



MINNIE WATER-WOOLI SURF LIFESAVING CLUB INC.

Executive Positions

Key Responsibilities of Minnie Water-Wooli Surf Life Saving Club

- **Accountability:** Our club is committed to ensuring that we meet all our obligations, manage our finances responsibly, and operate with full transparency. This includes regular financial reporting, audits, and open communication with our members and stakeholders to maintain trust and credibility.
- **Advocacy:** We actively represent the interests of our club to the community, our members, and other stakeholders. Through advocacy, we aim to raise awareness of our mission, promote the importance of surf lifesaving, and strengthen our community ties.
- **Compliance:** We ensure that our operations adhere to our Constitution and all relevant laws. Compliance is crucial across all areas, from our core lifesaving services and training programs to administrative functions and governance.
- **Resourcing:** Securing funding and other resources is vital to support our club's work. We pursue grants, sponsorships, fundraising initiatives, and community support to ensure we have the necessary resources to fulfill our mission and sustain our operations.
- **Strategy:** We are in the process of setting long-term goals and strategic plans to guide our club's direction. This effort includes aligning our activities with our charitable purpose, adapting to emerging challenges, and continuously improving our services to benefit our members and the wider community.

Our commitment to SLSNSW:

Our club is dedicated to the mission of Surf Life Saving New South Wales (SLSNSW), which is to save lives, create great Australians, and help build better communities within NSW. We provide vital lifesaving services to the public visiting our beaches and, when called upon, respond to incidents in collaboration with police and other emergency services.

In alignment with SLSNSW, our club offers aquatic rescue, emergency care, vocational education, and beach management training to our members. We also can engage in community education programs, surf sports, junior development programs, and provide facilities for community use.

Our role extends beyond lifesaving services; we support SLSNSW by offering our equipment and facilities for professional lifeguard services and providing water safety at various events. The feedback and contributions from our members help shape the future of Surf Life Saving, advancing our movement on both national and global stages.

Compliance with ACNC:

As a registered entity with the Australian Charities and Not-for-profits Commission (ACNC), we are committed to transparency, accountability, and fulfilling our charitable purposes. Our compliance with ACNC regulations ensures we maintain the trust of our members, donors, and the wider community.



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Position	Location	Position Description Completed
Director of Lifesaving	Minnie Water-Wooli Surf Life Saving Club	01 JULY 2024
SLS Branch Authority		SLSNSW Authority
SLSNSW Branch Director of Lifesaving		SLSNSW State Director of Lifesaving
PURPOSE STATEMENT		
The Club Director of Lifesaving has overall responsibility for the club's lifesaving services.		
ROLE & RESPONSIBILITIES		
All Directors of Lifesaving will: • Administer and organise patrols (rosters, experience/qualification spread) • Communicate with patrol defaulters to maintain efficiency of patrols • Coordinate pre-season preparation phase (equipment/uniforms, rostering, communication etc) • Develop and maintain the Club's POM • Keep a record of member re-qualifications each season - SurfGuard • Keep a record of members performances at patrol duties • Liaise with Branch Director of Lifesaving • Manage adherence to requirements as per LSA and SOP (quality assurance) • Manage, in consultation with others, the annual lifesaving equipment grant (applications and acquittal) • Ongoing management or service deliver standards and issue resolution • Oversee the Gear Steward/Powercraft Officer concerning lifesaving gear, ensuring it is well maintained and managed, including the annual gear and equipment inspection • Provide regular communication and support to PC's and members • Recommend actions to Club Committee • Responsible for the conduct of members in the Club • Submit regular reports to the Club Executive Committee • Work with Chief Training Officer to address training requirements and deficiencies		
ROLE ENTRY REQUIREMENTS		
• Be a current, financial member of SLSNSW Club or service. • Working with Children Check (or willing to obtain) • NSW drivers' licence		
KEY CHALLENGES IN THE ROLE		
• Engaging with and educating volunteers who may be resistant to new SLSNSW and SLSNSW Branch processes • Exposure to potentially traumatic incidents, material, and potentially traumatised people • Volunteering flexibly and travelling to attend sites after hours and on weekends as required • Succession planning		



**SURF LIFE SAVING
NEW SOUTH WALES**



Executive Positions

DIRECTOR OF LIFESAVING SELECTION CRITERIA	
ESSENTIAL SKILLS	ESSENTIAL KNOWLEDGE
• Ability to manage own workload and conflicting priorities while consistently adhering to SLSNSW protocols • Ability to respond appropriately to members requiring support, using conversational skills to create a supportive environment and develop rapport • Ability to seek assistance and support when required • Ability to work in a high-pressure environment • Ability to work within a team and delegate tasks appropriately • Basic computer skills • Clear communication skills • High problem-solving ability: analysing available information and choosing the optimal solution	• Knowledge of local, state and national policies, guidelines and standard operating procedures • Knowledge of SLS award structure • Self-awareness in relation to their level of competence and any limitations. • Understanding of reporting and recording requirements of sensitive information in adherence with privacy legislation. • Understanding of responsibilities around confidentiality including its limitations. • Awareness of work, health and safety requirements
PREFERRED QUALIFICATIONS OR EXPERIENCE	
• Bronze Medallion or Silver Medallion Beach management	• Team leadership roles
PERSONAL CHARACTERISTICS	
• Ability to adapt style • Community minded • Empathetic • Flexibility • Genuine interest in helping others • Good moral judgement	• Good prioritisation skills • Integrity • Organised • Professional yet affable • Resilient • Self-directed (self-control and management)
KEY STAKEHOLDER RELATIONSHIPS	
• SLSNSW Members • Club and Branch Presidents • SLS Club Safety Officer • SLS Club Member Protection Information Officer • Emergency call out teams	• SLSNSW Member Welfare Officer • SLS Club Complaints Officer • Duty Officers • SLSNSW Branch and SLSNSW authorities • Club Management Team members • Previous and other current holders of the role