



## Volunteer Directors and Club Officers

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### 1. President

- Leads and manages the club, through the Board of Directors, and the key management committees, in the pursuit of the club's vision and agreed objectives

### 2. Vice President

- The role of the Vice President is to shadow the President in providing leadership and responsibility for the organisation and to step into the President's roles where needed. It is often considered that the Vice President will succeed the President and that this role is in preparation.

### 3. Director Finance

- Ensures that best Financial Management practises and procedures are implemented by the Club.
- Recording of the club's payments and receipts.
- Preparing monthly reports for the board and the audited annual accounts for the members.
- Provides advice on financial matters that affect the club.

### 4. Director Lifesaving & Training

- Manages and oversees the lifesaving operational capabilities of Coogee Beach SLSC.
- Monitors the qualifications, attendance and performance of patrolling members.
- Submits monthly reports to the Beach Management Committee and Surf Lifesaving WA (SLSWA)
- Ensures that the Club meets the standards and lifesaving requirements of SLSWA at all times.

### 5. Director Member Development

- Manages the development and delivery of the Club's Junior and Youth programs.
- To act as focal point at Board level for Junior and Youth Development
- To oversee and monitor the Club's Junior and Youth Development activities to ensure that the Club's legal, regulatory and financial obligations are met
- Coordinate programs within the budget outcomes
- Overseeing of the Youth Active Council and associated Youth activities.

### 6. Director Surf Sports

- Responsible for the overall development of all Surf Sports programs with the club
- Provide leadership and direction for the effective coordination & development of Surf Sports activities within the Club.
- Provides leadership and direction for the effective coordination & development of Surf Sports activities for Juniors and Seniors.

### 7. Director Club Operations

- Chairs the Club Management Committee, has full responsibility for management of the Venue and Club Operations. Assisting the President and other Directors where required, coordinating specific programs and undertaking any additional duties as requested.

### 8. Director Administration

- Manages the administrative functions of the club in accordance with the club constitution and SLSWA regulations and requirements.
- Manages and maintains the accuracy and integrity of registration information on the SLSWA/SLSA databases and internal CBSLSC systems as required.
- Ensures that Club systems and communications are effectively maintained and managed.
- Co-ordinates meeting agendas and minutes, record keeping and other general administration tasks.
- Ensures that best Administration practises and procedures are documented and implemented by the Club.



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### 9. Director Club Development

- Chairs the Club Development Committee.
- Ensures the Development of the Club as a whole and associated facilities is delivered consistent with the Club's strategic objectives, and the long-term requirements of members.
- Ensure that excellent communications are maintained with key stakeholders and the community regarding Club activities.
- Coordinate all development fundraising and project financial management to the Club's and the City of Cockburn's requirements.

### Club Volunteer Officer Positions: (\* Paid Roles)

- **President**
  - Vice President
  - Immediate Past President
  - Historian
  - Honours Panel
- **Finance**
  - Finance Officers
    - Accounts
    - Statutory Obligations
    - Fundraising
  - Sponsorship Coordinators
- **Lifesaving & Training**
  - Chief Patrol Officer
    - Patrol Captains
      - Patrol Vice Captains
  - Chief Training Officer
    - Training Officers
  - IRB Officer
  - First Aid Officer
  - Equipment Coordinator
    - Equipment Officers
- **Member Development**
  - Nipper Coordinator
    - Nipper Activity & Equipment Officers
    - Water Safety Officer
      - Water Safety Personnel
    - Age Managers
      - Age Group Assistants
  - Youth Coordinator
    - Youth Officers
- **Surf Sports**
  - Surf Sports Coordinator
    - Competition Officers (Little Nippers, Juniors, Seniors)
    - Officials
  - Coaching Coordinator
    - Discipline Coaches (Beach, Boat, Board, Ski, Swim)
  - Discipline Captains (Beach, Boat, Board, Ski, Swim)
- **Club Operations**
  - Club Manager\*
    - Club Administrator\*
    - Chef\*
    - Kitchen Staff\*



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- Functions Supervisor\*
  - Food & Beverage Staff\*
- **Administration**
  - IT Officer
  - Membership Officers
  - Member Protection Information Officer
  - Merchandising Officers
    - Merchandising Assistants
- **Club Development**
  - Development Coordinator
  - Affiliated Clubs Officer
  - Maintenance Coordinator
    - Maintenance Officers