



LIFESAVING COMMITTEE POSITION DESCRIPTIONS

Position Title:	LIFESAVING DEPUTY CHAIRPERSON	
Reports to:	Lifesaving Chair Person, Lifesaving Operational Committee and Orewa Board (In Lifesaving Chairs Absence)	
Term:	One year term	
Key Relationships:	Internal Board Lifesaving Committee Membership Paid Staff	External SLSNZ/SLSNZ Staff Other Clubs Other external agencies
Objective of Position:	The Lifesaving Deputy Chairperson is responsible for supporting the management of the Lifesaving Committee	
Desirable Attributes:	<ul style="list-style-type: none"> ▪ Financial management skills ▪ Well organised ▪ Able to manage people ▪ Leadership skills ▪ Uses sound information and collaborative approach to make good decisions 	<ul style="list-style-type: none"> ▪ Excellent communication skills ▪ Planning Skills ▪ Pro-active, motivated and focused ▪ Delegation skills ▪ Excellent motivator
Meetings:	Lifesaving Committee meetings Board meetings (In the Lifesaving Chairs absence)	
Responsibilities and Duties:	Supports the Lifesaving Chairperson as delegated and in their absence: <ul style="list-style-type: none"> ▪ Chairs committee meetings. ▪ Arranges and attends committee meetings. ▪ Delegate functions to the appropriate committee members. ▪ Ensures accurate minutes are kept. ▪ Provides accurate and timely reports to the Board. ▪ Report back to the Lifesaving Committee regarding Board decisions ▪ Ensure the preparation of annual Lifesaving plan and budget ▪ Obtains Board approval of the budget and plans. ▪ Implement, monitor and review progress of the plans. ▪ Set dates for monthly meeting of the Committee ▪ Prepare agendas and Chairs Committee Meetings and record these meetings in appropriate minute format ▪ Distribute minutes to Operational Committee members and to the Board ▪ Escalates decisions to the Board where necessary ▪ Ensures necessary and timely communications to the membership from the committee. ▪ Provides a report to the Administrator for the annual report. ▪ Can co-opt additional members to their specific committee as necessary. ▪ Ensures expenditure is within the budgeted amount approved by the Board. ▪ Develops regulations and policies for subsequent approval of the Board. ▪ Implements approved regulations and policies. ▪ Collaborates with other operational committees to optimise the benefit to the Club. ▪ Ensure Patrol Operations Manual (POM) is submitted to the Board for approval. ▪ Ensures sufficiently skilled lifeguards are available to maintain patrols. ▪ Ensures a review of data from previous season and identifies improvement opportunities 	



LIFESAVING COMMITTEE POSITION DESCRIPTIONS

Position Title:	PATROL OPERATIONS COORDINATOR	
Reports to:	Lifesaving Chair Person and Lifesaving Operational Committee	
Term:	One year term	
Key Relationships:	Internal Paid staff Patrol Captains/Vice Patrol Captains Instructors Chairman	External SLSNZ Examiner SLSNZ Development Officers SLSNZ Club Development Officer
Objective of Position:	Work closely with the lifesaving committee to advance the clubs lifesaving capability and provide excellent patrolling	
Desirable Attributes:	<ul style="list-style-type: none"> ▪ Organisational skills ▪ Sound communication skills ▪ Proactive ▪ Approachable and reliable 	<ul style="list-style-type: none"> ▪ Experienced instructor ▪ Awareness of SLSNZ awards/skills structure and opportunities ▪ Delegation skills
Meetings:	<ul style="list-style-type: none"> ▪ Lifesaving Committee Meeting 	
Responsibilities and Duties:	<ul style="list-style-type: none"> ▪ Establish the annual patrol roster ▪ Identify members with appropriate skills and qualifications to ensure patrols are correctly staffed. ▪ Work with lifesaving committee to identify skills that require development and individuals that should be encouraged to develop further. ▪ Review and update the Patrol Operations Manual (POM) ▪ Prepare and provide reports to the Lifesaving Committee on Lifeguard activities. ▪ Reports back to the Patrol Captains and Lifeguard Membership from Lifesaving Committee. ▪ Ensures patrol standards are maintained throughout the season. ▪ Submit monthly Rescue Of the Month information to SLSNR ▪ Provide information to PRO as required ▪ Holding Patrol Captains meeting as required ▪ Drives an annual review of patrol activities. 	



LIFESAVING COMMITTEE POSITION DESCRIPTIONS

Position Title: ***EVENT COORDINATOR***

Reports to: Lifesaving Chair Person and Lifesaving Operational Committee

Term: One year term

Key Relationships:	Internal	External
	Paid staff	SLSNZ Examiner
	Membership	SLSNZ Development Officers
	Instructors	SLSNZ Club Development Officer
	Fundraising committee	

Objective of Position: Coordinate members representing the club at external events (excluding sports)

Desirable Attributes:	▪ Organisational skills	▪ Awareness of SLSNZ awards/skills structure and opportunities
	▪ Sound communication skills	▪ Delegation skills
	▪ Proactive	
	▪ Approachable and reliable	

Meetings:

- Lifesaving Committee

Responsibilities and Duties:

- Receives requests for events from outside parties, the club and Northern Region
- Identifies appropriate members to represent the Club or advertises the need for members via email/Facebook etc.
- Provides information to the necessary members about the event including dates, times, locations, dress code and equipment required.
- Attends events as required, organising club resources.
- Communicates and notifies appropriate parties to ensure good liaison.
- Identifies and encourages members to become event guards.



LIFESAVING COMMITTEE POSITION DESCRIPTIONS

- Position Title:** **SEARCH AND RESCUE (SAR) /CALLOUT COORDINATOR**
- Reports to:** Lifesaving Chair Person and Lifesaving Operational Committee
- Term:** One year term
- Key Relationships:**
- | Internal | External |
|-----------------|---------------------|
| Paid staff | SLSNR |
| Patrol Captains | Surfcom/Coast guard |
| Membership | Civil Defence |
- Objective of Position:** Ensure a system to provide callouts responses is operational.
- Desirable Attributes:**
- Organisational skills
 - Sound communication skills
 - Proactive
 - Delegation skills
 - Approachable and reliable
- Meetings:**
- Civil Defence/Lifesaving Committee
- Responsibilities and Duties:**
- Ensure Callout list is current with sufficient numbers of skilled members to rapidly respond to out-of-hours emergencies.
 - Supply updated callout list to Surfcom and SLSNR/ SLSNZ.
 - Liaise with Civil Defence to ensure the club can provide appropriate response and assistance in actual or potential disasters.
 - Ensure the POM is up-to-date with Civil Defence requirements.
 - Ensures there is a support callout list available for Patrol Captains in times of emergency or low patrol members
 - Ensure support callout list includes catering and other amenities necessary for out-of-hours or long duration responses.



LIFESAVING COMMITTEE POSITION DESCRIPTIONS

Position Title: ***POWER CRAFT OFFICER (Asset management and maintenance)***

Reports to: Lifesaving Chair Person and Lifesaving Operational Committee

Term: One year term

Key Relationships:

<p>Internal Board Members, IRB driver and crew trainees Qualified IRB drivers RWC Operators</p>	<p>External SLSNR/NZ IRB specialists Repair organisations</p>
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Objective of Position: Asset management and maintenance. To ensure all power craft (including IRB hulls, motors, RWC and other IRB equipment) are maintained in excellent condition with sufficient availability of equipment at all times.

Desirable Attributes:

- Mechanically skilled
- Organisation skills
- Planning skills
- Communication skills
- Excellent IRB driver and crew skills

Meetings:

- Lifesaving Committee meetings

Responsibilities and Duties:

- Maintains up-to-date knowledge of powercraft (Including RWC and IRB) management and use in accordance with SLSNZ recommendations and applies this knowledge consistently.
- Receives information from operators advising of necessary repairs
- Monitor usage log books to identify necessary repairs
- Regularly inspects all Power craft (hulls, engines, trailers, and other equipment to identify any fault and necessary repairs.
- Performs repairs according to the manufacturers instructors
- Compile and maintain a list of spare parts necessary to ensure the continued operation of the Club power craft.
- Ensure preventative maintenance is scheduled and performed
- Arrange unplanned repairs and maintenance as necessary
- Monitor the life span and identify the need for possible replacement 12 months in advance.
- Prepare and provide reports to the Lifesaving Committee on power craft fleet
- Monitors and reviews progress against work plans
- Ensure patrols are instructed in care of gear.
- Ensure adequate supply of consumables to effectively carry out routine repairs



LIFESAVING COMMITTEE POSITION DESCRIPTIONS

Position Title:	LIFESAVING DEVELOPMENT COORDINATOR (Chief Instructor)	
Reports to:	Lifesaving Chair Person and Lifesaving Operational Committee	
Term:	One year term	
Key Relationships:	Internal Paid staff Lifesaving Convenor Patrol Captains Instructors Membership	External Examiner
Objective of Position:	To ensure continual development of the lifeguards, growing individual skills and club lifeguarding resources	
Desirable Attributes:	<ul style="list-style-type: none"> ▪ Organisational skills ▪ Sound communication skills ▪ Proactive ▪ Approachable and reliable 	<ul style="list-style-type: none"> ▪ Experienced instructor ▪ Awareness of SLSNZ awards/skills structure and opportunities ▪ Delegation skills
Meetings:	<ul style="list-style-type: none"> ▪ Lifesaving committee, Instructors Meetings and Examiners Meetings 	
Responsibilities and Duties:	<ul style="list-style-type: none"> ▪ Liaise with the Lifesaving Development Administrator to ensure courses and sessions are scheduled and booked and appropriate resources are organised. ▪ Work with the membership and encourage personal development in lifesaving skills (LGA, PC,VHF, First Aid, IRB, ROCK TRAINING etc). ▪ Promote opportunities for personal development. ▪ Identify individuals to fill instructor and examiner roles within the club. ▪ Set targets to achieve short, medium and long-term goals for numbers of critical lifeguard development roles. ▪ Identify Leadership development opportunities and appropriate candidates from the membership. ▪ Identifying mentors for new and developing instructors ▪ Liaising closely with the Rookie Coordinator to ensure seamless transition from Rookie's to Lifeguard Award. ▪ Oversee Club standards for awards where training is performed internally. 	



LIFESAVING COMMITTEE POSITION DESCRIPTIONS

Position Title:	<i>LIFEGUARDING GEAR COORDINATOR</i>	
Reports to:	Lifesaving Chair Person and Lifesaving Operational Committee	
Term:	One year term	
Key Relationships:	Internal Paid staff Patrol Captains First Aid Officer Powercraft Officer Fundraising Committee	External Suppliers
Objective of Position:	<ul style="list-style-type: none"> ▪ Ensures all lifesaving equipment/resources, including rescue boards, SUP, rescue tube, binoculars, rescue vehicles, paperwork, radios, and other equipment as required from time to time are functional and available for patrols. 	
Desirable Attributes:	<ul style="list-style-type: none"> ▪ Organisational skills ▪ Sound communication skills ▪ Proactive ▪ Approachable and reliable 	<ul style="list-style-type: none"> ▪ Delegation skills
Meetings:	<ul style="list-style-type: none"> ▪ Lifesaving Committee Meeting 	
Responsibilities and Duties:	<ul style="list-style-type: none"> ▪ Identifies new or replacement equipment requirements and supplier prices. ▪ Maintain and organise repairs of lifesaving equipment. ▪ Ensure minimum patrol requirements are available for active duty. ▪ Ensure urgent deficiencies are immediately notified to the committee and recommendations for correction are included. ▪ Annually auditing current equipment ▪ Coordinate SLSNR audit equipment audit 	



LIFESAVING COMMITTEE POSITION DESCRIPTIONS

Position Title: ***FIRST AID OFFICER***

Reports to: Lifesaving Chair Person and Lifesaving Operational Committee

Term: One year term

Key Relationships:	Internal	External
	Patrol Captains Administrator	Life saving first aid First aid trainers

Objective of Position: To ensure First Aid equipment is maintained, in sufficient quantity, and excellent condition at all times.

Desirable Attributes:

▪ Experienced first aider or medical professional	▪ Good communication skills
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Meetings:

- Lifesaving Committee

Responsibilities and Duties:

- Ensure supplies of first aid equipment are adequate for club operations.
- Lead the development of first aid skills with OSLSC
- Monitor the lifespan of capital expenditure items and identify the need for replacements and improvements 12 months in advance.
- Re-order any missing supplies immediately
- Prepare First Aid Kits for Events, Junior Surf and Surf Sports Teams
- Collates and reports to the committee on first aid statistics and usage volumes.