

Manly Life Saving Club By-Law D-1 DUTIES OF OFFICERS (all positions are honorary)

President

Shall administer and be responsible for all affairs of the Club and shall chair all meetings appertaining to the administration of the Club, except as provided for in the Rules, and shall report to each Management Committee meeting those activities undertaken on behalf of the Club.(from Rules)

The President shall also attend functions and generally represent the Club. The President is also ex-officio of all meetings of the Club.

The Deputy Presidents shall assist the President, deputise as required and in the President's absence the Deputy President Lifesaving or in his absence the Deputy President Competition shall assume the responsibility and authority of the President's office.

Immediate Past President

Shall be expected to attend Management Committee Meetings to ensure continuity of planning and operation of the Club, refer Club Constitution.

Vice Presidents

Shall be elected to the committee for a specific task, they shall represent a specific group or function, and shall be responsible for that group or function to the Management Committee.

Vice Presidents shall be subject to all meeting attendance rules of the Management Committee, failure to attend may make the Group or Function subject to supervision by the Club.

The Vice Presidents shall report in writing on their responsibilities each Management Committee meeting.

Club Captain

Shall be responsible to the Club Management Committee for the conduct of members in all Club activities, for the general education in surf life saving, proficiencies and surf awareness, for the discipline of members and for the conduct of surf life saving operations, including competition and training operations. (From Rules)

The Club Captain shall hold a Surf Life Saving Bronze Medallion as a minimum to be elected, and must be in training for a SLS Instructors/SLS Training Officers Award to the satisfaction of the Management Committee.

The Club Captain will be the Chairman of the Club Selectors, in his absence the Vice Captain shall be Chairman, in his absence the Deputy President, in his absence the Senior Vice President shall assume the Chairmanship. The Club Captain shall ensure that Patrol Rosters are finalised for distribution fourteen (14) days before the first patrol of the season.

The Club Captain shall report on the Club activities in writing at each Management Committee meeting.

Junior Captain U19

Shall be the major representative of the Under 19 members of the Club and shall work with the Club Captain in the fulfilment of the Club Captain's duties.

Vice Captains (MAX 4)

Who shall hold the Surf Life Saving Bronze Medallion, shall act under the direction and instruction of the Club Captain and during his absence the Vice-Captain appointed shall act in his stead. They shall be responsible for the care and maintenance of all life saving gear (except the surf boat and IRB) and shall be assisted by the Gear Steward and Assistants.

Secretary

Shall conduct all the correspondence of the Club, be responsible for the clerical administration of the Club and for the exhibiting of all instructions and notices on the noticeboard.

The secretary shall ensure that records are kept of the business of the Club, including the RULES, CONSTITUTION and BY-LAWS, Register of members, Minutes of all general and committee meetings and a file of correspondence. These records shall be held in the custody of the secretary.(from Rules)

The Secretary shall also be ex-officio members of all sub-committees formed by the Club.

Treasurer

Shall: Control all financial aspects of the Club as authorised and outlined in the Rules, Constitution and By-Laws and pay such accounts which have been presented to the Management Committee and approved for payment or the Executive Committee within their spending limit;

Ensure that all money received by the Club is paid into the appropriate account in the Club's name and owned by the Club, as soon as practicable and without deduction and a receipt is issued.

Ensure that correct books and accounts are kept, showing financial affairs of the Club. These records shall be held in the custody of the Treasurer.

At each meeting of the Management Committee produce the Club current accounts, a list of accounts for payment, un-presented cheques and a full reconciliation

Public Officer - MLSC Rule 6

6.1 The Management Committee shall appoint a person who is eighteen (18) years of age or older and a resident of New South Wales to the position of Public Officer. If the person appointed is not already a member of the Executive Committee, he or she shall become a member of that Committee.

6.2 The Management Committee may at any time remove the Public Officer and appoint a new one.

6.3 The Public Officer shall be deemed to have vacated the position in the following circumstances:

- a) Death.
- b) Resignation.
- c) Removal by the Management Committee or at a General Meeting.
- d) Bankruptcy or insolvency.
- e) Mental illness.
- f) Residency outside New South Wales.

6.4 When a vacancy occurs in the position of Public Officer, the Executive Committee shall, within fourteen (14) days, notify the appropriate Government Department by the prescribed form and appoint a new Public Officer.

6.5 The Public Officer is required to notify the appropriate Government Department by the prescribed form concerning:

- a) Appointment (within fourteen (14) days).
- b) A change of residential address (within fourteen (14) days).
- c) A change in the Club's Objects or Rules (within fourteen (14) days).
- d) A change in the membership of the Executive Committee (within fourteen (14) days).
- e) The Club's financial affairs (within one (1) month after the Annual General Meeting).
- f) A change in the Club's name (within one (1) month).

6.6 Service of documents on the Club is effected by serving them on the Public Officer or by serving them personally on two (2) members of the Executive Committee.

Registrar

Shall keep a record of all members and their performances at intra-club competitions and patrol duties. The Registrar will enter in the Record Book all necessary matters recorded in the minutes. These records to be available to all Executive Officers and at all meetings of the Management Committee. Shall be responsible for the safe custody of these records, Club members may inspect these records upon stating/giving sufficient reason.

Chief Instructor/Training Officer

Shall arrange for all classes of instruction for members to qualify for awards and report in writing each month to the Management Committee the results of examinations and all other matters pertaining to the office, including the names of temporary members in training for awards. To be eligible to stand for this office a Surf Life Saving Instructors or Training Officers Certificate must be held. The Chief Instructor to assist the Club Captain in conducting all Club proficiencies.

IRB Boat Captain

Shall be responsible for the maintenance and care of the Club's Inflatable Rescue Boats and approved power rescue craft and necessary equipment and shall at all times act under the direction of the Club Captain. Shall coach and arrange instruction for suitable members for IRB crew duties. Shall familiarise all Active Club Members with the use of the IRB and equipment. Shall ensure that a seaworthy IRB is available for proficiency tests, and all water safety as required by the Club. Shall make a report in writing to each Management Committee Meeting each month on the condition of the IRB's and gear. The IRB Captain is to assist the Club Captain to conduct all Club proficiency tests.

Surf Boat Captain

Shall be responsible for the maintenance and care of the Club's surf life saving boats, whether oared or motor-driven, and necessary equipment with the exception of the Club Powered Rescue Craft and shall at all times act under the direction of the Club Captain. Shall coach and arrange instruction for suitable members for boat crews. Shall familiarise Club Members, as necessary, with the use of the surf boat and equipment. Shall make a report in writing to each Management Committee Meeting upon the condition of the surf life saving boats and gear.

Ski Captain

Shall be responsible for the general administration and conduct of competition and all matters appertaining to surf ski activities. Shall submit a report in writing to the Management Committee of the previous month's activities.

Shall arrange for transport of surf skis to and from carnivals and the care thereof while on club premises or elsewhere.

Board Captain

Shall be responsible for the general administration and conduct of competition and all matters appertaining to surf board activities. Shall submit a report in writing to the Management Committee of the previous month's activities. Shall arrange for transport of surf boards to and from carnivals and the care thereof while on club premises or elsewhere.

Gear Steward

Shall act under the instructions of the Captain and Vice Captains, the Gear Steward shall furnish a written report each month to the Management Committee on the condition of all life saving and carnival gear, except the surf boats, surf skis, surf boards and IRB's.

Beach Sprint Captain

Shall be responsible for the general administration and the conduct of competition and all matters appertaining to beach competition activities.

Swim Captain

Shall be responsible for the general administration and conduct of competition and all matters appertaining to surf swimming competition activities. Shall be responsible for transport of all necessary equipment to and from carnivals and the care thereof while on club premises or elsewhere.

Race Secretary

Shall be responsible for the organisation and conduct of all intra-club competitions in conjunction with the Handicapper (if appointed by the Race Secretary). Shall be responsible for compiling particulars of all point scores, etc., in conjunction with the Registrar. Shall report for the preceding month and the program for the forthcoming month in writing to each Management Committee Meeting.

Publicity Officer

Shall be responsible for all matters pertaining to Club publicity in consultation with the Executive Committee and shall report in writing each month to the Management Committee Meeting.

Competition Manager

Shall be responsible for the management of the Club's competition interests. Shall be responsible for all Carnival Entries (except Masters and JAC). The Competition Manager shall be the Chairperson of the Competition Committee if appointed. Shall act as the Team Manager at the New South Wales and Australian Championships, or shall be responsible for appointing a suitable replacement. Shall delegate Masters Entries responsibility to an appropriate member.

Touring Team Manager

Shall be responsible for the arrangements for Club Tours to the New South Wales and Australian Championships. Will work in conjunction with the Competition Manager or Competition Committee if appointed, or the Club Selectors to ensure that all competitors are suitably qualified and have reached a standard that entitles them to represent the Club, are able to get to these events and are suitably accommodated at these events. Management of other Club Tours may be delegated by the Club Management Committee.

Life Member on Committee

Shall assist the President in an advisory capacity whenever necessary and shall assist in a public relations role at functions both between the Club and visitors and between Club Members.

Radio Officer

Shall act under the instructions of the Club Captain and Vice Captains. Shall be responsible for the operation and effectiveness of all radio communication equipment used by the Club for the purposes of life saving. Shall submit a written report each month to the Management Committee Meeting on the operations of all the equipment.

Social Organiser

Shall recommend, organise and supervise the conduct of all social functions held by the Club and shall submit financial statements of such functions to the Treasurer, and also provide a written report of all functions held and proposed to the Management Committee Meeting.

House Committee Chairman

Shall be appointed annually by the Management Committee and must be a member of the Management Committee or made a Vice President to have voting rights on Committee. Must submit a written report to the Management Committee each month.

Assistant Secretary

Shall act under the direction and instruction of the secretary and during any absence of the secretary shall carry out the duties of the secretary.

Assistant Treasurer

Shall act under the direction and instruction of the Treasurer and in the Treasurer's absence assume the responsibility and authority of that office.

Assistant Registrar

Shall act under the direction of the Registrar and in the Registrar's absence assume the responsibility and authority of that office

Assistant Chief Instructor/Assistant Training Officer

Shall act under the direction and instruction of the Chief Instructor and in the absence of the Chief Instructor assume the responsibility of that office.

Vice surf boat captain

Shall act under the direction and instruction of the Surf Boat Captain and in the absence of the Surf Boat Captain assume the responsibility of that office.

Second Branch Delegate (1)

Shall attend all meetings of the Sydney Northern Beaches Branch INC. and shall submit a written report of the proceedings and important business of the meetings attended, and in particular any items that may affect the Club, to the secretary. Should the Delegate be unable to attend a meeting, the Club will appoint a proxy Delegate. The Delegate/s shall carry out all instructions that are received from the Management Committee.

The following officers make up the MANLY LIFE SAVING CLUB MANAGEMENT COMMITTEE

President

Deputy President Life Saving

Deputy President Competition

Immediate Past President

Vice Presidents (each responsible for a specific function)

Public Officer

Captain

Vice Captains (up to 4)

Junior Captain (U-19)

Secretary

Treasurer

Chief Instructor/Training Officer

Publicity Officer

Competition Manager

Life Member on Committee

Junior Activities Chairman

Junior Activities Delegate

Social Organiser

House Committee Chairman

Gear Steward

IRB Boat Captain

Surf Boat Captain

Ski Captain

Beach sprint Captain

Swim Captain

Board Captain