

Management Committee Duties:

1. President:

- 1.1. President shall be official head of the Club;
- 1.2. Shall preside at all meetings of the Club;
- 1.3. Shall maintain order and see the duties of other Management Committee members are properly performed;
- 1.4. Shall represent the Club at all appropriate meetings of the SLSWA; and
- 1.5. Shall be an ex-officio member of all Sub-Committees and may act as Chairperson when in attendance.

2. Vice President:

- 2.1. Shall assist the President as required;
- 2.2. Shall in the absence of the President have all the duties, powers and authority of the President;
- 2.3. Shall represent the Club at all appropriate meetings of the SLSWA;
- 2.4. Shall be responsible to the Management Committee and see that the duties of the Finance & Administration Officer, Sponsorship & Public Relations Officer are properly performed;
- 2.5. Shall be an ex-officio member of any Sub-Committees formed in relation to the areas as in item 2.2. In the event of irreconcilable differences arising between those sub-committees the Vice President shall be the final arbitrator, and such decisions shall be approved at the next Management Committee Meeting; and
- 2.6. Shall be a member and Chairperson of the Disciplinary Committee.

3. Club Captain:

- 3.1. Shall be responsible to the Management Committee and see that the duties of the Director of Life Saving, Education Officer, Competitions Officer, and Youth Development Officer are properly performed;
- 3.2. Shall be responsible to the Management Committee for the general well being of Active Members and shall have jurisdiction over Active Members in all Club activities;
- 3.3. Shall represent the Club at all appropriate meetings of the SLSWA;
- 3.4. Shall represent the views of Active Members to the Management Committee; and
- 3.5. The Club Captain shall be an ex-officio member of any Sub-Committee formed in relation to the areas as in item 3.1. In the event of any irreconcilable differences arising between these sub-committees the Club Captain shall be the final arbitrator, and any such decisions shall be approved at the next Management Committee Meeting.

4. Director of Life Saving:

- 4.1. Shall be responsible to the Management Committee for the management of the life saving activities of the Club;
- 4.2. Shall be a member and Chairperson of any Sub-Committee formed in relation to life saving;

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- 4.3. Shall represent the Club at all appropriate meetings of the SLSWA;
- 4.4. Shall be responsible for the development of Patrol teams and rosters;
- 4.5. Shall be responsible for and oversee the following areas, patrol, first aid, IRB, communication, water safety, and equipment are being properly performed.

5. Education Officer:

- 5.1. Shall be responsible to the Management Committee for the instruction, qualification, and examination of all members in surf life saving awards;
- 5.2. Shall be a member and Chairperson of any Sub-Committee formed in relation to Education;
- 5.3. Shall represent the Club at all appropriate meetings of the SLSWA;
- 5.4. Shall be responsible for and oversee that Bronze Medallion, Surf Rescue Certificate and other Specialist Award training is facilitated in accordance with SLSWA;
- 5.5. Shall be responsible for the examination of the annual re-qualification of awards; and
- 5.6. Shall liaise with the Youth Development Officer about their duties.

6. Competitions Officer:

- 6.1. Shall be responsible to the Management Committee for the management of carnivals and competitive activities of the Club;
- 6.2. Shall represent the Club at all appropriate meetings of the SLSWA;
- 6.3. Shall be a member and Chairperson for any Sub-Committee formed in relation to Competition; and
- 6.4. Shall be responsible for and oversee that the organisation and training of Interclub Competitions, Surfboats, Skis, Boards, and Swimming are properly performed.

7. Youth Development Officer:

- 7.1. Shall be responsible to the Management Committee for the development and general well being of all members under the age of nineteen (19) years, and for the coordinating of all junior activities;
- 7.2. Shall be a member and Chairperson for any Sub-Committee formed in relation to youth development;
- 7.3. Shall represent the views of all members under the age of nineteen (19) years to the Management Committee;
- 7.4. Shall have jurisdiction over all members under the age of nineteen (19) years in all Club activities;
- 7.5. Shall be responsible for and oversee the Age Group Managers, Education, Water Safety, and Equipment for the Juniors is being properly performed and maintained; and
- 7.6. Shall represent the Club at all appropriate meetings of the SLSWA.

8. Finance & Administration Officer:

- 8.1. Shall be responsible to the Management Committee for the financial management and general administration of the Club;
- 8.2. Shall assist the President with the overall administration of the Club;

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- 8.3. Shall be responsible for and oversee that the Registrar, Treasurer, and Merchandising duties are properly performed;
 - 8.4. Shall be responsible for maintaining adequate insurance of the property and assets of the Club;
 - 8.5. Shall be required to ensure that financial records are being kept in compliance with Australian Accounting Standards;
 - 8.6. Shall represent the Club at all appropriate meetings of the SLSWA;
 - 8.7. Shall issue due notice of the Annual General Meeting, General Meetings, and Management Committee Meetings;
 - 8.8. Shall be responsible for the maintenance and safe custody of all membership records;
 - 8.9. Shall present to the Management Committee all applications for membership and transfer for approval at the next management Committee Meeting;
 - 8.10. Shall be responsible for efficient moneys received from subscriptions;
 - 8.11. Shall be responsible for the organisation and administration of Club merchandise;
 - 8.12. Shall be responsible for the management and recording of all funds received and all payments made by the Club;
 - 8.13. Shall be responsible for the compilation of the Annual Report;
 - 8.14. Shall be responsible for maintaining the minutes of General Meetings and meetings of the Management Committee, the common seal, and all records of the Club;
 - 8.15. Shall make minutes of meetings and the Club Constitution (and By-Laws) available at the premises of the Club to interested members; and
 - 8.16. Shall be responsible for the licensing of Club vehicles and trailers.
9. **Marketing & Public Relations Officer:**
- 9.1. Shall be responsible to the Management Committee for the procurement, development and administration of sponsorship arrangements, marketing special events, fund raising, and public relations of the Club;
 - 9.2. Shall represent the Club at all appropriate meetings of the SLSWA;
 - 9.3. Shall be responsible for and oversee the Club Newsletter editing;
 - 9.4. Shall be a member and Chairperson of any Sub-Committee formed in relation to Marketing & Public Relations; and
 - 9.5. Shall be responsible for maintaining a registry of all sponsors of the Club.

Membership Classifications

10. Senior Active Membership:

- 10.1. An Active Member shall be a Bronze Medallion holder and shall fulfill the full patrol and Club obligations as specified by the SLSWA and shall qualify in the annual proficiency test each season, unless the member has obtained the Bronze Medallion in that season; and
- 10.2. A Senior Active Member shall be eighteen (18) year and over.

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11. Junior Active Membership:

- 11.1. An Active Junior Member shall be a Surf Rescue Certificate or Bronze Medallion holder and shall fulfill the full patrol and Club obligations as specified by the SLSWA and shall qualify in the annual proficiency test each season, unless the member has obtained the Surf Rescue Certificate or Bronze Medallion in that season; and
- 11.2. A Junior Active Member shall be a minimum of thirteen (13) years of age but under eighteen (18) years of age.

12. Long Service Membership:

- 12.1. Long Service Memberships may be granted by the Club to members who have completed ten (10) years of Active Service;
- 12.2. Long Service Members shall be exempted from all patrol obligations and may be granted other special privileges as the Management Committee see fit;
- 12.3. Long Service Membership may be granted in exceptional circumstances to an Active Member irrespective of the years of service; and
- 12.4. A Long Service Member shall complete such annual proficiency test as required by SLSWA.

13. Cadet Membership:

- 13.1. Cadet Member shall be a Surf Rescue Certificate holder and shall fulfill the full patrol and Club obligations as specified by the SLSWA and shall qualify in the annual proficiency test each season unless the member has obtained the Surf Rescue Certificate in that season; and
- 13.2. A Cadet Member shall be a minimum age of thirteen (13) years of age but under sixteen (16) years of age.

14. Junior Membership:

- 14.1. A Junior Member shall be a minimum of seven (7) years of age but under thirteen (13) years of age.
- 14.2. A Junior Member shall be required to gain the relevant Surf Education Certificate for their age group; and
- 14.3. A parent or legal guardian of a Junior Member must also be a member of the Club.

15. Award Membership:

- 15.1. An Award Membership may be granted to any person holding an award approved by the SLSWA, other than the Bronze Medallion and the Surf Rescue Certificate; and
- 15.2. An Award Member may be called upon to perform patrol and Club obligations within the ability of their award(s).

16. Probationary Membership:

- 16.1. A Probationary Membership is the designation of any member during the time period between becoming a financial member and gaining an award approved by SLSWA and/or the gaining of a formal category of membership; and
- 16.2. A Probationary Member shall be required to gain the award appropriate to their desired category of membership within three (3) months of being granted probationary membership and/or the holding of the appropriate award examination and/or when extenuating circumstances exist.

17. Honorary Membership:

- 17.1. An Honorary Membership is a person who may wish to visit the Club, is a minimum of eighteen (18) years of age, an official of SLSWA or SLSWA, a visiting member of a club affiliated with SLSA or SLSWA, a visiting officer of the armed forces of any country outside Australia, or a person of distinguished or public position; and
- 17.2. The period of Honorary Membership shall be for the term advised in writing by the Club or if no such advice for the current financial year.

18. Associate Membership (Parent Membership):

- 18.1. An Associate Member shall be a minimum of eighteen (18) years of age and may use the facilities and equipment of the Club;
- 18.2. An Associate Member May attend social functions organised by the Club; and
- 18.3. An Associate Member may have a dependant(s) who are Junior or Cadet Members of the Club under the age of eighteen (18) years old.

19. Life Membership:

- 19.1. Life Membership shall only be elected at an Annual General Meeting upon attaining a three quarters (3/4) majority by secret ballot of those present and eligible to vote, provided that the nomination has first been submitted to a duly constituted meeting of the Management Committee and attaining a three quarters (3/4) majority by secret ballot of those eligible to vote;
- 19.2. Life Membership may be granted to any member who has contributed outstanding service to the Club over a considerable period of time; and
- 19.3. Notwithstanding item 19.2. above, Life Membership may also be granted under any exceptional circumstances such as a member who has become incapacitated in the performance of duty as a surf life saver.

Election to Membership

- 20. All new applications for Active, Long Service, Cadet, Junior, Award, Probationary or Associate Membership shall be on a completed appropriate form as issued by SLSWA. The application must be submitted with the appropriate membership fee. Applications under eighteen (18) year of age must produce a Birth Certificate, Extract of Birth Entry or Statutory Declaration confirming their date of birth;

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- 20.1. Election to Membership shall be by resolution of the Management Committee;
- 20.2. Election to Honorary Membership shall be at the Annual General Meeting or by two (2) members of the Management Committee and confirmed at the next Management Committee Meeting;
- 20.3. The Management Committee shall limit membership numbers in all classes to a total that will lend itself to the efficient operation of the Club; and
- 20.4. The Club will maintain a register of Members that is current at all times. The register shall be continually available for inspection at the Club premises.

Standing Orders of Meetings

21. Any member wishing to speak shall stand and address the Chairperson respectfully;
 - 21.1. Any member wishing to speak will be allowed a total of five (5) minutes to so;
 - 21.2. No member shall speak more than once to a question except in explanation;
 - 21.3. A reply shall be allowed only to a member who has moved a substantive motion;
 - 21.4. No member shall use offensive or unbecoming words;
 - 21.5. No member shall digress from the subject under discussion, and imputations of improper motives and personal reflections on members shall be deemed disorderly;
 - 21.6. Whenever the Chairperson rises during debate the member that is speaking shall cease and sit down;
 - 21.7. No member shall interrupt another whilst speaking, except on a point of order;
 - 21.8. Any member during the debate may raise a point of order, when the member that is speaking shall sit down until the point of order has been decided. The member raising to order shall state concisely the point of order, and the Chairperson, without further discussion, shall give a ruling;
 - 21.9. The Chairperson shall refuse to receive any amendment which is a direct negative or which does not preserve the substance of the original motion;
 - 21.10. At any time during the debate a member may without notice move “that the question now be put”, and such motion , being duly seconded, shall than be put without debate; if carried, the question shall be put to a vote; if lost , the debate shall proceed;
 - 21.11. If a member becomes disorderly the meeting shall be adjourned until the member leaves the meeting, if that member refuses to leave the meeting, the meeting will be adjourned until a later date;
 - 21.12. The chairperson shall have a deliberative as well as a casting vote on any resolution before the chair.

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