

MARCOOLA SURF LIFE SAVING CLUB

POSITION DESCRIPTION

Position Title: Junior Activities Apparel Officer

Reporting To: Junior Activities Committee & Finance Committee

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

Purpose of the Position

The Junior Activities Apparel Officer in conjunction with the Club's Merchandising Officer and Uniform Sub-Committee is responsible for the procurement of Junior Activities apparel of a design and quality reflecting the wishes of the majority of members and bearing in mind that the club official registered colours are green, white and gold.

Pre-requisites

To nominate for the position of Junior Activities Apparel Officer you must:

- Be a current financial member of the Club for a minimum of at least one year;
- Not have been convicted on indictment or sentenced to a term of imprisonment for a summary offence required to be disclosed by the *Criminal Law (Rehabilitation of Offenders) Act 1986*;
- 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*.
- Not have any negative judicial findings recorded against you in the surf lifesaving movement;
- Have a complete understanding of the Codes of Conduct;
- Assist in ensuring 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 Constitution; By-Laws and Policies and Procedures Manual;
- Have a strong commitment to the ideals of Surf Lifesaving; and
- Have a high standard of effective volunteer management skills.

Objectives of the Junior Activities Apparel Officer

- Ensure Junior Activities section members have access to appropriate and approved club apparel ;
- Be a member of the Apparel Sub-committee; and
- Ensure protocols for the purchasing, pricing and stock levels follow the Brand Manual and the Purchasing Policy and Procedures.

Responsibilities and Duties

- In conjunction assist in the purchase of all club apparel in accordance with the Club's Purchasing Policy and Procedures; By-Laws and Constitution as approved by the Junior Activities and Finance Committees and the Board of Directors;
- Liaise with relevant Junior Activities Committee and/or teams (i.e. Representative and Touring Teams) in relation to the design of any such club apparel;
- Provide a written report to the Junior Activities Committee prior to each meeting;
- Prepare and present to the Junior Activities Committee, a budget request covering all financial matters associated with fulfilling the requirement of the position by 1st March annually.

Skills and Experience

- Minimum of one year general life saving involvement;
- Experience working in a volunteer organisation, preferably with surf lifesaving; and
- Knowledge of eftpos facilities.

Personal qualities

- 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

With	Purpose
Junior Activities Chairperson	Provide Strategic input to all functional areas of the Junior Activities
Junior Activities Accounts Officer	
Club Merchandising Officer	
Youth member	
Club Administrator	
Uniform Sub-Committee members	
Treasurer	
Finance Committee	

Re-election Period

Annually at the Nipper AGM and endorsed at the Club's AGM.