

# **BY-LAW NO. 13**

**SUBJECT: CLUB OFFICER & OTHER POSITION RESPONSIBILITIES & DUTIES**

**COMMENCED: Draft - November 2019**

**LAST UPDATE: ENDORSED AT GENERAL MEETING 28 DECEMBER, 2019 WITH AMENDMENT TO 10.5(a)**

## **DEFINITION:**

For this By-Law “Sectional Board” means the Boards inferior to the Board of Management:

- Board of Finance and Resources
- Board of Administration and Membership
- Board of Surf Life Saving
- Board of Surf Sports
- Board of Junior Activities
- Board of Marketing and Promotion

## **1. OFFICER OBLIGATION**

All Club Officers and Other Positions holders shall:

- (a) attend Governance training within their first term of office;
- (b) hold a current Working with Children [Blue Card] or Exemption;
- (c) be a current member of the Association;
- (d) comply with the Association’s Member Code of Conduct at all times; and
- (e) generally, be under the direction of the President and/or relevant Board Director.

## **2. ELECTED OFFICERS**

For the purposes of Clause 30.2 of the Constitution:

- (a) Only those positions noted as members of the Board of Management in By-Law 11 shall be regarded as Officers of the club;
- (b) Responsibilities and duties of the Officers of the club shall be as set out in By-Law 12 Club Director and General Manager Responsibilities and Duties;
- (c) Honorary Officers and Other Positions may not be required to have their responsibilities and duties formally recorded.

## **3. OTHER PERSONS TO BE APPOINTED**

For the purposes of Clause 30.3 of the Constitution:

- (a) Sectional Boards may appoint Other Persons to a Plenary Board to assist them by undertaking various duties and responsibilities on behalf of that Board;
- (b) The responsibilities and duties of the Other Persons of the club shall be as set out in this By-Law.

#### **4. BOARD MINUTE SECRETARY**

Sectional Boards shall appoint a Minute Secretary at their first Board Meeting of the year. The Minute Secretary shall:

- (a) forward notices of all meetings and the business to be transacted to Sectional Board members; and
- (b) record and keep minutes of Sectional Board meetings.

#### **5. LIFE MEMBER REPRESENTATIVE ON SECTIONAL BOARDS**

- (a) The Life Member Representative will provide their knowledge and experience to assist a sectional Board meet its objectives and ensure good governance is observed;
- (b) One (1) Life Member will be entitled to be appointed as the “Life Member Representative” on each of the Club’s sectional Boards, except the Board of Management;
- (c) If a Life Member Representative wishes to present to the Board of Management a governance matter from their Board, they must submit an Agenda item to Secretary at least seven (7) days prior to the next Board of Management for inclusion in General Business;
- (d) The Board of Management Chair may invite the Life Member Representative to speak to the matter; and ask the sectional Board Chair to respond. The Life Member Representative of a Sectional Board has a right to speak only at a Board of Management meeting at which he/she is invited in accordance with Clause 5 (d)
  - (i) if the member is the elected Life Member Representative to the Sectional Board for the current year; and
  - (ii) has attended at least 50% of their scheduled Board’s meetings for the year.

#### **6. SPECIAL COMMITTEES**

##### **6.1 Overview**

- (a) Officers of the club may arrange for members to assist them by undertaking various other positions within the club. These members are not Officers for the purpose of Clause 30.2 of the Constitution and do not need to have formal duty statements;
- (b) The responsibilities and duties shall be as determined from time to time by the relevant Director and endorsed by the Board of Management.

##### **6.2 Paid Staff Review Committee**

- (a) The Paid Staff Review Committee shall be made up of the President, Deputy President, Treasurer, Director of Administration and Membership and the relevant Board Director;

- (b) The Paid Staff Review Committee, in conjunction with the General Manager, shall be responsible for the annual review of the club's paid staff duties and responsibilities and may make recommendations to the General Manager on performance-based salary adjustments;
- (c) Recommendations of the Paid Staff Review Committee to amend or make changes to a paid staff member's duties and responsibilities may be made to the Board of Management.

### **6.3 Governance Review Committee**

- (a) The Governance Review Committee shall be made up of the Director of Administration and Membership, Life Member, and a Long Service/other Senior member of the club (who may also be a Life Member);
- (b) The Governance Review Committee shall be responsible for the review of the Club By-Laws, the development of new By-Laws and amendments to existing By-Laws. Any recommendations for changes to the By-Laws or proposals for new By-laws are to be made to the Board of Management;
- (c) The Governance Review Committee shall also be responsible for making recommendations to the Board of Management in relation to any proposed changes to the club constitution;
- (d) The Governance Review Committee shall meet annually;
- (e) The Committee shall report to the Board of Management at least annually through the Director of Administration and Membership.

### **6.4 History Committee**

- (a) The History Committee shall be made up with a minimum of three (3) Senior members of the club appointed by the Board of Management. The Committee will be chaired by the Club Historian;
- (b) This Committee shall be responsible for the collation, recording, archiving and display of club photographs and other club memorabilia;
- (c) The History Committee shall report to the Board of Management through the Club Historian as required by the Board of Management.

### **6.5 Life Membership Nomination Committee**

- (a) The Life Membership Nominations Committee determines nominations for life membership in accordance with the relevant provisions of the Club Constitution and any relevant By-Laws that may be in force from time to time;
- (b) This Committee shall comprise up to four (4) members, including at least one Life Governor and two Life Members.

### **6.6 Disputes Committee**

- (a) There shall be a Disputes Committee formed for the purpose of investigating and resolving formal disputes raised by members of the club;
- (b) The Disputes Committee shall convene at the request of the Board of Management, the Chair and/or the Board of Administration and Membership to determine a reference made to the Disputes Committee;
- (c) The Committee should be made up of persons with relevant training and experience in dispute resolution;

- (d) The Committee shall report to the Board of Management through the Disputes Committee Chair and in accordance with the Constitution and By-Laws.

## **6.7 Judiciary Committee**

- (a) The Judiciary Committee shall comprise a Chair, a Secretary who shall keep records of findings and decisions and three (3) members;
- (b) The Judiciary Committee shall convene at the request of the Board of Management, the Chair and/or the Board of Administration and Membership to determine a reference made to the Board;
- (c) The Judiciary Chair shall be elected at the Annual General Meeting;
- (d) The Director of Administration and Membership shall make recommendation to the Board of Management of the persons to form the Judiciary Committee, in consultation with the Judiciary Chair.

## **6.8 Safety and Wellbeing Committee**

- (a) The Safety and Wellbeing Committee will ensure the Club's Health and Safety and Rehabilitation systems are up to date, implemented and monitored in all areas of lifesaving and competition activities;
- (b) The Safety and Wellbeing Committee shall comprise the Safety and Wellbeing Advisor, Water Safety Advisor and Disputes Committee Chair;
- (c) Members of the Safety and Wellbeing Committee may attend meetings of the Boards of Surf Life Saving, Surf Sports and Board of Junior Activities as Advisors and make safety recommendations for inclusion in the Boards activities;
- (d) The Committee shall report to the Board of Management through the Director of Administration and Membership, on matters of Member Safety and Wellbeing.

# **7. OTHER NON-OFFICER POSITION ROLES AND RESPONSIBILITIES**

## **7.1 Disputes Committee Chair**

(a) The Disputes Committee Chair is the point of contact for Members to voice their concerns about safety or welfare issues. They may provide advice and assistance to Members who may wish to lodge formal complaints or grievances, including identifying options for resolution of such complaints or grievances through both informal and formal means;

(b) The Disputes Committee Chair is responsible to:

(i) Ensure any formal disputes referred to the Committee for determination are dealt with by the Committee in accordance with the provisions of the Club Constitution and any relevant By-Laws that may be in force from time to time;

(ii) Submit on behalf of the Committee any reports required to be provided to the Board of Management, including any dissenting reports by individual Committee members if applicable.

## **7.2 Judiciary Committee Chair**

(a) The Judiciary Committee Chair is responsible to ensure any references of disciplinary matters are referred to the Committee for determination and are dealt with by the Judiciary Committee in accordance with the provisions of the Club Constitution and any relevant By-Laws that may be in force from time to time;

- (b) The Judiciary Chair shall submit on behalf of the Judiciary Committee any reports required to be provided to the Board of Management, including any dissenting reports by individual Committee members if applicable.

### **7.3 Canteen Coordinator**

The Canteen Coordinator is responsible for the proper management of the Club's canteen, including but not limited to:

- (i) complying with relevant health and food safety regulations;
- (ii) ensuring the cash management systems and records determined by the Director of Finance and Resources and the General Manager are implemented;
- (iii) liaise with the Director of Junior Activities, and other Directors on the purchase of catering items for fundraising BBQs and events;
- (iv) Generally, be under the direction of the President for Club-run carnivals and events.

## **8. Board of Administration and Membership**

### **8.1 Member Research Officer**

Member Research Officer is responsible for the acquisition, storage and recording of items of historical value to the Club. The Officer shall:

- (i) be a member of the Board of Administration and Membership;
- (ii) prepare and present membership records to the Board of Administration and Membership for consideration of Member Recognition Awards;
- (iii) acts as Minutes Secretary to this Board.

### **8.2 Safety & Wellbeing Officer**

- (a) shall chair the Safety and Wellbeing Committee;
- (b) is responsible for ensuring the Club complies with all relevant occupational, health and safety requirements arising from relevant legislation of Australian, State or Branch surf lifesaving policy;
- (c) may undertake appropriate risk assessments of the Club facilities and activities so as to ensure the safety and wellbeing of Members and other people who use Club facilities or are subject to the Club's activities;
- (d) may develop and/or implement appropriate OH&S awareness and training programs in conjunction with the relevant Board, so that Members are aware of their individual and collective safety and wellbeing responsibilities;
- (e) perform other duties and responsibilities as provided for in the Club Constitution and By-Laws, or at the direction of the Board of Management or Sectional Boards.

## **9. Board of Life Saving**

### **9.1 Chief Training Officer**

The Chief Training Officer is responsible for the development and delivery of the Club's training and assessment program for new and existing members. The Chief Training Officer shall:

- (a) Lead and develop a team of Trainers and Assessors who will develop personnel to meet the training and operational needs of the Club;
- (b)
- (c) Liaise with the Surf Awards Advisor on a plan to deliver relevant SLSA awards to Junior Activity members;
- (d) Play an active role in the overall management of the Club as a member of the Board of Surf Life Saving;
- (e) Prepare and submit the annual Expense Budget for the Club's education and training activities to the Board of Surf Life Saving;
- (f) Identify, develop and coordinate the delivery of training programs to meet the Club's Beach Management Plan and service quality issues;
- (g) Coordinate all training squads, their trainers and any necessary training resources;
- (h) Prepare and submit to the Board of Surf Life Saving a Club Training Calendar for publishing to Members;
- (i) Ensure re-qualifications of awards and certificates are completed by the required date and recorded in Surfguard;
- (j) Arrange assessments through the Branch as required;
- (k) In conjunction with the Director of Membership and Administration and Director of Surf Life Saving, assist in the development and coordination of programs run for U13 to U19 members to advance the Member's lifesaving skills;
- (l) In conjunction with the Director of Surf Life Saving and Director of Administration and Membership and relevant school personnel, develop and coordinate programs relating to local school students and their integration into lifesaving activities within the club;
- (m) Perform other duties and responsibilities as provided for in the Club Constitution and any By-Laws.

## **10. Board of Surf Sports**

### **10.1 Team Manager: Open and Masters**

The Team Manager shall:

- (a) generally, be under the direction of the Director of Surf Sports;
- (b) hold a current Blue Card or Exemption Notice issued by the Public Safety Business Agency;
- (c) have a full understanding of the Association's Member Protection Policy and Codes of Conduct;

- (d) attend at Board of Surf Sports meetings as required by the Director of Surf Sports;
- (e) attend Plenary Sessions of the Board of Surf Sports as required by the Director of Surf Sports;
- (f) prepare and present to the Director of Surf Sports an expense budget covering all activities of the Club's Competition Teams;
- (g) be responsible for the lodgement of all nominations for carnivals and competitions and ensure that they are lodged with the Branch or organising body within the prescribed date;
- (h) submit progress reports regularly to the Board of Surf Sports;
- (i) be responsible for the assembly (after selection), transport, accommodation and general behaviour of the team;
- (j) in the case of large financial commitment submit a statement with receipts and invoices within thirty (30) days after the completion of the events;
- (k) assist with any displays or demonstrations required, where the Club is involved;
- (l) work with the Official Liaison Advisor on the recruitment, retention and co-ordination of officials for club competitive activities;
- (m) himself or his appointed proxy attend all official briefings at Surf Sports events where the Club is represented.

## **10.2 Surf Sports Selection Committee**

- (a) The Selection Committee shall comprise members as set out in Clause 29.3(e)(i);
- (b) The responsibility of the Surf Sports Selection Committee shall be to select the best athletes for team events at Inter-State, Intra-State and International Carnivals under the control of the relevant governing body;
- (c) The Committee do not require approval of its selections as they shall be final and binding with the exception of teams for which the Club has provided subsidy, which will require the endorsement of the Board of Management;
- (d) In the case of selections for State, National and World Championships, a competitor who is eligible for selection in a particular Club Team, and who has failed to gain that selection, may, within 48 hours of receiving advice of him or her having failed to gain selection, seek a review of the selection by seeking the assistance of the Selection Ombudsman;
- (e) Where a competitor has requested a review of their non-selection to a particular Club Team, the "Selection Ombudsman" shall present that competitor's case to the Selection Committee, for reconsideration and review of the relevant selection or selections;

- (f) Upon the review and reconsideration having taken place, the Selection Committee's decision is final and binding. Minutes shall be taken of the Selection Committee meeting, and a report presented to the next Board of Surf Sports meeting.

### **10.3 Selectors: Open and Master /Junior Activities**

Selectors shall:

- (a) generally, be under the direction of the Director of Surf Sports;
- (b) attend relevant surf competitions in order to inform themselves of the abilities of athletes and their results;
- (c) hold a current Blue Card or Exemption Notice issued by Public Safety Business Agency;
- (d) have a full understanding of the Association's Member Protection Policy and Codes of Conduct;
- (e) attend at Board of Surf Sports meetings as required by the Director of Surf Sports;
- (f) attend Plenary Sessions of the Board of Surf Sports as required by the Director of Surf Sports;
- (g) be part of the Selection Committee responsible for the selection of all competitive teams that represent the Club.

### **10.4 Selection Ombudsman**

The Selection Ombudsman shall be the Life Member Representative, Board of Surf Sports who is a Life Member with a background and experience in Surf Sports competition.

### **10.5 Managers and Advisors – Overall Responsibilities**

#### **(a) Team Manager**

Role encompasses coordination and administration across the whole competitive team. Team Manager should establish and oversee a Team Management sub-committee consisting of the Junior Activities Team Manager, U15 Assistant Team Manager, U17 Assistant Team Manager, U19/Open Assistant Team Manager and Assistant Team Manager (administration). This larger group should lighten the load on the Team Manager from both an 'on the beach' and 'administrative' perspective.

#### **(b) Surf Sports Advisor: Coordination and Administration**

Role encompasses meeting administration, follow through on Board of Surf Sports actions, liaison with other Boards, development, promotion and communication of season and other calendars; work with athletes to assist them to meet their patrol obligations, subsidy administration.

**(c) Surf Sports Advisor: Communication and Promotion**

Role includes communication and marketing of all Surf Sports activities and athletes to membership, externally, social media, sponsors etc. Role will liaise with Board of Marketing and Promotion advocating for surf sports.

**(d) Surf Sports Advisor: Performance and Development**

Role includes responsibility for athlete retention, recruitment, pathways (including U15/17 liaison) from nippers to Open and high performance. The role also includes seeking Coach development opportunities and working with other sectional captains and coaches to build partnerships with swimming clubs, other surf clubs (domestic and international), Tri-clubs, athletics clubs;

**(e) Life Member Representative**

Role includes Selection Committee Ombudsman in the event of selection appeals. Life Member rep brings governance experience and strategic surf sports experience to the Board of Surf Sports.

**(f) Beach Captain**

Role works with Surf Sports Advisor (Performance and Development position), other Board of Surf Sports members and relevant coaches to maximise athlete performance, profile and development.

**(g) Surf Boat Captain**

Role works with Surf Sports Advisor (Performance and Development position), other Board of Surf Sports members and relevant coaches to maximise athlete performance, profile and development.

**(h) Swim Captain**

Role includes responsibility for pool rescue and works with Surf Sports Advisor (Performance and Development position), other Board of Surf Sports members and relevant coaches to maximise athlete performance, profile and development.

**(i) Board Captain (including surfboard riding)**

Role works with Surf Sports Advisor (Performance and Development position), other Board of Surf Sports members and relevant coaches to maximise athlete performance, profile and development.

**(j) Ski Captain**

Role works with Surf Sports Advisor (Performance and Development position), other Board of Surf Sports members and relevant coaches to maximise athlete performance, profile and development.

**(k) Lifesaving Sport Advisor (includes Patrol Competition, First Aid, Champion Lifesaver, R&R and March Past competition, IRB racing)**

Role works with Surf Sports Advisor (Performance and Development position), other Board of Surf Sports members and relevant coaches to maximise athlete performance, profile and development.

**(l) Masters Liaison Advisor**

Role works with Surf Sports Advisor (Performance and Development position), other Board of Surf Sports members and relevant coaches to maximise master's athlete performance, profile and development.

**(m) Officials Advisor**

Position is responsible for working from within the Board of Surf Sports to build officiating capability including innovative solutions to reward and recognise our officials including IRB crews.

**11. Junior Activities**

**11.1 Age Managers shall:**

- (a) be responsible to the Director of Junior Activities for the safety and wellbeing of the age group;
- (b) hold the Age Managers Award;
- (c) be responsible for ensuring that all members of the age group have an opportunity to participate in any education programs run for the junior activities members;
- (d) assist the Surf Awards Advisor to deliver surf award training;
- (e) be responsible for ensuring that all members of the age group have access to creative, educational and fun activities;
- (f) comply with the requirements of any By-Laws that may be in force from time to time that apply to junior activities conducted by the club; and
- (g) **perform** other duties and responsibilities as provided for in the By-Laws.

**11.2 Surf Awards Advisor shall:**

- (a) be able to meet the pre-requisites to be endorsed as the Club's Junior Activities Accreditation Officer (JAAO) or SLSA's equivalent;
- (b) work with the Board of Junior Activities to develop a training plan for delivery of SLSA and SLSQ Junior Education Programs and Awards and Certificate training to the Junior Activity members;
- (c) liaise with the Chief Training Officer on the delivery of accredited training (Surf Rescue Certificate, Bronze Medallion, etc);
- (d) ensure re-qualifications of awards and certificates are completed by the required date and recorded in Surfguard.

**11.3 Water Safety Advisor shall:**

- (a) hold a current Bronze Medallion or equivalent;
- (b) liaise with the Patrol Captain on the beach conditions and set-up prior to commencing any Junior Activities training;

- (c) ensure any Junior Activities training meets the current SLSQ/SLSA Policies for training risk assessments and water safety ratios;
- (d) liaise with the Safety & Wellbeing Officer, Director of Surf Life Saving and the Director of Junior Activities at the beginning of each season to set a plan for the running of Junior Activities;
- (e) report any threats or potential threats to the safety and wellbeing of Junior Activities members to the Safety & Wellbeing Officer and/or the Director of Junior Activities.

## **12. Board of Finance and Resources**

### **12.1 Finance Officer**

- (a) The Finance Officer shall be a member of the Board of Finance and Resources;
- (b) assist Directors to prepare their annual budgets for the respective Boards allocated by the Director of Finance and Resources;
- (c) provide financial guidance and budget management advice to the other Boards;
- (d) ensure Boards adhere to the Club's financial processes;
- (e) assist the Director of Finance and Resources in the preparation of the Club's annual financial plan;
- (f) consult with each Sectional Board on the internal management and acquisition and disposal of club assets; including gear, craft and equipment;
- (g) implement risk control processes and policies to underpin sustainable financial decision-making; and
- (h) report back to the Director of Finance and Resources.

### **12.2 Grants Advisor**

- (a) Grants Advisor is responsible to seek information on Grant opportunities for:
  - (i) Maroochydore SLSC facilitation, development or refurbishment;
  - (ii) Lifesaving training and equipment resources;
  - (iii) Funding for competitive members;
  - (iv) Other opportunities as they present.
- (c) The Grant Advisor will liaise with the Board of Management to determine what grants to pursue;
- (d) The Grants Advisor will liaise with the General Manager on completing the submission documentation;
- (e) The Director of Finance and Resources will ensure that any successful grant is acquitted within the required time.