



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
Junior Activities Chair	Minnie Water-Wooli Surf Life Saving Club	01 JULY 2024
SLS Branch Authority		SLSNSW Authority
Branch Director of Members Services		SLSNSW State Director of Membership / SLSNSW Membership Team Staff
PURPOSE STATEMENT		
The Junior Activity Chair (JAC) manages and coordinates their Junior Activity Management team and Program. The aim of the JAC is to work with Club Management to set the agenda for the seasons activities and assist with the coordination and delivery of these activities throughout the season.		
ROLE & RESPONSIBILITIES		
All Junior Activity Chairs will: • Assist with the coordination and delivery of Junior Activities • Coordinate training and induction for Age Managers • Responsible for providing advice, direction and coordination for Age Managers • Work with Management to set the agenda for each season's activities • Coordinate with other areas of the club to deliver junior activities eg education and training team, coaches and surf sports, water safety team members • Ensure all club documentation is completed, and submit reports to the Surf Club Committee • Be aware of club sponsorship policies and club constitution • Be aware of and implement safeguarding practices within the club and with club members • Depending on their skills, experience and availability, some Junior Activity Chair will also: • Coordinate and chair Age Manager meetings • Monitor the implementation of new initiatives • Deliver training and induction sessions for Age Managers • Identify issues and potential solutions to recommend to the Management Committee		
ROLE ENTRY REQUIREMENTS		
• Be a current, financial member of SLSNSW Club or service • Completed the SLSNSW Junior Activity Chair Training Course • Be a qualified SLSA Age Manager • Hold a current Working with Children Check (WWCC)		
KEY CHALLENGES IN THE ROLE		
• Ensuring compliance with Age Manager Qualifications, Water Safety Ratios, Working with Children Checks and safeguarding practice. • Succession planning.		



**SURF LIFE SAVING
NEW SOUTH WALES**



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JUNIOR ACTIVITIES CHAIR SELECTION CRITERIA	
ESSENTIAL KNOWLEDGE AND SKILLS	
• Ability to seek assistance and support when required • Ability to work as part of a team • Capacity to negotiate and resolve issues with a range of people • Excellent communication and interpersonal skills	• Knowledge of child development, and child behaviour • Knowledge of local beach and surroundings • Understanding of Safeguarding practices and member protection
PERSONAL CHARACTERISTICS	
• Ability to adapt style • Ability to work with a range of people • Confident • Friendly, positive and enthusiastic • Good prioritisation skills	• Good time management • Organised • Passionate • Professional yet affable • Resilient
• KEY STAKEHOLDER RELATIONSHIPS	
• Age Managers • Nippers and Nipper Parents • Previous and other current holders of the role • SLS Club Member Protection Information Officer	• SLS Club Management Team members • SLSNSW Branch and SLSNSW authorities • Water Safety Supervisor and Teams • SLS Club Safety Officer