supporters, members, sponsors and Government. <p>The Club's image is raised to the extent of acceptance with our sponsors and within the local community and consideration by the community that Mordialloc is the premier club in Victoria and Australia.</p>
<p>Responsible To:</p>	<p>The Executive Club Members</p>
<p>Reporting Positions:</p>	<p>Nil</p>
<p>Financial Authority:</p>	<p>In accord with the Club Expenditure Policy.</p>
<p>Functions:</p>	<ol style="list-style-type: none"> 1. Fulfil the obligations of a Director of Mordialloc Live Saving Club. 2. Develop new opportunities and maintain existing relationships with sponsors that share the same values as Mordialloc Life Saving Club. 3. Co-ordinate all functions associated with the promoting, fund raising, sponsorship, public relations and general communication of the Club and its activities. 4. Review and implement any directives provided by LSV and National Council. 5. Provide Club Executive with details of operation. 6. Communicate with the general public, members, local authorities, sponsors, supporters, potential supporters and sponsors in promoting the Club and its activities. 7. Manage the reporting positions including the establishment of communication and reporting procedures to ensure that each function is carried out effectively. 8. Prepare and implement a marketing plan in conjunction with the President to encompass the overall strategic plan for the Club. 9. Assist each of the other members of the Executive Committee in establishing fund raising programs and specific marketing objectives. 10. Establish contact and maintain communication with the media in promoting Club and Club activities. 11. Act generally in the best interests of the Club.

7.10 Position Description – DIRECTOR OF ADMINISTRATION

Position Objective:	Notwithstanding the legal duties and the prescribed duties of Directors within By-Laws and the Constitution of Mordialloc Surf Life Saving Club, the role of the Director of Administration is to coordinate all functions in the provision of the Administration Services to ensure that all administration and support services are provided effectively within the standards set in establishing the objectives.
Responsible To:	The Executive Club Members
Reporting Positions:	Club History Officer Apparel Coordinator Social Coordinator Social Media/Website Coordinator Club Administrative Officer
Financial Authority:	In accord with the Club Expenditure Policy.
Functions:	<ol style="list-style-type: none"> 1. Fulfil the obligations of a Director of Mordialloc Live Saving Club. 2. Co-ordinate all functions associated with the provision of administration and related services. 3. Manage the activities of the Clubs Administrative Officer 4. Review and implement any directives provided by LSV and National Council. 5. Provide Club Executive with details of operation. 6. Through the Social coordinator, provide a balanced social calendar for the Club. 7. Be responsible for the timely production of the Club's Annual Report. 8. Provide effective internal communication by means of the Club magazine or other media. 9. Co-ordinate, through the Apparel coordinator, sales and marketing of Club merchandise. 10. Monitor and manage the clubs liquor licensing obligations. 11. Arrange for the provision of legal and insurance services. 12. Manage the reporting positions including the establishment of communication and reporting procedures to ensure that each function is carried out effectively. 13. Act generally in the best interests of the Club.

7.11 Position Description – DIRECTOR OF FACILITIES

<p>Position Objective:</p>	<p>Notwithstanding the legal duties and the prescribed duties of Directors within By-Laws and the Constitution of Mordialloc Life Saving Club, the role of the Director of Facilities is to coordinate all functions related to the efficient and profitable management of Club facilities to ensure that:</p> <ul style="list-style-type: none"> (i) All Club facilities are utilised to the maximum capability. (ii) Club facilities are properly maintained to a standard that conveys a level of professionalism to the Club, its members and the public that is above the standard for Life Saving Clubs in Victoria. <p>Manage the Club facilities to ensure that budgeted expense and profit expectations are achieved.</p>
<p>Responsible To:</p>	<p>The Executive Club Members</p>
<p>Reporting Positions:</p>	<p>Facility Hire Manager</p>
<p>Financial Authority:</p>	<p>In accord with the Club Expenditure Policy.</p>
<p>Functions:</p>	<ol style="list-style-type: none"> 1. Fulfil the obligations of a Director of Mordialloc Live Saving Club. 2. Co-ordinate all functions associated with the management and maintenance of the Club's facilities. 3. Review and implement any directives provided OH&S and other regulatory requirements by LSV, SLSA or other regulatory body. 4. Provide Club Executive with details regular updates regarding the operation of club facilities. 5. Communicate with local authorities as required in relation to all matters relating to facility management and operation. 6. Manage the reporting positions including the establishment of communication and reporting procedures to ensure that each function is carried out effectively. 7. Act generally in the best interests of the Club.

7.12 Position Description – DIRECTOR OF TRAINING & ASSESSMENT

<p>Position Objective:</p>	<p>Notwithstanding the legal duties and the prescribed duties of Directors within By-Laws and the Constitution of Mordialloc Life Saving Club, the role of the Director of Member Development is to coordinate all functions in the provision of Development Services to ensure that:</p> <ul style="list-style-type: none"> (i) All members have the opportunity to develop skills relevant to the operation and management of a lifesaving club. (ii) Preparation of programs to assist the Directors of Life Saving, Leadership and Development and Competition in the achievement of objectives. <p>Develop and program a plan to achieve a sustained growth in awards achieved each season.</p> <p>The Director of Member Development is required to hold, or have held a SLSA Bronze Medallion and preferably a current Cert IV in Training & Assessment</p>
<p>Responsible To:</p>	<p>The Executive Club Members</p>
<p>Reporting Positions:</p>	<p>Chief Instructor(s)</p> <ul style="list-style-type: none"> i. Bronze Medallion/Surf Rescue Certificate ii. IRB/Powercraft iii. Other Awards <p>Chief Assessor(s)</p> <ul style="list-style-type: none"> i. Bronze Medallion/Surf Rescue Certificate ii. IRB/Powercraft iii. Other Awards
<p>Financial Authority:</p>	<p>In accord with the Club Expenditure Policy.</p>
<p>Functions:</p>	<ol style="list-style-type: none"> 1. Fulfil the obligations of a Director of Mordialloc Live Saving Club. 2. Co-ordinate all functions associated with the provision of development services. 3. Ensure that all active members are proficient and maintain a record of proficiencies. 4. Review and implement any directives provided by LSV and National Council. 5. Provide Club Executive with details of operation. 6. Manage the reporting positions including the establishment of communication and reporting procedures to ensure that each function is carried out effectively. 7. Ensure the club is represented on the appropriate LSV Council. 8. Act generally in the best interests of the Club.

7.13 Position Description –DIRECTOR OF RESCUE SERVICES

<p>Position Objective:</p>	<p>Notwithstanding the legal duties and the prescribed duties of Directors within By-Laws and the Constitution of Mordialloc Life Saving Club, the role of the Director of Life Saving is to coordinate all functions in the provision of the Rescue Services to ensure that:</p> <ul style="list-style-type: none"> (i) Designated areas are patrolled by at least the minimum number of approved qualified members within the agreed times. (ii) Patrol inspections will result in the Club being in the top 10 clubs of the State. <p>The Director of Rescue Services is required to hold a SLSA Bronze Medallion.</p>
<p>Responsible To:</p>	<p>The Executive Club Members LSV</p>
<p>Reporting Positions:</p>	<p>Patrol Coordinator Patrol Captains Powercraft Coordinator First Aid Officer Radio Officer</p>
<p>Financial Authority:</p>	<p>In accord with Club Expenditure Policy.</p>
<p>Functions:</p>	<ol style="list-style-type: none"> 1. Fulfil the obligations of a Director of Mordialloc Live Saving Club. 2. Co-ordinate all functions associated with the provision of rescue services including the maintenance of efficient quality patrols. 3. Review and implement any directives provided by LSV and National Council. 4. Provide Club Executive with details of operation. 5. Communicate with local authorities on patrol operations. 6. Manage the reporting positions including the establishment of communication and reporting procedures to ensure that each function is carried out effectively. 7. Ensure all required documentation, log books and patrol reporting is completed in a timely manner, 8. Ensure the club is represented on the appropriate LSV Council. 9. Act generally in the best interests of the Club.

7.14 Position Description – DIRECTOR OF SURF SPORTS

<p>Position Objective:</p>	<p>Notwithstanding the legal duties and the prescribed duties of Directors within By-Laws and the Constitution of Mordialloc Life Saving Club, the role of the Director of Surf Sport is to coordinate all functions in the provision of Club Competition to ensure that:</p> <p>(i) Competition is promoted and encouraged within the Club membership, for all club members</p> <p>The Director of Surf Sport is required to hold, or have held a SLSA Bronze Medallion.</p>
<p>Responsible To:</p>	<p>The Executive Club Members LSV</p>
<p>Reporting Positions:</p>	<p>Team Manager Captain – Boat Captain – Craft Captain – Beach Captain – Swim Club Coaches</p>
<p>Financial Authority:</p>	<p>In accord with the Club expenditure Policy.</p>
<p>Functions:</p>	<ol style="list-style-type: none"> 1. Fulfil the obligations of a Director of Mordialloc Live Saving Club. 2. Co-ordinate all functions associated with the provision of Club competition. 3. Review and implement any directives provided by LSV and National Council. 4. Provide Club Executive with details of operation. 5. Develop and promote competition ethics. 6. Manage the reporting positions including the establishment of communication and reporting procedures to ensure that each function is carried out effectively. 7. Manage the reporting positions to operate within the budgetary limits developed in conjunction with the Director - Finance and approved by the Executive Committee. 8. Ensure the club is represented on the appropriate LSV Council. 9. Act generally in the best interests of the Club.

7.15 Position Description – DIRECTOR OF YOUTH DEVELOPMENT

Position Objective:	Notwithstanding the legal duties and the prescribed duties of Directors within By-Laws and the Constitution of Mordialloc Life Saving Club, the role of the Director of Youth Development is to overseeing youth (6-19 years) leadership and development activities. The Director of Youth Development is required to hold, or have held a SLSA Bronze Medallion.
Responsible To:	The Executive Club Members
Reporting Positions:	Age Managers Water Safety Officer Youth Activities Coordinator Cadet Captain
Financial Authority:	In accord with the Club Expenditure Policy.
Functions:	<ol style="list-style-type: none"> 1. Oversee the preparation and monitoring of: <ol style="list-style-type: none"> a) Junior Activities Program including Nippers b) Junior Activities competition and representative team management c) Youth development programs, Cadets and youth retention d) Junior Activities administration and management. e) Age managers and review positions yearly 2. Ensure that there is a strong link between junior activities, lifesaving services and competition. 3. Ensure the club is represented on the appropriate LSV Council. 4. Fulfil the obligations of a Director of Mordialloc Live Saving Club. 5. Plan for the continuous improvement of youth development activities. 6. Attend professional development training as requested to ensure skills and content knowledge are current. 7. Attend LSV management meetings as required.