



## MUDJIMBA SURF LIFE SAVING CLUB INC. CLUB CAPTAIN – POSITION DESCRIPTION

**ROLE:** Responsible for the conduct and discipline of all Active Members in all Club matters, and the general education of Members in Surf Life Saving.

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**RESPONSIBLE TO:** Management Committee

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### **RESPONSIBILITIES AND DUTIES** (By-Law 4.3):

- As per any express provisions made in the Club's Constitution and By-Laws
- Be chairperson of the Lifesaving Committee;
- Be responsible for the conduct and discipline of all Active Members in all Club matters, and the general education of Members in Surf Life Saving;
- Arrange patrols and conferences with Patrol Captains during the season to discuss suggestions and observations made by him or them regarding the general efficiency of the Club in Surf Life Saving, refer to Appendix C;
- Have the power to refuse the use of Club gear or property to any person;
- Call upon any members to perform such duties as he deems necessary in the interests of the Club;
- Be an ex-officio member of Sub-Committees associated with their duties.
  
- In conjunction with the Chief Training Officer provide for Junior Members, an education experience in a wide range of subjects and skills within the aquatic/marine environment; (By-Law 4.19 c)
  
- Attend Management Committee Meetings (Constitution – Section C, 1.5)

### **Other Responsibilities and Duties:**

- Schedule patrols and roster patrol duties prior to the commencement of each season
- Assist the Gear Steward concerning lifesaving gear, ensuring it is well maintained
- Ensure sufficient numbers are on patrol
- Communicate with patrol defaulters to maintain efficiency of patrols
- Keep a record of member re-qualifications each season
- Keep a record of members performances at patrol duties
- Submit regular reports to the Club Executive Committee

### **COMMITTEES AND REPRESENTATION**

Management Committee

Executive Committee

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**Mudjimba Surf Life Saving Club Inc.**

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### Lifesaving Committee (Chair) (Constitution 4.3 b)

A Life Saving Operations Sub-committee shall be formed. This will be chaired by the Club Captain and will meet at least once per calendar month. The subcommittee will be made up of: Vice Club Captain, IRB captain, Gear and Equipment officer, Radio Officer, Craft Officer, First Aid Officer, Chief Training Officer. (Constitution 10.2)

#### BY-LAW 6.2 - LIFESAVING COMMITTEE

a) The Lifesaving Committee shall comprise the Club Captain (Chairman), Vice-Captain, Chief Training Officer, Patrol Captains and other officers as determined by the Management Committee.

b) It shall be responsible for -

- (i) maintaining and improving lifesaving patrols and services;
- (ii) conducting training, instructional and proficiency programs for members;
- (iii) disseminating lifesaving information;
- (iv) dealing with matters referred to it from the Management Committee or Council;
- (v) making recommendations relating to lifesaving to the Management Committee.

### Lifesaving Selection Committee (By-Law 6.5)

The Life Saving Selection Committee shall consist of Captain, Vice-Captain and Chief Training Officer and shall select Patrol Captains and Patrol Vice Captains and teams for all patrol, intra and inter Club competitions and shall notify members of all selections by placing same on the Club Notice Board. Such selections shall be final and binding.

### Life Member Selection Panel

Branch – Lifesaving Representative

### KNOWLEDGE AND SKILLS REQUIRED:

- Knowledge and Understanding of Club background, processes, culture and operations.
- Analytical skills
- Leadership qualities
- Social skills
- Administrative Knowledge
- CRYMS
- Surf Life Saving Australia Bronze Medallion
- Ability to organise and delegate tasks
- Proficient computer skills
- Aware of Occupational Health & Safety policy
- Maintain confidentiality on relevant matters
- Can communicate effectively and possess good interpersonal skills
- Positive and enthusiastic