

## 52. DUTIES OF OFFICERS

- (a) The President shall administer and be responsible for all affairs of the Club and shall chair all meetings appertaining to the administration of the Club, except as provided for in these rules, and shall report to each Management Committee meeting those activities undertaken on behalf of the Club.
- (c) The Vice President shall assist the President, deputise as required and in the President's absence assume the responsibility and authority of that office.

Should the President and Vice/Deputy President both be absent from a meeting or are unwilling to act as Chairperson, the members present at the meeting shall elect one of their own number to act as Chairperson. Minutes of proceedings at a meeting shall be signed by the Chairperson of the meeting or by the Chairperson of the succeeding meeting.

- (d) The Secretary shall conduct all the correspondence of the Club, be responsible for the clerical administration of the Club and for the exhibiting of all instructions and notices on the notice board

The Secretary shall ensure that records are kept of the business of the Club, including the Rules, By-Laws and Regulations, Register of Members, Minutes of all general and committee meetings and a file of correspondence. These records shall be held in the custody of the Secretary.

- (e) The Treasurer shall:-
  - i) Control all financial aspects of the Club as authorised and outlined in the rules and pay such accounts which have been presented to the Management Committee and approved for payment.
  - ii) Ensure that all money received by the Club is paid into an account in the Club's name as soon as practicable and without deduction, and a receipt is issued
  - iii) Ensure that correct books and accounts are kept, showing the financial affairs of the Club. These records shall be held in the custody of the Treasurer.
  - iv) At each meeting of the Management Committee, produce the Club bank statements, cheque book(s), a list of accounts for payment, unrepresented cheques and a full reconciliation.

- (f) The Captain shall be responsible for the conduct of members in all Club activities, for the general education in Surf Life Saving and surf awareness, for the discipline of members and for the conduct of Surf Life Saving operations, including competition and training operations.
- (g) The Chairperson Junior Activities Committee shall be directly concerned with all matters which affect the Junior Activities Members.
- (h) The Vice Captain shall assist the Captain and be responsible for all life saving gear and shall be directly responsible to ensure there are sufficient persons to fulfil patrols and will communicate with patrol defaulters to maintain efficiency of patrols, and in the absence of the Captain shall exercise that officer's functions .
- (i) The Chief Instructor shall arrange and be responsible for classes of instruction in the methods of surf life saving as laid down in the manuals of the Surf Life Saving .Association and shall arrange for examinations for Awards.
- (j) The Boat Captain shall be responsible for the care, housing and maintenance of all surf boats and surf boat equipment and shall supervise and organise the training of members in surf boat practices. The boat captain shall be empowered to require any member to assist in the launching or housing of a boat and shall at all times be subject to the direction of the Club Captain.
- (k) The Boat Vice Captain shall assist the Surf Boat Captain in all his/her duties and in the absence of the Surf Boat Captain have the like powers and authority
- (l) The Inflatable Rescue Boat Captain shall be qualified and currently proficient as an IRB driver in accordance with the manuals of the Surf Life Saving Association and shall at all times be subject to the direction of the Club Captain. The IRB Captain shall be responsible for the care, maintenance and housing of the inflatable rescue boat/s and gear and shall also be responsible for the training, rostering and supervision of all IRB drivers and crew in consultation with the Club Captain.
- (m) The Inflatable Rescue Boat Vice Captain shall assist the Inflatable Rescue Boat Captain in all duties and in the absence of the Inflatable Rescue Boat Captain have the like powers and authority.
- (n) The Radio Officer shall be responsible for all Radio equipment owned and operated by the Club and shall ensure all equipment is in working order. The Radio Officer shall instruct all Active Members in the radio procedures as required by the SLSA of Australia.
- (o) The Publicity Officer shall be responsible for the overall media coverage of relevant matters pertaining to events conducted by the Club and shall endeavour to create a good public relations image with the media, general public and supporters of the Club. The Publicity Officer shall maintain a full record of all publicity coverage and

report same to the Management Committee. No mention shall be made of any domestic affairs of members nor shall any media controversy be entered into involving any member, Club or the Association.

- (p) Delegates to Branch shall attend all general meetings of the South Coast Branch of the SLSA and shall submit a report to the Secretary of the proceedings of meetings attended. Should a Delegate be unable to attend a meeting, the Club will be required to appoint a proxy Delegate. The Delegate/s shall carry out all instructions that are received from the Management Committee.
- (q) The Gear Steward/s shall be responsible for the care, repair and maintenance of all the Club's life saving equipment except as elsewhere provided for, and shall report to the Club Vice Captain.
- (r) The First Aid Officer shall be responsible for the supply, maintenance & good order of the First Aid room at all times, ensuring Patrols keep the room clean at all times. The First Aid Officer should be the holder of a current First Aid Certificate.
- (s) The Board & Ski Captain shall be responsible for the care & maintenance of all Club Board & Skis. The Board & Ski Captain shall organise & supervise all training sessions and shall at all times be subject to the direction of the Club Captain.
- (t) The Under 18 Club Captain shall be responsible to the Club Captain and may make approaches to the Club on behalf of the Under 15 & 18 Membership, and may appear and speak at Management Committee meetings on matters relating to the Under 15 & 18 Membership.
- (u) The Social Committee shall recommend, organise and supervise the conduct of all social functions held by the Club and shall submit financial statements of such functions to the Treasurer.
- (v) The Maintenance Officer shall be responsible for the general maintenance of the Club House, and may ask the Club Executive to make available Members to assist when required. The Maintenance Officer becomes a member of any Building Sub Committee as may be deemed necessary.
- (w) The Carnival Organiser will be responsible for all matters relating to Carnivals held by the Club. The Carnival Organiser may ask the Club executive to make available Members for assistance.
- (x) The Registrar/Assistant Secretary shall keep a complete list of all Members, category of membership and Awards gained, attendance and results of Club Point scores. The Registrar/Assistant Secretary will record Minutes of Management Committee meetings in the absence of the Secretary.