

# MARCOOLA SURF LIFE SAVING CLUB

## POSITION DESCRIPTION

**Position Title:** Vice Club Captain

**Reporting To:** Club Captain

**This is a voluntary position and carries no salary or designated hours**

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### **Purpose of the Position**

The Vice Club Captain assists the Club Captain in providing strategic guidance and leadership in support of all Life Saving functions of the club including providing assistance to Directors of the Board in relation to their roles. Be active in ensuring compliance with the Child and Youth Risk Management Strategy and all Codes of Conduct.

The primary focus is to ensure the club functions in a professional and corporate manner and its Surf Life Saving and Constitutional functions are operating effectively to support the ideals of Surf Life Saving Australia, Surf Life Saving Queensland and the members of Marcoola Surf Life Saving Club.

### **Pre-requisites**

To nominate for the position of Vice Club Captain of Marcoola Surf Life Saving Club you must:

- Be a current financial member of the Club.
- Not have been a bankrupt; or entered into a deed of arrangement; or made a composition which remains unpaid; in accordance with the *Bankruptcy Act 1966* or corresponding law of another external territory; and
- Be eligible to hold a clearance for working with children in accordance with the *Working with Children (Risk Management and Screening) Act 2000*.
- Have held your Bronze Medallion and acted as a proficient active club member for a period of not less than three (3) years in the Marcoola Surf Life Saving Club;
- Be eligible to vote at a Club Council meeting as stated in the Club Constitution;
- Must not have any negative judicial findings recorded against you in the Lifesaving movement;
- Have a strong commitment to the ideals of surf lifesaving;
- Have experience and or proven ability to fill a leadership role in a not for profit volunteer based organisation, which includes a good understanding of financial statements, administration needs and the ability to speak in public;
- Have knowledge of modern governance practices (including risk management);

- Have knowledge of the legal requirements of Surf Lifesaving and contemporary issues affecting the organisation;
- Have a high standard of oral communication, interpersonal skills and effective volunteer management skills;
- Be amenable to members' concerns and ideas to facilitate a cohesive patrolling membership;
- Have good listening and project management skills; and
- Have a complete understanding of the Codes of Conduct.

### **Objectives of the Vice Club Captain**

- Assist the Club Captain in motivating the Lifesaving Committee to maintain a positive, modern, forward- thinking approach to the growth and development of the Marcoola Surf Life Saving Club, through the implementation of modern governance, a modern Constitution, By-Laws and updated Policies and Procedures;
- Where the Club Captain is absent, represent the Marcoola Surf Life Saving Club in a professional, positive and appropriate manner in accordance with each situation;
- As the Vice Club Captain ensure a high standard of volunteer management practices are maintained;
- Ensure the Marcoola Surf Life Saving Club is working towards the mission and vision of the strategic plan and implementing the operational plan in accordance with the Club's By-Laws and Policies and Procedures;
- Assisting the Club Captain to ensure the Marcoola Surf Life Saving Club meets its obligations under the SLSQ Patrol Agreement; and
- Facilitate and encourage positive, effective and efficient decision making processes based on sound information and clear judgement.

### **Responsibilities and Duties General**

#### **Commitment**

By nominating for the position of Vice Club Captain of Marcoola Surf Life Saving Club you are giving an undertaking to the members of the club that you will commit to the following standards:

- Provide the level of leadership and statesmanship within the Life Saving portfolio including strategic guidance for all Life Saving operations committee members, Patrol Captains and Vice Captains and all patrolling members required by a person who will be regarded in our community as the "face" of the Marcoola Surf Life Saving Club;
- Assist the Club Captain in developing and managing the annual budget for Life Saving;
- Assist the Club Captain in developing and managing the Patrol Roster and Proficiency Program in consultation with the Chief Training Officer;

- Liaise with the Chief Training Officer to create a dynamic training program that supports and encourages members to undertake new awards;
- Liaise with the Junior Activities Chairperson to promote the development of Nipper members to patrol status;
- Assist the Club Captain in providing the Board of Directors and the Club Council with open accountable reporting;
- Strive to move the club forward in a positive and professional manner;
- Assist the Club Captain in developing and supporting the implementation of the Club's Strategic Plan with a view to further enhance and develop the long term strategic blueprint for the Club's future;
- Be active in ensuring compliance with the Child and Youth Risk Management Strategy and all Codes of Conduct;
- Observe and encourage others to comply with the By Laws and Policies and Procedures as prescribed in the Policies and Procedures Manual, including providing reports and other requested information on the appropriate reporting templates;
- Represent the Club at the Branch Board of Lifesaving meetings, in the Club Captain's absence; and
- Work positively and supportively with SLSA and SLSQ to develop harmonious organisational relationships.

### **Qualifications**

No formal qualifications are required; however, general business management related qualifications would be a definite advantage

### **Skills and Experience**

- Minimum three (3) years general lifesaving involvement; and
- Experience working in a volunteer organisation, preferably with surf lifesaving.

### **Personal qualities**

- Good written and verbal communication skills;
- Ability to work with others;
- Ability to prioritise tasks and handle multiple job workloads;
- Attention to detail; and
- Ability to adapt to a changing environment.

**Relationships**

1. Club Captain	Assist with the Club Captains obligations and duties.
2. Chief Training Officer	Liaise with the CTO regarding training and proficiency requirements.
3. GM & Club Administrator	Liaise with the GM & Club Administrator regarding administration needs within the portfolio.

**Re-election Period**

Annually at the AGM.