

Bantham Surf Life Saving Club

Positions, descriptions, responsibilities + Key Skills / requirements

-Have added Hyperlinks to SLSGB (governing body to main descriptions)

President

Figurehead of the organisation, required to chair the AGM, carry out presentational duties and generally promote the club within the community.

Chairman - Committee

To represent the organisation at regional and national meetings. To chair at least 5 committee meetings per year and to keep the committee operational, overseeing and using casting vote as necessary. Attendance of club activities and acting as an ambassador for the club.

Key Skills – Understanding of SLC Operations and Activities. Good communication and Interpersonal skills.

Requirements- Chair at least 5 meetings per year. Attendance of Club events. To act in the Club's best interests.

[More details HERE](#)

Hon Secretary - Committee

To be the conduit for all written communications for club, to organise 5 committee meetings per year, plus the AGM, to keep accurate minutes of meetings and to keep the committee informed. Responsible for ensuring property safety certificates and risk audits for the club are up to date to ensure health and safety guidelines are met for the club property (not training).

Key Skills – IT skills including Web, newsletters

Requirements- Availability as a point of contact for the club.

[More details HERE](#)

Hon Treasurer - Committee

To manage all finances for the club, bank monies, keep accurate accounts of all expenditure and income. To prepare summary accounts to the 5 committee meetings and arrange for the accounts to be audited at year end.

Key Skills – Accountancy skills, IT, Online Banking, Charity Commission

[More details HERE](#)

Captain - Committee

Leads the operational side of the club, overseeing patrolling of the beach, the volunteer patrolling rota, and organising necessary training for lifeguards. Liaising with the RNLI in the provision of volunteer lifeguard patrols. Leads operational safety on the beach in reference to training, nipper, youth and senior. Responsible for the club risk registers and is generally the representative of the club on the beach. Incident reporting to media and other bodies, enforcer of club rules.

Key Skills – Risk Assessments and Events organisation

Requirements- Qualified Surf Life Guard

Vice Captain - Committee

Supports the Club Captain in the duties described above and will step into the club captain role when he or she is unavailable.

Key Skills – Surf Lifeguard and experience of working in an operational environment.

Requirements – Qualified Beach Life Guard - minimum

Gear Steward - Committee

Responsible for new equipment that the committee have agreed to purchase, and on-going maintenance of all club surf life- saving equipment; skis, rescue boards, tubes, Cobra's and first aid equipment.

Key Skills – repairing equipment and knowledge of new equipment and marketplace.

Training Representative - Committee

Training Committee Member – Responsible on reporting back to the committee about the Nipper and Youth Training at club Responsible for co-coordinating and delivering summer training to nipper and youth members, completing training assessment and liaising with the lead lifeguard on the day. Organising appropriate parent help.

Key Skills – Must be a member of the Training Team

Requirements – Must be a member of the Training Team and be available to attend the 'Training' review meetings

Committee Members x 2

Key Skills – Good interpersonal and communication skills

Requirements – Must be able to work within a small team. Attendance of meetings.

Non – Committee Roles (May be asked to attend meetings ad-hoc but cannot vote on Committee matters)

Coxwain

Responsible for the safe operation and maintenance of the clubs Inshore Rescue Boat and for training club personnel in the effective use of.

Key Skills – Boat handling

Requirements – Qualified to IRB Helm standard. Train and assess others.

Membership Secretary

Effective membership services, processing annual membership and dealing with ad hoc membership queries.

Key Skills and Requirements – IT literate, able to produce reports.

Safeguarding Officer

Responsible for ensuring training and operations are carried out with all appropriate certification of individuals involved. DBS etc

Key Skills and Requirements – Understanding of child protection and DBS law and requirements – preferably someone who is in legal, teaching or policing background

[More details HERE](#)

Fundraising and Social Secretary

Responsible for organising social functions, the club open day, fundraising and local community events. All types of communications to club members.

Key Skills and Requirements – Must be outgoing and a good organiser and communicator.