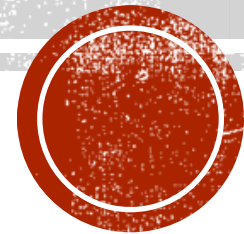
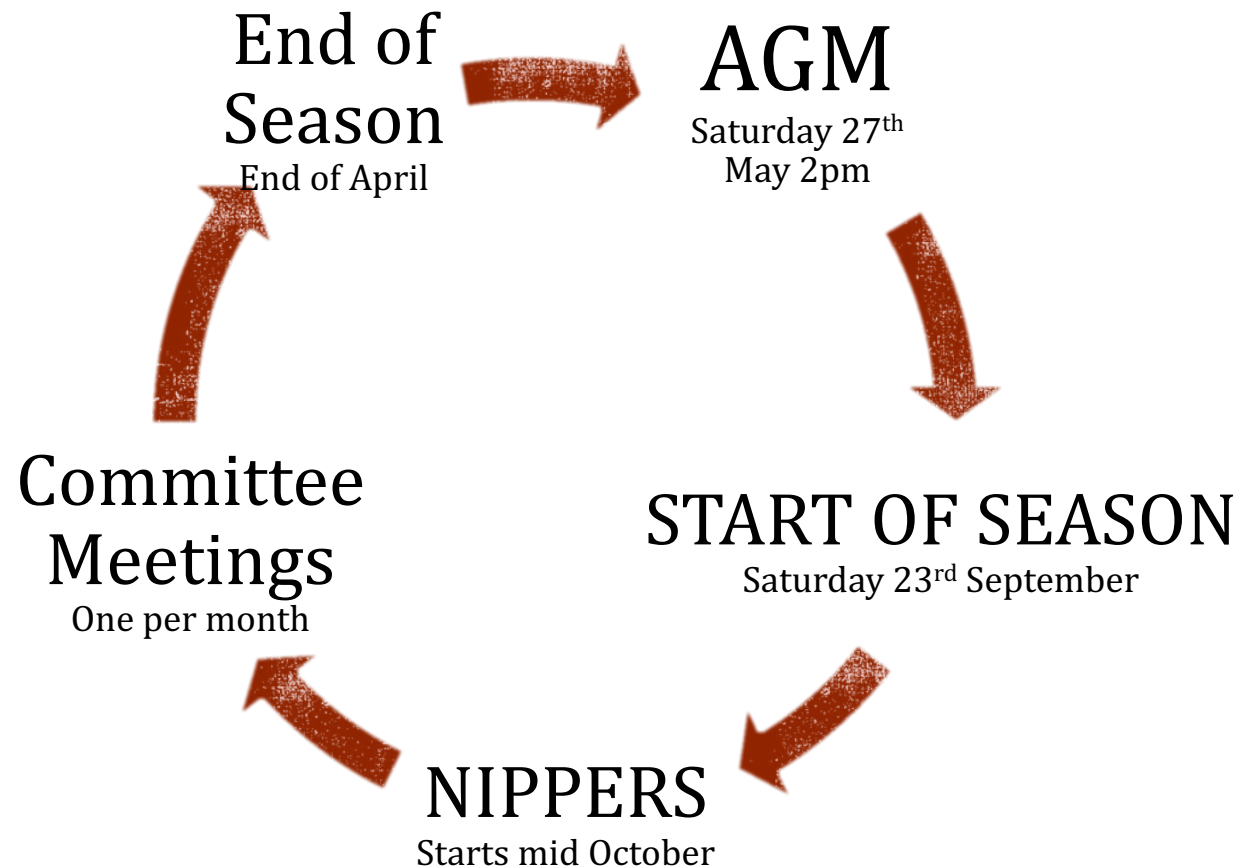


GARIE S.L.S.C

INFORMATION NIGHT



LOOKING FORWARD TO 2017/18 SEASON



SURF LIFE SAVING ORGANISATION

SLSA

- Surf Life Saving Australia
- All of Australia

SLSNSW

- Surf Life Saving NSW
- All of NSW

SLSS

- Surf Life Saving Sydney Branch
- North Bondi to Burning Palms

Garie
SLSC

- Garie Surf Life Saving Club



GARIE S.L.S.C



MANAGEMENT COMMITTEE

THE STANDING COMMITTEES AND SUB COMMITTEES SHALL ASSIST THE MANAGEMENT COMMITTEE IN THE MANAGEMENT OF THE ASSOCIATION.

- President
- Secretary
- Treasurer
- Club Captain
- Chief Training Officer
- Deputy President
- Assistant Secretary
- Assistant Treasurer
- Deputy Captain
- Junior Activities Chairman
- Historian
- Registrar
- Member Communications Officer
- Social Secretary
- Youth Advisor
- Media Liaison Officer / Ordinary Committee Member / change to Sponsorship Officer
- Member Protection Officer / Ordinary Committee Member



BEACH COMMITTEE

THE BC SHALL BE RESPONSIBLE FOR THE DEVELOPMENT AND IMPLEMENTATION OF STRATEGIC LIFESAVING PLANS ALIGNED WITH THE ASSOCIATION BUSINESS PLAN. THE BC SHALL REVIEW, DEVELOP AND MAINTAIN LIFESAVING RULES, POLICIES, STANDARDS FOR GARIE SURF LIFE SAVING CLUB. THE BC SHALL REVIEW, DEVELOP AND MAINTAIN THE ANNUAL PATROL, TRAINING AND ASSESSMENT OBLIGATIONS FOR GARIE SURF LIFE SAVING CLUB.

- Club Captain (who shall act as BC chairman)
- Deputy Captain
- Chief Training Officer
- Youth Advisor
- Chief Gear Officer IRB Captain
- Bike Captain
- Boat Captain
- First Aid Officer
- Team Manager
- Race Secretary
- Junior Activities Chairman
- Patrol Captains
- Vice Patrol Captains



JUNIOR ACTIVITIES COMMITTEE

THE JAC SHALL BE RESPONSIBLE FOR THE DEVELOPMENT OF JUNIOR ACTIVITIES FOR AGES UNDER FOURTEEN (14) YEARS WITHIN THE ASSOCIATION. THE JAC SHALL MANAGE THE RECRUITMENT, INDUCTION AND ONGOING DEVELOPMENT OF JUNIOR MEMBERS WITHIN THE ASSOCIATION. THE JAC SHALL ENCOURAGE MEMBERS, GROUPS AND TEAMS TO REALISE THEIR POTENTIAL. THE JAC SHALL REVIEW, DEVELOP AND CONDUCT JUNIOR LIFESAVING EVENTS FOR GARIE SURF LIFE SAVING CLUB.

- Junior Activities Chairman (who shall act as JAC chairman)
- Junior Activities Secretary
- Junior Activities Training Officer
- Junior Activities Team Manager
- Youth Advisor
- Age Manager - U14
- Age Manager - U13
- Age Manager - U12
- Age Manager - U11
- Age Manager - U10
- Age Manager -U9
- Age Manager -U8
- Age Manager -U7



MANAGEMENT COMMITTEE ROLES & RESPONSIBILITIES

- **PRESIDENT:** *Official Head of the Association*
Responsibilities: Administration, compliance with the OH&S Act and SLSA's OH&S policies, interpret and implement EEO principles and practices in line with SLSA's policies and procedures, represent the Association at all official functions, attend and chair all general meetings and committee meetings of the Association, attend all committee meetings of Surf Life Saving Sydney, chair all meetings of the Appeals Committee.
- **DEPUTY PRESIDENT:** *Assists the President in his duties as may be required from time to time, acts as convener and chair of the Judiciary Committee, assumes full responsibilities of the office of President in the event that the President is unable to fill this role.*
Responsibilities: Must attend all general meetings and Committee Meetings of the Association, must attend all Royal National Park District Executive Meetings, and must attend all Judiciary Committee Meetings, unless a conflict of interest is present.
- **CAPTAIN:** *Responsible for the lifesaving side of the Association.*
Responsibilities: Ensure the Association complies with the OH&S Act and SLSA's OH&S policies, interpret and implement EEO principles and practices in line with SLSA's policies and procedures, prepare a Patrol Roster for the season and manage the patrols to ensure Garie Beach is adequately patrolled at all times, ensure that all rescue equipment is maintained to a safe standard and is ready for use at all times, ensure all patrolling members are competent and up to date on all lifesaving techniques, ensure that all members' behaviour is in accordance of that befitting a member of the Association, attend critical incidents at Garie Beach to ensure the well being of all Association members, attend relevant meetings as requested and submit reports and recommendations to those meetings as necessary, attend all general meetings and committee meetings of the Association, attend all Beach Committee meetings of the Association and act as chairman of such meetings, attend all Royal National Park District Executive Meetings.
- **DEPUTY CAPTAIN:** *Is the OH&S Officer for the Association, shall assume full responsibilities of the office of Captain in the event that the Captain is unable to fill this role.*
Responsibilities: Ensure all members are up to date with the current OH&S procedures, ensure practices comply with SLSA's EEO principles and practices, attend all general meetings and committee meetings of the Association, attend all Beach Committee meetings of the Association.



- **SECRETARY:** *Public Officer of the Association*
Responsibilities: Deals with correspondence and reports to the committee, record and prepare minutes and distribute to members, Maintain up to date register of members, report on activities of the association, prepare and distribute the annual report, attend general and committee meetings, attend Royal National Park District Executive meetings.
- **ASSISTANT SECRETARY:** *Assist the Secretary in his duties as may be required from time to time, and assume full responsibilities of the office of Secretary in the event that the Secretary is unable to fill this role.*
Responsibilities: Prepare the agenda for all Committee and General Meetings of the Association, record and prepare minutes of the proceedings of all meetings of the Committee and the Association, and distribute those minutes to members promptly following the date of the meeting, attend all general meetings and committee meetings of the Association.
- **TREASURER:** *Ensure that correct books and accounts are kept showing the financial affairs of the association.*
Responsibilities: Prepare a monthly statement showing the financial affairs of the Association including full details of all receipts and expenditure, prepare and forward the BAS statements to the tax office, present the Association's books to the Auditor to prepare a statement of income and expenditure and a balance sheet at the end of the Association's financial year, attend all general meetings and committee meetings of the Association, attend all meetings of the Appeals Committee, unless a conflict exists.
- **ASSISTANT TREASURER:** *To assist the treasurer in his duties*
- **CHIEF TRAINING OFFICER:** *In conjunction with the relevant officers, liaise and advise on matters relating to the development, training and assessment of patrolling members.*
Responsibilities: Have knowledge of the Association's responsibilities under the OH&S Act, ensure the Association complies with the OH&S Act and SLSA's OH&S policies, interpret and implement EEO principles and practices in line with SLSA's policies and procedures, maintain a close liaison with the relevant officers from within the levels of SLS Sydney and external agencies to ensure that best practice in relation to education is maintained, ensure all patrolling members are competent and up to date on all lifesaving techniques, manage the recruitment, training and assessment of new members of the Association, attend all general meetings and committee meetings of the Association, attend all Beach Committee meetings of the Association. Act as chairman of meetings of the Membership Sub-Committee.



- **J.A.C. CHAIRPERSON:** *Official head of the Junior Activities section of the Association.*
Responsibilities: Responsible for the administration of the Junior Activities within the Association, Must have knowledge of the Association's responsibilities under the OH&S Act, ensure the Association complies with the OH&S Act and SLSA's OH&S policies, interpret and implement EEO principles and practices in line with SLSA's policies and procedures, represent the Association at all official Junior Activities functions, attend all Junior Activities Meetings of SLS Sydney, attend and chair all Junior Activities Meetings of the Association, attend all Beach Committee meetings of the Association, attend all general meetings of the Association.
- **YOUTH ADVISOR:** *Responsible for the integration of Junior Activity Members into the senior club.*
Responsibilities: Encourage Nippers to continue through to the senior club, attend all general meetings and committee meetings of the Association, and attend all Junior Activities meetings of the Association
- **HISTORIAN:** *Responsible for the conservation, management and documentation of the archives of the Association, maintain a record of the history of the Association.*
Responsibilities: Maintain an up to date collection of the Association's Annual Reports and Balance Sheets, maintain an up to date collection of media releases relating to the Association, maintain an up to date summary of the history of the Association, must attend all general meetings of the Association, Must attend all SLS Sydney history meetings.
- **REGISTRAR:** Responsible for the data entry into SurfGuard systems
Responsibilities: Ensure that all patrol logs are loaded into SurfGuard prior to the end of season,
- **SOCIAL SECRETARY:** *Arrange the annual Presentation Night, be responsible for arranging social events for the Association, provide the committee with a budget for each social event prior to commencing it and on completion a financial statement showing profit or loss.*
Responsibilities: Arrange the presentation night, present the committee with a budget for all proposed social events, present the committee with a full report on social events including a financial statement showing profit or loss, ensure that all members' behaviour is in accordance of that befitting a member of the Association whilst representing the Association, attend all general meetings and committee meetings of the Association.



BEACH COMMITTEE ROLES & RESPONSIBILITIES

- **CHIEF GEAR OFFICER:** *Responsible for the Association's annual gear inspection day.*
Responsibilities: Maintain a register detailing purchases, services and any capital expenses relating to all patrolling gear and equipment, with the exception of IRB's and Quad Bikes, ensure all patrolling gear and equipment is maintained in a safe and serviceable condition throughout the season, coordinate and arrange the Association's annual gear inspection day, attend all Beach Committee meetings of the Association.
- **I.R.B. CAPTAIN:** *Ensure the IRB and all gear and equipment pertaining to the IRBs is presented in a safe and serviceable condition at the annual gear inspection and throughout the year.*
Responsibilities: Maintain a register detailing purchases, services and any capital expenses relating to the IRBs and motors, ensure the IRB and all gear and equipment pertaining to the IRBs is presented in a safe and serviceable condition at the annual gear inspection, ensure the IRB and all gear and equipment pertaining to the IRBs is maintained in a safe and serviceable condition throughout the season, ensure there is an adequate supply of fuel for the IRBs at the start of each patrol, ensure that there is a continuous supply of new drivers and crew being trained each season, attend all Beach Committee meetings of the Association.
- **BIKE CAPTAIN:** *Ensure the quad bike and all gear and equipment pertaining to the quad bike is presented in a safe and serviceable condition at the annual gear inspection and throughout the year.*
Responsibilities: Maintain a register detailing purchases, services and any capital expenses relating to the quad bike, ensure the quad bike and all gear and equipment pertaining to the quad bike is presented in a safe and serviceable condition at the annual gear inspection, ensure the quad bike and all gear and equipment pertaining to the quad bike is maintained in a safe and serviceable condition throughout the season, ensure there is an adequate supply of fuel for the quad bike at the start of each patrol, ensure that there are regular training sessions to cover proficiency and OH&S aspects on the use of the quad bike, attend all Beach Committee meetings of the Association.



- **BOAT CAPTAIN:** *Ensure the surf boat and all gear and equipment pertaining to the surf boats is maintained in a safe and serviceable condition throughout the season.*
Responsibilities: Maintain a register detailing purchases, services and any capital expenses relating to the surf boats, ensure the surf boat and all gear and equipment pertaining to the surf boats is maintained in a safe and serviceable condition throughout the season, ensure that there is a continuous supply of new crews are being trained each season, attend all Beach Committee meetings of the Association.
- **FIRST AID OFFICER:** *Ensure that first aid gear and equipment is ready for the annual gear inspection, ensure all first aid gear and equipment is maintained throughout the season, render first aid if required.*
Responsibilities: Have knowledge of the Association's responsibilities under the OH&S Act, maintain a register detailing purchases, services and any capital expenses relating to first aid, ensure all gear and equipment pertaining to first aid is presented in a safe and serviceable condition at the annual gear inspection, ensure all gear and equipment pertaining to first aid is maintained in a safe and serviceable condition throughout the season, attend all Beach Committee meetings of the Association.
- **CARNIVAL ORGANISER**
- **TEAM MANAGER**
- **RACE SECRETARY**
- **PATROL CAPTAINS (as per roster)**



JUNIOR ACTIVITIES COMMITTEE

- **J.A.C. SECRETARY:** *Responsible for all correspondence of the Junior Activities.*
Responsibilities: Deal with all correspondence of the Junior Activities and report on same at the following Junior Activities committee meeting, record and prepare minutes of the proceedings of all Junior Activities meetings and distribute those minutes to members promptly following the date of the meeting, maintain an up to date register of all Junior Activities members of the Association, report regularly on the activities of the Junior Activities, prepare a report for the Annual Report, attend all Junior Activities Meetings of the Association, attend all general meetings of the Association.
- **J.A.C. TRAINING OFFICER:** *In conjunction with the relevant officers, liaise and advise on matters relating to the development, training and assessment of Junior Activities Members.*
Responsibilities: Maintain a close liaison with the relevant officers from within the levels of SLS Sydney and external agencies to ensure that best practice in relation to education is maintained, ensure all Junior Activities Members are competent and up to date on all lifesaving and competition techniques, ensure the Junior Activities Age Managers are up to date with all lifesaving requirements, manage the recruitment, training and assessment of new members of the Junior Activities, attend all Junior Activities Meetings of the Association, attend all Beach Committee meetings of the Association, attend all meetings of the Membership Sub-Committee, attend all general meetings of the Association.
- **J.A.C. WATER SAFETY OFFICER:** *Responsible for ensuring the safety of competitors during Junior Activities competition, at all times be under control of the patrol captain of the day.*



- **J.A.C. TEAM MANAGER:** *Maintain a register of all members interested in open competition, ensure all competitors are kept informed of carnival dates, venues and report times, arrange accommodation, transport, etc in relation to ensuring teams get to carnivals, attend all carnivals with competitors and look after their interests at same, ensure that all members' behaviour is in accordance of that befitting a member of the Association whilst representing the Association, attend all Junior Activities Meetings of the Association, attend all general meetings of the Association.*
- **AGE MANAGERS:** *Ensure all competitors are financial and competing in the correct age group, responsible for coordination and marshalling club competition to ensure that everything runs smoothly, ensure events are run according to SLSA competition manual.*



- **NON COMMITTEE POSITIONS**

PATRON: *Figurehead of the Association. Responsibilities: Shall represent the Association at functions and events as required by the Committee, Must attend all general meetings of the Association.*

VICE PATRONS: *Supporter/sponsor of the Association. Responsibilities: May attend all general meetings of the Association.*

GRIEVANCE OFFICER: *Mediate and if possible resolve any grievance/problem a member may be having an Association level.*

RESIDENT MEMBER: *To provide basic maintenance to the clubhouse at Garie Beach, to provide basic security for the clubhouse by being a permanent resident.*

- **HON. AUDITOR, HON. LEGAL OFFICER, HON. MEDICAL OFFICER, LICENCEE, BAR MANAGER**

- **SUB COMMITTEES STANDING COMMITTEES AND SUB-COMMITTEES**

- These standing committees and sub committees shall assist the Management Committee in the management of the Association. All business conducted at a standing committee or subcommittee meeting must be ratified by the Management Committee at its following meeting

- **JUDICIARY COMMITTEE:** DEPUTY PRESIDENT PLUS TWO MEMBERS

- **MEMBERSHIP COMMITTEE:** CHIEF TRAINING OFFICER PLUS FOUR MEMBERS

- **FINANCE COMMITTEE:** TREASURER PLUS FOUR MEMBERS

- **Judiciary Committee:** *A Committee of three (3) members, including the Deputy President who shall be the chair, to be elected at the Annual General Meeting. In the event of this sub-committee being required the Deputy President will confirm no member has a conflict of interest prior to sitting, if a conflict does arise the Deputy President is empowered to fill any vacancies. The Judiciary Committee shall operate under the principles and in accordance with the procedures expressed in these Regulations.*

- **Membership Committee:** *A Committee of five (5) members, including the Chief Training Officer who shall be the chair, to be elected at the Annual General Meeting. The Membership Committee is to focus on recruiting and marketing for the Association.*

- **Finance Committee:** *A Committee of five (5) members, including the Treasurer who shall be the chair, to be elected at the Annual General Meeting. The Finance Committee shall act as advisers to the committee on all matters referred to it appertaining to finance.*



ANNUAL GENERAL MEETING (AGM)

- Do you want to apply for a position on the management committee?
- Fill in committee nomination form
- Pay club fees for 2017-18 season
- Election of Office Bearers 2017-2018 Season will take place at the AGM at 2 pm on Saturday 27th May 2017 at Garie Surf Life Saving Club.
- Committee meetings take place once per month (usually the 3rd Wednesday at 7:30pm at Engadine Bowling Club)



OFF-SEASON PLANNING

- Member training schedule
- Nipper calendar
- Social event calendar
- Patrol roster
- Sponsorship

