



Position Description - draft

Title: Club Captain

About: The Club Captain is the operational leader within the club.

Reports to: President

- Responsibilities:**
- Has responsibility for all Active members in matters relating to proficient surf lifesaving duties, including attainment of SLSA qualification and responsible use of equipment.
 - Responsible for the conduct of all members of the Club.
 - Conduct and control all patrols.
 - Schedule patrols and roster patrol duties prior to the commencement of each season.
 - Encourage members to compete in Club events and Carnival competition.
 - 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 Management Committee.
 - Support the development of all club members.
 - Reports to Surf Life Saving Sydney Northern Beaches Inc. on any life saving incidents and statutory matters.
 - Must be the Club representative at all Branch Board of Life Saving meetings and Association seminars on practical life saving and report back to the Management Committee on issues relevant to the Club.
 - Undertake any agreed task assigned by the President or the Management Committee.
 - Be prepared to attend as far as possible, all Management Committee and Lifesaving Committee meetings of the Club.
 - Prepare an annual report.

- Committees:**
- Is a member of Club Executive
 - Be a member of the Management Committee, Lifesaving Committee and the Competition Committee.
 - Be the Chair of the Lifesaving Committee.

- Qualifications:**
- Be a member of Whale Beach Surf Life Saving Club Inc.

- Skills:**
- Ability to effectively coordinate volunteers.
 - Ability to communicate clearly.
 - Act as a role model and mentor for club members.
 - Able to lead a team and effectively delegate tasks.
 - Can maintain confidentiality on relevant matters.
 - Good understanding of club culture and operations.
 - Strong time management and organisational skills.

Date: 7 July 2016