



## Position Description - draft

**Title:** Competition Secretary

**About:** Responsible for all Club competition matters.

**Reports to:** President

**Responsibilities:**

- Responsible for all matters relating to the Club's participation in surf lifesaving carnivals and competitions both internal and external to the Association.
- Become proficient with SurfGuard.
- Ensure timely entries for individuals and teams for carnivals.
- Manage Club teams at carnivals.
- Record and report competition results.
- Assist Handicapper in staging Club events.
- Must be the Club representative at all Branch Board of Surf Sports meetings and Association seminars on surf sports 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 meetings of the Club.

**Committees:**

- Be a member of the Management Committee and Competition Committee.
- Be the Chair of the Competition 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.
- Event management skills.
- Strong time management and organisational skills.

**Date:** 7 July 2016