



*Surf Life Saving New South Wales
Mid North Coast Branch Inc.
PO Box 5132, Port Macquarie BC NSW 2444*

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Nominations are sought for the following proposed positions with the Surf Life Saving Mid North Coast Branch for the 2021/22 Season.

PROPOSED ELECTED POSITIONS

EXECUTIVE 2 year term

- Vice President
- Director of Administration
- Director of Life Saving
- Director of Marketing & Communication

ELECTED OFFICERS 1 year term

- Registrar & Assets Officer
- Grievance Officer
- WH&S Officer
- Deputy Director of Lifesaving
- Education Officer North & South
- Junior Education Officer
- Deputy Director of Member Services
- Deputy Director of Surf Sports/ Jnr SS Coordinator
- Gear & Equipment Officer
- Officials Coordinator
- Carnival Administration Coordinator
- Coaching Coordinator
- Media Officer

SUB COMMITTEES ELECTED

- Life Membership
- Meritorious Awards
- Constitution
- Disciplinary & Grievance

**Nominations must be emailed to the Director of
Administration by midnight Sunday 8 August 2020**

Email to – admin@slsmnc.com.au

Draft positions descriptions

28.3 DEPUTY PRESIDENT

The Deputy President shall:

- a) Be responsible to the Branch Executive and Branch Council.
- b) Be responsible for seeing that all Directors and Officers carry out their duties in accordance with this Constitution.
- c) Assume the role of Branch President in the President's absence, and assume all powers, responsibilities and duties.

28.4 DIRECTOR OF ADMINISTRATION

The Director of Administration shall:

- a) Conduct the correspondence of the Branch and be responsible for the administration of the Branch and ensure that records are kept of meetings of the Branch including Branch Council and Executive meetings and the Constitution and Regulations of the Branch. These records shall be held in the custody of the Director of Administration.
- b) Disseminate all information regarding branch matters to individual clubs and members as required.
- c) Be the primary contact for all correspondence.
- d) Co-ordinate the Branch's electronic presence including the website and social media.
- e) Be responsible to have taken the minutes of each meeting of the Branch Council and Branch Executive, and have such minutes circulated within two weeks of such meetings to all Officers and Clubs.
- f) Prepare notice of meetings and after consultation with such Officers as necessary cause due notice to be sent to all Clubs, Officers, Advisers and Delegates and be responsible to carry out the procedures of the branch in respect of matters to be decided by a mail, facsimile or electronic vote and maintain a record of such votes.
- g) From information supplied by clubs, maintain a record of all expulsions and suspensions and act upon same where necessary.
- h) Compile the Annual Report and call for Director's reports.
- i) Keep in custody or under control all records, books, administrative assets and other documents relating to the Branch.
- j) Receive and forward all requests for special events from clubs within the branch.

28.6 DIRECTOR OF LIFESAVING

The Director of Lifesaving shall:

- a) Hold a Bronze Medallion
- b) Chair all Lifesaving Committee meetings, and cause minutes of all meetings to be kept. These minutes are to be forwarded to the Director of Administration, preferably via email.
- c) Be responsible with the assistance of the Lifesaving committee for the management of all lifesaving-related matters within the branch.
- d) Promote excellence in lifesaving within the Branch through a variety of programs, including but not limited to patrol and lifesaving exchanges, patrol competitions and other activities.
- e) Co-ordinate all radio networks and organisation within the Branch.
- f) Liaise with Surf Life Saving NSW and clubs regarding Lifesaving Service Agreements and Beach Management Plans.
- g) Represent the branch at, or appoint delegates to attend, Local and District Emergency Management Committees.
- h) Report to the Branch Executive regarding any breaches of lifesaving operations.
- i) Co-ordinate annual proficiencies of members across the Branch.

28.10 DIRECTOR OF MARKETING AND COMMUNICATION

The Director of Marketing shall:

- a) Be responsible for the overall promotion and marketing of the Branch.
- b) Promote all grants and funding opportunities to clubs and for the Branch.
- c) Co-ordinate all applications and enquiries for grants, subsidies and funding within the Branch.
- d) Ensure media coverage of relevant matters pertaining to events conducted by the Branch and shall endeavor to create a good public relations image with the media, general public and supporters of the Branch.
- e) In consultation with the President be authorized to make written or verbal media responses on behalf of SLSMNC in regards to incidents or events
- f) Liaise with business owners and managers regarding sponsorship opportunities, and liaise with the respective Director regarding portfolio-specific sponsorships.
- g) Maintain a full record of all commercial, promotional, marketing and media items and report the same to the Branch Council regularly.