

26. DUTIES

26.1 General Duties

- (a) As soon as practical after being elected or appointed to the Management Committee, each Officer must become familiar with these Rules, the Act and their specific position description.
- (b) The Management Committee is collectively responsible for ensuring that the Club complies with the Act and that individual Officers comply with these Rules.
- (c) The Management Committee must ensure that the Club complies with all requirements in the Act regarding financial statements.
- (d) The Management Committee shall conduct the business of the Club with regards to the Objects and to consideration of equity and fairness for all members.

26.2 Public Officer

- (a) As per the Act, the Club must appoint a Public Officer.
- (b) Unless otherwise determined, the Secretary shall act as the Club's Public Officer.
- (c) The Public Officer must give the Office of Fair Trading notice of their appointment within 28 days after the appointment.
- (d) If the position of Public Officer becomes vacant, the Management Committee must appoint a person to the position within 28 days after the vacancy arises, and advise the Office of Fair Trading.

26.3 President

The President:

- (a) Shall hold a proficient SLSA Bronze Medallion;
- (b) Shall report to the Management Committee;
- (c) Shall be the public representative of the Club and represent the Club at functions as required;
- (d) Shall chair all General, Executive Committee and Management Committee Meetings unless absent or unwilling;
- (e) Shall take a lead role in negotiating any partnerships or arrangements with other organisations;
- (f) Shall act as an independent and equitable leader of the Club;
- (g) Shall ensure that all records, documents and transactions of the Club are transparent and comply with the Act and relevant legislation;
- (h) Shall oversee the duties and functions of all Officers and Members within the Club;
- (i) Shall be ex-officio on all sub-committees, or appoint the Deputy President as proxy;
- (j) Shall be a signatory to all club financial accounts;
- (k) Shall be responsible for issuing keys to Members and maintaining a register of keys issued;
- (l) Shall, along with the Treasurer, be a signatory to the Club's Audited Financial Statements;
- (m) May be exempt, while holding office, from all active duties; and
- (n) May issue directives to specific Members or the Membership in general, in regards to club any aspect of the Club.

26.4 Deputy President

The Deputy President:

- (a) Shall report to the President;
- (b) Shall hold a proficient SLSA Bronze Medallion;
- (c) Shall assist the President and assume the duties of President in the President's absence;
- (d) Shall be responsible for the marketing aspects of the Club, including funding, grants and sponsorship; and

- (e) May be appointed a specific portfolio, task or duty by the President or the Management Committee.

26.5 Secretary

The Secretary:

- (a) Shall not necessarily hold an SLSA Award;
- (b) Shall report to the President;
- (c) Shall be responsible for all administration in the club, including correspondence, membership administration and meeting administration;
- (d) Shall oversee the duties and functions of all administrative Officers within the Club, i.e. Officers whose role does not involve frontline lifesaving services;
- (e) Shall be responsible for the organisation of presentation events including the administration of awards, certificates and trophies;
- (f) Shall be ex-officio on all sub-committees;
- (a) Shall be a signatory to all club financial accounts;
- (g) May be exempt, while holding office, from all active duties; and
- (h) May issue directives to specific Members or the Membership in general.

26.6 Treasurer

The Treasurer:

- (a) Shall not necessarily hold an SLSA Award;
- (b) Shall report to the President;
- (c) Shall be responsible for the financial records of the Club and ensure that all monies, cheques, etc, are deposited without delay into the Club's financial accounts;
- (d) Shall, along with the President, be a signatory to the Club's Audited Financial Statements;
- (e) Shall provide accurate financial statements to the Management Committee at each Management Committee meeting, and shall prepare and present the Audited Financial Statements to Members at each Annual General Meeting;
- (f) Shall be a signatory to all club financial accounts;
- (g) Shall, upon direction of the Management Committee, place any funds of the Club into such accounts as the Management Committee deems appropriate;
- (i) May be exempt, while holding office, from all active duties; and
- (a) Shall only make such payments such as have been passed by the Management Committee or Executive Committee, or under delegated powers in Rule 25.

26.7 Club Captain

The Club Captain:

- (a) Shall hold a proficient SLSA Bronze Medallion;
- (b) Shall report to the President;
- (c) Shall be responsible for all operations of the Club in terms of lifesaving, education, surf sports, junior activities and development;
- (d) Shall be responsible for the conduct of all Club Members whilst on the beach or whilst engaged in representing the Club in any manner;
- (e) Shall appoint Patrol Captains and be responsible for the organisation of patrol groups and patrol rosters;
- (f) May be exempt, while holding office, from all active duties;
- (g) May issue directives to specific Members or the Membership in general, in regards to the club's operations; and
- (h) Shall ensure that Active Members have access to standard operating procedures, policies and relevant documents.

26.8 Club Vice Captain

The Club Vice Captain:

- (a) Shall hold a proficient SLSA Bronze Medallion;
- (b) Shall report to the Club Captain;
- (c) Shall be responsible for issuing reminders to patrolling members regarding their rosters; and
- (d) Shall assist the Club Captain and assume the duties of Club Captain in the Club Captain's absence;

26.9 Chief Training Officer

The Chief Training Officer:

- (a) Shall hold a proficient SLSA Bronze Medallion;
- (b) Shall hold a SLSA Training Officer Certificate or equivalent qualification, or higher, and proficient accreditation as an SLSA Training Officer;
- (c) Shall report to the President;
- (d) Shall be responsible for arranging training and education of all Members for surf lifesaving awards and qualifications;
- (e) Shall appoint Training Officers to courses, and liaise with the relevant personnel for the organisation of assessment of courses;
- (f) Shall arrange proficiencies for all Active Members in the Club;
- (g) Shall assist and support the role of the Junior Education Officer to provide Surf Education to the club's junior activities members; and
- (h) Shall notify Members regarding education courses and opportunities within the club and courses organised by affiliated or external organisations.

26.10 Deputy Chief Training Officer

The Deputy Chief Training Officer:

- (a) Shall hold a proficient SLSA Bronze Medallion;
- (b) Shall strive to gain the SLSA Training Officer Certificate or equivalent qualification, or higher, and accreditation as an SLSA Training Officer;
- (c) Shall report to the Chief Training Officer;
- (d) Shall assist the Chief Training Officer and assume the duties of Chief Training Officer in the Chief Training Officer's absence;

26.11 Development Officer

The Development Officer:

- (a) Shall not necessarily hold an SLSA Award;
- (b) Shall report to the Club Captain;
- (c) Shall promote and organise development programs and opportunities for Members;
- (d) Shall support the Club Captain in retention and recruitment programs for Members; and
- (e) Shall focus especially on development activities and member services for Junior Activities, Cadet and Active (15-18) Members.

26.12 Surf Sports Officer

The Surf Sports Officer:

- (a) Shall hold a proficient SLSA Bronze Medallion;
- (b) Shall report to the Club Captain;

- (c) Shall strive to gain SLSA Surf Coach and/or Surf Official accreditation, and ensure that there are a number of suitably trained Members with these accreditations within the Club;
- (d) Shall appoint Sectional Captains and Coaches as required;
- (e) Promote surf sports opportunities at club, regional, state and national level to Members;
- (f) Coordinate coaching and competition opportunities for the Club and Members; and
- (g) Provide opportunities for Members to be involved in a range of surf sports events.

26.13 Powercraft Officer

The Powercraft Officer:

- (a) Shall hold a proficient SLSA Bronze Medallion;
- (b) Shall hold a proficient SLSA IRB Crew Certificate and SLSA Silver Medallion IRB Driver;
- (c) Shall report to the Club Captain;
- (d) Shall be responsible for the maintenance, repair and servicing of club powercraft and all terrain vehicles;
- (e) Shall ensure that club powercraft and vehicles are ready to respond to emergencies at all times;
- (f) Shall liaise with the Chief Training Officer for the training of members for powercraft awards; and
- (g) Shall promote powercraft competition to members as appropriate, in liaison with the Surf Sports Officer.

26.14 Junior Activities Coordinator

The Junior Activities Coordinator:

- (a) Shall hold a proficient SLSA Bronze Medallion;
- (b) Shall report to the Club Captain and Surf Sports Officer;
- (c) Shall strive to gain SLSA Surf Coach, Surf Official or Age Manager accreditation and to have a suitably trained number of these personnel and water safety for junior activities events;
- (d) Shall appoint Age Managers and ensure that all Age Managers have completed the necessary training and induction;
- (e) Shall conduct risk assessments and hazard identification prior to any junior activities events occurring, and shall liaise with the Patrol Captain and Club Captain regarding the conduct of junior activities events; and
- (f) Shall conduct surf sports competition and coaching for Junior Activities Members under the guidance of the Surf Sports Officer.

26.15 Junior Education Officer

The Junior Education Officer:

- (a) Shall not necessarily hold an SLSA Award, but should ideally hold similar qualifications to the Chief Training Officer;
- (b) Shall report to the Chief Training Officer and the Junior Activities Coordinator;
- (c) Shall coordinate all Junior Surf Education programs; and
- (d) Shall liaise with the Chief Training Officer for the appointment of Training Officers to Junior Surf Education segments that involve accredited training i.e. resuscitation, emergency care and Surf Rescue Certificate.

26.16 Publicity Officer

The Publicity Officer:

- (a) Shall not necessarily hold an SLSA Award;
- (b) Shall report to the President and Secretary;
- (c) Shall develop and maintain contact with local media outlets to promote the Club and its activities;

- (d) Shall promote the Club's events and activities as required; and
- (e) Shall utilise a mix of media to promote the Club, including print, online, social networking, etc.

26.17 Membership Officer

The Membership Officer:

- (a) Shall not necessarily hold an SLSA Award;
- (b) Shall report to the Secretary;
- (c) Shall present Applications for Membership to the Management Committee for review; and
- (d) Shall assist the Secretary in the maintenance of the Membership Records of the Club.

26.18 Facilities and Safety Officer

The Facilities and Safety Officer:

- (a) Shall not necessarily hold an SLSA Award;
- (b) Shall report to the President;
- (c) Shall be responsible for clubhouse security;
- (d) Shall be responsible for the maintenance and cleanliness of the building;
- (e) Shall coordinate the club's work health and safety arrangements; and
- (f) Shall coordinate facilities hire.

27. MINUTES OF MANAGEMENT COMMITTEE MEETINGS

- (a) The Secretary must ensure that Minutes are taken and kept of each Management Committee Meeting.
- (b) As a minimum, the Minutes must record:
 - (i) Attendance of Officers;
 - (ii) The business considered and transacted at the meeting;
 - (iii) Any resolution on which a vote is taken and the result of the vote; and
 - (iv) Any interest declared under Rules 24.6 and 24.7.

28. REGULATIONS

28.1 Management Committee to Formulate Regulations

The Management Committee may formulate, issue, adopt, interpret and amend such Regulations for the proper advancement, management, administration and operations of the Club, the advancement of the Objects and surf lifesaving in Scotts Head, Macksville and district as it think necessary or desirable. Such Regulations must be consistent with these Rules and the Rules, Regulations and Standard Operating Procedures of SLSNSW and SLSA. If any Regulations are inconsistent with the SLSNSW or SLSA Rules, Regulations or Standard Operations Procedures, the specific Regulation shall be null and void and will be inapplicable.

28.2 Regulations Binding

Regulations made under this Rule shall be binding on the Club and all Members of the Club.

28.3 Regulation Transitional Arrangements

Notwithstanding any other Rule within these Rules, the transitional arrangements set out at Rule 39 shall apply from the date of adoption of these Rules.

28.4 Notices Binding on Members

Amendments, alterations, interpretations or other changes to any Regulations shall be advised to Members of the Club by means of notices approved and issued by the Management Committee.

29. FUNDS, RECORDS AND ACCOUNTS

29.1 Sources of Funds

The Management Committee will determine the sources from which the funds of the Club are to be or may be derived and the manner in which such funds are to be managed.

29.2 Club to Keep Records

- (a) The Club shall establish and maintain, in accordance with the Act and these Rules, proper accounting and other records and minutes concerning all transactions, business, meetings and dealings of the Club and the Management Committee.
- (b) The Club shall retain such records for seven (7) years after the completion of the transactions or operations to which they relate.
- (c) The Secretary shall be responsible for compliance with Rule 29.2(a), with the exception of financial transactions and accounting, which shall be the responsibility of the Treasurer. Should either of these positions become vacant, then the Public Officer or President shall assume this responsibility.

29.3 Club to Submit Accounts

The Club's financial statements are to be audited as per the *Charitable Fundraising Act 1991* and the *Incorporated Associations Act 2009* or superseding legislation. At the Club's Annual General Meeting the audited financial statements must be presented to the Members.

29.4 Accounts Conclusive

The audited financial statements when approved or adopted by an Annual General Meeting shall be conclusive except as regards to any error discovered in them within three (3) months after such approval or adoption.

29.5 Accounts to be Sent to Members

The Secretary shall cause to be sent to all Members eligible to vote in accordance with these Rules, a copy of the audited financial statements, the Management Committee's report, the full auditor's report and every other document required under the Act (if any).