



## INVERLOCH SURF LIFESAVING CLUB

163 Surf Parade, Inverloch, Victoria  
PO Box 47, Inverloch 3996, Victoria  
(w) [islsc.org.au](http://islsc.org.au) (e) [info@islsc.org.au](mailto:info@islsc.org.au)

Position Description Title: **Club President** ([president@islsc.org.au](mailto:president@islsc.org.au))

Organisation: Inverloch Surf Lifesaving Club (the Club)

Reports to: Club Members.

Summary:

The Club President is the principal leader of the Club and has overall responsibility for the Club's operation and administration.

Responsibilities:

- Act as a facilitator for Club activities and voice members' views at appropriate forums.
- Be responsible for Club planning, including succession and business planning.
- Engage sponsors and supporters
- Ensure all Club activities are carried out within the laws of Victoria
- Ensure all rules and policies of the Club are upheld
- Ensure the financial, social and structural viability of the Club is established and maintained
- Ensure planning and budgeting are completed per the needs of the Club and members' wishes
- Facilitate meetings, including committee, executive and annual general meeting
- Identify and communicate to members opportunities available at Club, branch, state and national levels
- Introduce the Club Management Plan and ongoing review and management of this plan
- Represent the Surf Club appropriately at the local, regional, state and national levels
- Set the overall committee agenda and help the committee prioritise its goals, and ensure office bearers work within this framework

Qualities

- Possesses a high degree of leadership skills.
- Should be well informed of all Club and organisation activities.
- Is aware of future direction and needs of members.
- Has a good working knowledge of the Constitution, laws, duties, and responsibilities of all Club office bearers and sub-Boards. Committees

Commitment:

- The estimated time commitment required as the Club President is 10 hours weekly.
- The incumbent is requested to hold this position for a two-year minimum term.

This position description is to be read in conjunction with the club organisation chart dated June 2023, which outlines areas of responsibility.



## INVERLOCH SURF LIFESAVING CLUB

163 Surf Parade, Inverloch, Victoria  
PO Box 47, Inverloch 3996, Victoria  
(w) [isisc.org.au](http://isisc.org.au) (e) [info@isisc.org.au](mailto:info@isisc.org.au)

Position Description Title: **Club Secretary** ([secretary@isisc.org.au](mailto:secretary@isisc.org.au))

Reports to: Club President and is a Board Member

Summary:

The Secretary is responsible for the sound governance and administration of the Club, as required by legislation and the club constitution. Additionally, this role is responsible for all Board Member inductions and volunteer recruitment. The Club Secretary should actively involve volunteers to assume responsibility for the delivery of activities within their scope.

Responsibilities:

- Receive, disseminate and record all correspondence relating to the Club promptly, paying close attention to closing deadlines.
- Prepare and maintain records of correspondence, agendas, minutes, and notices of motions for Club meetings.
- Where applicable, act as a registrar and maintain records of all members, awards, patrol obligations, and competition performances of the Club and its members.
- Be responsible for the correspondence of the Club Board.
- Responsible for Club annual reports.
- Authorise Club orders, invoices, receipts, and payment of monies in conjunction with the Treasurer.
- Maintain Club Constitution, by-laws, and rules.
- Onboarding, inducting and training new board members and key volunteer positions.
- Keeper of the Club seal and official documents.
- Responsible for providing effective internal communication through Board meetings.

Qualities:

- The ideal Secretary is someone who:
- Can organise and delegate tasks.
- Maintains confidentiality in relevant matters.
- Has a sound knowledge and/or understanding of Club governance.
- Possesses good organisational and time management skills.
- Is able to allocate consistent weekly time periods for preparing and maintaining Club correspondence and records.

Commitment:

- The estimated time commitment required as the Club Secretary is 10 hours weekly.
- The incumbent is requested to hold this position for a two-year minimum term.



Position Description Title: **Director of Clubhouse Management** (DoCM@isisc.org.au)

Reports To: Club President and is a Board Position.

Summary:

The Director of Clubhouse Management is responsible for the overall management of the club's facilities, including the clubhouse, grounds, and non-Life Saving equipment. This includes ensuring the facilities are clean, well-maintained, and safe for members and the public. In addition, the Director of Clubhouse Management sits on the Club Board of Directors and is responsible for representing the club's interests at board meetings. The Director of Clubhouse Management should actively involve volunteers to assume responsibility for delivering activities within their scope.

Responsibilities:

- Ensure that the facilities are safe and compliant with all applicable regulations.
- Oversee the day-to-day cleaning and maintenance of the clubhouse, grounds, and equipment.
- Oversee/Assist those managing events or commercial activities from the club, including booking and coordinating with vendors.
- Compile and submit reports on the status of the facilities to the Club Board.
- Represent the club at meetings with external organisations.

Qualities:

- Strong organisational and time management skills.
- Excellent communication and interpersonal skills.
- Ability to work independently and as part of a team.
- Experience in facilities management or event planning is a plus.

Key Stakeholders:

- Members, Local Community and Visitors, Bass Coast Shire Council and associated State Government Departments (eg, Department of Health, DWELP).

Commitment:

- This volunteer position may require approximately 10 hours per week during peak season, less during low season.
- The incumbent is requested to hold this position for a two-year minimum term.



## INVERLOCH SURF LIFESAVING CLUB

163 Surf Parade, Inverloch, Victoria  
PO Box 47, Inverloch 3996, Victoria  
(w) [isisc.org.au](http://isisc.org.au) (e) [info@isisc.org.au](mailto:info@isisc.org.au)

Position Description Title: **Club Treasurer** ([treasurer@isisc.org.au](mailto:treasurer@isisc.org.au))

Reports To: Club President and is a Board Position.

Summary:

The Treasurer has the overall responsibility for the management and reporting of Club finances. The Club Treasurer should actively involve volunteers to assume responsibility for delivering activities within their scope.

Responsibilities:

- To ensure money is received, banked, and receipted appropriately.
- To provide statements of receipts and expenditures for the month immediately preceding.
- To maintain records of current income and expenditure.
- Prepare and present regular accounts for approval and payment by the Board.
- To prepare budgets for the forthcoming year in consultation with all Club managers.
- Prepare annual financial accounts for auditing and provide the Club's auditor with information as required.
- To prepare an annual income and expenditure account for that financial year, together with a balance sheet setting out the Club's assets and liabilities, the foregoing statements will be presented to the members at the annual general meeting and the annual report.
- To be the signatory (with other nominated Board members) on Club cheques/transactions.
- Prepare a schedule of assets and liabilities of the Club when required.
- Responsible for sourcing legal and insurance services for the Club.
- To manage Club investment programs where applicable.
- To manage tax returns and income tax payments for employees and the regular filing of business activity statements (including GST) with the relevant authorities.

Qualities:

- Is able to keep good financial records and work logically and orderly.
- Maintains confidentiality in relevant matters.
- Possesses knowledge of and/or awareness of state and federal tax legislative requirements.
- Has an awareness of information and financial requirements for the annual audit.
- Can allocate regular periods to maintain the accounts and associated records.

Commitment:

- The estimated time commitment required as the Treasurer is 5 hours per week, with an increase in annual financial reporting time.
- The incumbent is requested to hold this position for a two-year minimum term.



Position Description Title: **Community Relations Manager** ([communityrelations@isisc.org.au](mailto:communityrelations@isisc.org.au))

Reports To: Club President and is a Board Position.

Summary:

The Community Relations Manager is responsible for developing and managing programs that build and maintain positive relationships between the Club and its external community. This includes developing and executing community outreach programs, coordinating special events, and managing media relations. The Community Relations Manager should actively involve volunteers to carry out activities within their scope.

Responsibilities:

- Develop and execute community outreach programs that align with the Club's mission and values.
- Coordinate special events that promote the Club and its objectives.
- Manage media relations and respond to inquiries from the media.
- Build relationships with key community stakeholders, including government officials, business leaders, and community organisations.
- Represent the Club at community events and meetings.
- Track and report on the effectiveness of community relations programs.

Qualities:

- Experience/Interest in public relations, communications, or a related field.
- Experience/Interest in community relations or public relations.
- Strong writing and communication skills.
- Excellent interpersonal and networking skills.
- Ability to work independently and as part of a team.
- Ability to manage multiple projects simultaneously.
- Ability to work under pressure and meet deadlines.

Commitment:

- The estimated time commitment is between 5-10 hours per week, as required for events.
- The incumbent is requested to hold this position for a two-year minimum term.



## INVERLOCH SURF LIFESAVING CLUB

163 Surf Parade, Inverloch, Victoria  
PO Box 47, Inverloch 3996, Victoria  
(w) [islsc.org.au](http://islsc.org.au) (e) [info@islsc.org.au](mailto:info@islsc.org.au)

Position Description Title: **Director of Membership** (DoM@islsc.org.au)

Reports To: Club President and is a Board Member

### Summary

The Director of Membership is responsible for the overall management of the Club's membership program. This includes developing and implementing strategies to attract, retain, and engage members; managing the club's membership database; and organising member social events and communications. The Director of Membership should actively involve volunteers to assume responsibility for delivering activities within their scope.

### Responsibilities:

- Develop and implement membership strategies to attract, retain, and engage members.
- Manage the club's membership database.
- Organise member social events and communications.
- Compile and analyse membership data to inform club decision-making.
- Work with other club committees and staff to ensure the membership program aligns with the club's overall goals and objectives.
- Represent the club at external events and meetings.

### Qualities:

- Experience/Interest in business administration, marketing, or a related field.
- Experience/Interest in membership management or a related field.
- Proven ability to develop and implement membership strategies.
- Strong database management skills.
- Excellent event planning and organisational skills.
- Excellent written and verbal communication skills.
- Ability to work independently and as part of a team.

### Commitment:

- The estimated time commitment is 10 hours per week, as required for events.
- The incumbent is requested to hold this position for a two-year minimum term.



## INVERLOCH SURF LIFESAVING CLUB

163 Surf Parade, Inverloch, Victoria  
PO Box 47, Inverloch 3996, Victoria  
(w) [islsc.org.au](http://islsc.org.au) (e) [info@islsc.org.au](mailto:info@islsc.org.au)

Position Description Title: **Director of Lifesaving Operations** ([DoL\\_O@islsc.org.au](mailto:DoL_O@islsc.org.au))

Reports To: Club President and is a Board Member

### Summary

The Director of Lifesaving Operations is responsible for managing and coordinating lifesaving operations at the Inverloch Surf Lifesaving Club. This includes overseeing the club's patrol system, training program, and competition team. The Director works closely with the Club Captain, Member & Leader Development Executive, and Chief Instructor to ensure the club's lifesaving operations are effective and efficient. The Director of Lifesaving Operations should actively involve volunteers to assume responsibility for delivering activities within their scope.

### Responsibilities:

- Oversee the club's patrol system, ensuring that patrols are adequately staffed and that all patrollers are properly trained.
- Develop and implement the club's training program, ensuring that all members have the skills and knowledge necessary to perform their lifesaving duties.
- Manage the club's competition team, ensuring the team is prepared to compete at the highest level.
- Work with the Club Captain, Member & Leader Development Executive, and Chief Instructor to develop and implement the club's lifesaving policies and procedures.
- Represent the club at lifesaving conferences and meetings.
- Liaising with other emergency services and agencies.

### Qualities:

- Current Bronze Medallion holder
- Minimum of 3 years experience in lifesaving operations
- Excellent leadership and communication skills
- Ability to work effectively under pressure
- Strong commitment to lifesaving and the Inverloch Surf Lifesaving Club

### Commitment:

- The estimated time commitment required as the Director of Lifesaving Operations is 10 hours per week.
- The incumbent is requested to hold this position for a two-year minimum term.