



**BRIBIE ISLAND
SURF LIFE SAVING CLUB INC**

BY-LAWS

POSITION AND COMMITTEE POSITIONS

May 2026

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BISLSC DRAFT

SECTION 4: DUTIES OF OFFICERS AND OTHERS

By-Law 4.1 – PRESIDENT

The President shall-

- a) Act as the principal leader and nominal head of the Club, providing overall strategic and operational leadership;
- b) Chair all Council, Management, and Executive Committee meetings and provide a monthly report to the Management Committee;
- c) Be an ex-officio member of all Club committees and work collaboratively with committee leads;
- d) Represent the Club at Branch meetings and in external forums as required;
- e) Ensure the Club is working towards its Strategic and Operational Plans and that decisions align with the Club's mission, vision, and values;
- f) Oversee the implementation of the Club's Constitution, By-Laws, Policies and Procedures, including the Child and Youth Risk Management Strategy and Codes of Conduct;
- g) Support good governance and meeting procedures, using a fair and equitable approach when chairing meetings;
- h) Provide open, accountable leadership and foster a positive, professional, and inclusive Club culture;
- i) Ensure effective succession planning, club planning, and sustainable financial and operational viability;
- j) Act as a key spokesperson and contact for members, sponsors, supporters, and community partners.
- k) Provide strong leadership, guidance, and mentorship to committee members, volunteers, and future leaders to support good decision-making and long-term Club development.

By-Law 4.2 –DEPUTY PRESIDENT

The Deputy President shall-

- a) Serve on the Management Committee and assist the President in the performance of their duties and deputise in their absence;
- b) Provide leadership and strategic support to the Management Committee and Club operations;
- c) Sit on the Building Committee, Membership Engagement Committee and Youth Development Committees;
- d) Represent the Club at internal and external meetings or events when the President is unavailable;
- e) Promote strong governance, effective decision-making, and positive volunteer management practices;
- f) Undertake special projects or assignments as requested by the President or Management Committee;
- g) Act as a mentor to other committee members and assist with succession planning where appropriate

By-Law 4.3 – TREASURER

The Treasurer shall-

- a) Member of the Management Committee. Chairperson of the Finance and Property Committee and provide leadership in financial matters;
- b) Oversee the financial affairs of the Club, including budgeting, income, and expenditure;
- c) Maintain accurate and up-to-date financial records, in line with accounting standards and relevant legislation;
- d) Prepare and present timely financial reports and statements to the Management Committee, including bank reconciliations and actual vs budget comparisons;
- e) Develop the annual budget in consultation with operational areas and ensure responsible financial planning;
- f) Monitor financial performance and advise the Committee of any significant variations or risks;
- g) Receive, bank, and account for all Club funds, and ensure all payments over \$100 are made through approved methods.
- h) Ensure the Club complies with all relevant financial, reporting, and audit requirements, including ATO and state government obligations;
- i) Liaise with the Club's auditor to prepare the annual financial report for the AGM;
- j) Maintain secure and transparent internal controls to safeguard Club assets;
- k) Provide financial advice and support to other committee members and Club sections as needed;
- l) Ensure the Club's financial records, receipts, and documentation are logically filed and available for inspection;
- m) Support the implementation of the Club's Strategic and Operational Plans through sound financial governance;
- n) Report at each Management Committee Meeting, the Club's financial position, showing details of receipts and expenditure since the presentation of the previous report and produce the Bank statement together with a reconciliation statement, showing the balance as the debit or credit of the Club's finances.

By-Law 4.4 – SECRETARY

The Secretary shall-

- a) Member of the Management Committee and Chairperson of the Planning and Administration Committee and the Media/Communication Committee, and provide functional leadership in administrative operations across the Club;
- b) Coordinate all Club meetings, including scheduling, agenda preparation (in consultation with the Chairperson), and notifying members in accordance with Club requirements;
- c) Record and maintain accurate minutes of all Annual General, General, Special General, Management Committee, and Executive Committee meetings, and circulate these within seven (7) working days;
- d) Manage the Club's correspondence and ensure records are properly filed and maintained;

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- e) Maintain the Club's register of members in SurfGuard, ensuring accuracy, confidentiality, and compliance with legislative requirements;
 - f) Support the Public Officer and assist with meeting the Club's legal and compliance obligations;
 - g) Ensure governance compliance by maintaining Club records, including legal documents, constitutions, leases, and titles;
 - h) Collate and draft the Annual Report for submission to the Management Committee for approval and ensure distribution to Members at least seven (7) days before the Annual General Meeting;
 - i) Coordinate all administrative duties relating to the Annual General Meeting, including the call for nominations and collation of office bearer reports;
 - j) Provide open and accountable administrative reporting to the Management Committee and other relevant stakeholders;
 - k) Help implement the Club's Strategic and Operational Plans through efficient administrative practices;
 - l) Ensure members have access to relevant and current information via the Club website and communication channels;
 - m) Work positively with SLSQ, SLSA and other bodies to support strong governance
 - n) Action decisions made at Annual, Special, General, and Committee meetings.

By-Law 4.5 – CLUB CAPTAIN

The Club Captain shall-

- a) Act as Chairperson of the Lifesaving Committee and submit written monthly reports to the Management Committee;
- b) Provide leadership and support to patrol captains, vice captains and all patrolling members to ensure patrol readiness, safety, and high standards of service delivery;
- c) Develop and manage the patrol roster and ensure compliance with the SLSQ Patrol Agreement and the Club's lifesaving obligations;
- d) In consultation with the Chief Training Officer, support training and skills maintenance to ensure all members are rescue-ready and encouraged to pursue further qualifications;
- e) Promote the transition of Junior Members to active patrol roles in collaboration with the Junior Activities Officer and other relevant personnel;
- f) Oversee the conduct and discipline of active members in lifesaving matters and uphold a high standard of volunteer behaviour and professionalism;
- g) Manage access to Club lifesaving equipment and gear, and ensure its responsible use;
- h) Represent the Club at Branch Lifesaving forums and foster positive working relationships with SLSQ, SLSA and other stakeholders;
- i) Support the implementation of the Club's Strategic and Operational Plans within the lifesaving portfolio;
- j) Arrange patrols and conferences with Patrol Captains during the season to discuss suggestions and observations made by him or them regarding the general efficiency of the Club in Surf Life Saving, refer to Appendix C;

By-Law 4.6 – SURF SPORTS OFFICER

The Surf Sports Officer shall-

- a) Act as Chairperson of the Surf Sports Committee and Surf Sports Selection Committee, and provide monthly written reports to the Management Committee;
- b) Oversee and coordinate all surf sports programs and activities across all disciplines and age groups, including training, competition, and development pathways;
- c) Work collaboratively with coaches, team managers, officials and relevant Club Officers to support quality surf sports experiences for all members;
- d) Promote and support member involvement in coaching, officiating, and surf sports participation, including pathways from junior to senior levels;
- e) Manage the surf sports budget in consultation with the Surf Sports Committee, and oversee applications for competition subsidies, bursaries and equipment as per Club procedures;
- f) Support alignment of surf sports planning with the Club's strategic and operational goals;
- g) Ensure surf sports activities comply with relevant Club policies, including the Child and Youth Risk Management Strategy and Codes of Conduct;
- h) Maintain strong relationships with SLSA, SLSQ and Branch surf sports personnel, and represent the Club professionally in all surf sports forums and events.

By-Law 4.7 – CHIEF TRAINING OFFICER

The Chief Training Officer shall-

- a) Coordinate and deliver training and education programs for new and existing members, from Surf Rescue Certificate and Bronze Medallion through to higher awards;
- b) Arrange classes of instruction, training schedules, refresher sessions, and camps for members, ensuring appropriate trainers and assessors are in place;
- c) Develop and manage a training roster, and support the ongoing development and mentoring of the Club's Trainers and Assessors;
- d) Ensure all training and proficiency activities align with SLSA, SLSQ and Branch education standards, policies and procedures;
- e) Maintain an up-to-date knowledge of training methodologies, manuals, and awards, and share relevant updates with the Club's education team;
- f) Coordinate the annual skills maintenance (proficiency) process in line with national requirements;
- g) Liaise with the Club Captain and Patrol Captains to support patrol readiness by ensuring members hold and maintain relevant awards;
- h) Manage and maintain training equipment and ensure resources are current and in good working condition;
- i) Submit training reports and an annual training budget to the Surf Life Saving Committee;
- j) Be active in promoting a culture of safety, professionalism and continuous improvement within the education space;
- k) Represent the Club at Branch education meetings and maintain relationships with SLSQ and Branch education officers;

- l) Submit written reports to each Surf Life Saving Committee meeting or as requested;
- m) Hold and maintain a current Training Officer Certificate and meet ongoing endorsement requirements.

BY-LAW 4.8 - JUNIOR ACTIVITIES OFFICER

The Junior Activities Officer shall-

- a) Chair the Junior Activities Committee and ensure the coordination, conduct, and delivery of the Junior Activities program in line with Appendix F;
- b) Provide guidance and support to Age Managers and ensure effective planning and delivery of weekly activities, carnivals, education, and development opportunities for Nippers;
- c) Facilitate the transition of junior members to the senior (Active) Club, working in collaboration with the Club Captain, Chief Training Officer, and coaches to support skill progression and training pathways;
- d) Oversee communications, correspondence, and reporting relevant to Junior Activities, including distributing key updates to Age Managers and submitting a monthly written report to the Management Committee;
- e) Uphold a strong standard of volunteer management and ensure compliance with the Club's Child and Youth Risk Management Strategy, Codes of Conduct, and policies.
- f) Act as a key link between Junior Activities, the Senior Club, and the Supporters Club to ensure cohesion and shared purpose;
- g) Motivate the Junior Activities Committee to maintain a positive, modern, and forward-thinking approach to the growth and development of Junior Activities within the Club;
- h) Ensure the Junior Activities section is aligned with the Club's Strategic and Operational Plans and works towards achieving the Club's mission and vision;
- i) Represent the Club in a professional manner at relevant forums, meetings, and events and maintain high standards of leadership;
- j) Ensure strong standards of volunteer management are maintained, particularly regarding compliance with the Child and Youth Risk Management Strategy of SLSQ and SLSA;
- k) Encourage effective decision-making within the Junior Activities Committee, based on sound information and clear judgment.

Provide functional advice/guidance to other Junior Activities Officers;

By-Law 4.9 – BOARD & SKI CAPTAIN

The Board and Ski Captain shall-

- a) Be responsible for the care, housing, and maintenance of all Club-owned boards, skis and associated craft, ensuring they remain in safe, serviceable condition.
- b) Manage the housing of privately owned boards and skis stored at the Club, in accordance with Appendix E/1.
- c) In consultation with the Club Captain and/or Surf Sports Officer, permit or prohibit the use of Club or Association boards and skis, based on condition, safety, or eligibility.
- d) Assist in the selection and supervision of individual athletes and teams participating in board and ski training or competition.

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- e) Promote the sport of board and ski competition throughout the Club and support the development of new competitors.
 - f) Coordinate, in consultation with the Boat Officer, the transport of Club boards and skis to and from carnivals, training, and competition events.
 - g) Submit an annual equipment and maintenance budget to the Surf Sports Officer prior to 1 March each year and seek approval from the Surf Life Saving or Surf Sports Committee for any major expenditure.
 - h) Submit a written report to each Surf Life Saving Committee and Surf Sports Committee Meeting, outlining the condition, use and needs of the board and ski fleet.
 - i) Maintain effective communication with the Club Captain, Surf Sports Officer and relevant team coaches to support patrol readiness, competition preparation, and athlete safety.
 - j) Sit on the Surf Sports or Lifesaving Committee if requested to do so.
 - k) At all times, act under the direction of the Club Captain and Surf Sports Officer and support the Club's strategic goals and operational effectiveness.
 - l) Maintain an inventory of all Club boards, skis, paddles, and accessories and set up and/or maintain a process for members to report craft damage.

By-Law 4.10 – CLUB VICE CAPTAIN/S

The Club Vice Captain/s shall-

- a) Assist and support the Club Captain in overseeing all lifesaving operations and maintaining high operational standards across patrols;
- b) Where possible have a male and female representative;
- c) Member of the Lifesaving Committee and Member Engagement Committee;
- d) Act in the role of Club Captain when the Club Captain is unavailable, including attending relevant meetings or fulfilling responsibilities as needed;
- e) Support the development and implementation of the patrol roster, ensuring coverage, fairness, and alignment with operational requirements;
- f) Liaise with Patrol Captains and Vice Captains to ensure effective communication, resolve issues, and maintain patrol performance;
- g) Assist in monitoring and supporting patrol compliance, including follow-up with defaulters and encouragement of re-engagement;
- h) Assist in the implementation of the Club's strategic goals relating to lifesaving, including supporting development pathways from nippers to patrolling members;
- i) Promote a positive and professional patrol culture that encourages leadership, accountability, and continuous improvement.

By-Law 4.11 - YOUTH DEVELOPMENT OFFICER

The Youth Development Officer shall-

- a) Develop and oversee the Youth Development program to provide a stimulating, safe, and inclusive environment for youth members aged under 14 through to 20 years.
- b) Be part of the Youth Development Committee and report to the Management Committee.

- c) Be responsible for promoting and delivering youth development and mentoring activities and programs, including leadership opportunities and personal development initiatives.
- d) Promote and support youth members' participation in development camps, leadership programs, and camps offered both internally and externally.
- e) Oversee youth recruitment and retention programs and activities within the Club.
- f) Liaise and work collaboratively with club officers, particularly the U14 Age Manager Officer and Junior Spokesperson, and Club Youth to enhance youth engagement and facilitate smooth transitions through age levels.;
- g) Identify and pursue initiatives or address issues that support the safety, wellbeing, enjoyment, and inclusion of youth members.
- h) Provide accessible and approachable mentoring to youth members as needed.

By-Law 4.12 – COMPLAINTS MANAGER/S

The Complaints Manager/s shall;

- a) Be responsible for managing the process of dealing with complaints submitted via the Surf Life Saving Australia (SLSA) Reporting System, in accordance with SLSA Policy 6.06 – *Complaints Resolution Policy*.
- b) Determine whether a complaint is applicable under SLSA Policy 6.06, and if so, classify it as either:
 - i. Level 1 – serious criminal offence requiring mandatory external reporting, or
 - ii. Level 2 – breach of an eligible internal policy.
- c) Ensure all complaints are initiated via the SLSA Reporting System and managed in accordance with required procedures.
- d) Assist in ensuring members' complaints are handled promptly, respectfully, and fairly.
- e) Oversee and manage the complaints process, ensuring it is timely, confidential, and consistent with relevant policies and procedures.
- f) Oversee and manage a formal appeals process where required.
- g) Maintain secure and confidential records of all complaints and their outcomes for a minimum of three years.
- h) Liaise with the Club's Member Protection Information Officer and Peer Support Officers as necessary during the management of complaints.
- i) Provide a report on the outcome of each managed complaint to the Board or relevant Club committee, for further action as determined by the Directors.
- j) Comply with the Club's Constitution, all relevant policies, and the lawful directions of the Management Committee.
- k) Be willing to participate in ongoing training and professional development opportunities, as determined in consultation with the SLSQ Complaints Manager.
- l) Up to three (3) suitably qualified Club members may be appointed as Complaints Managers, following an annual appointment or renewal process.

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- m) All Complaints Managers must be registered in SurfGuard upon appointment to enable access to the back-end SLS Reporting System.
 - n) Appointments may be terminated by the appointed member, the Club, Branch, or SLSQ, provided due process has been followed in line with SLSA policy and procedures.
 - o) All complaints referred to a formal hearing or judiciary will be managed in accordance with the Club Constitution, By-Law (section 11) and SLSA Policy 6.06 *Complaints Resolution Policy* and 6.06A *Complaints Handling Guideline*.

BY-LAW 4.13 - RADIO OFFICER

The Radio Officer shall-

- a) Be a currently qualified Radio Operator.
- b) Be responsible for the care, maintenance and availability of serviceable radio equipment.
- c) At all times be subject to the direction of the Club Captain.
- d) In liaison with the Club's Chief Training Officer, be responsible for the training and rostering of members and the radio communications requirements of the Club.
- e) Submit an annual budget to the Surf Life Saving Operations Committee prior to 1st March each year.
- f) Submit a written report to each Surf Life Saving Committee Meeting.

By-Law 4.14 – IRB CAPTAIN

The IRB Captain shall-

- a) Be a currently qualified IRB Driver.
- b) Be responsible for the care, housing and maintenance of all Club Inflatable Rescue Boats (IRBs) and associated equipment, refer to Appendix E/3.
- c) At all times be subject to the direction of the Club Captain.
- d) Be responsible for the training, supervision and rostering of all IRB Drivers and Crew in consultation with the Club Captain and Chief Training Officer.
- e) Be encouraged to obtain and maintain the IRB Training Officer's Award.
- f) Provide advice and support to members of the IRB Racing Team and their coach.
- g) Submit an annual budget to the Surf Life Saving Committee (and Surf Sports??) prior to 1st March each year.
- h) Ensure any expenditure is in line with the Club's Purchasing Policy and Procedures and endorsed by the Surf Life Saving Committee.
- i) Submit a written report to each Surf Life Saving Committee Meeting.

By-Law 4.15 – SAFETY OFFICER

The Safety Officer shall -

- a) Be responsible for implementing, monitoring, and maintaining the Club's Health, Safety, and Rehabilitation systems in alignment with current legislation and Surf Life Saving policies.

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- b) Liaise with the Club Administrator, Club Captain, and President, and sit on the Lifesaving Committee and present to the Building Committee when required.
 - c) Provide timely and informed advice on workplace health and safety matters and support the resolution of any WHS concerns in a competent manner.
 - d) Ensure the Club's Risk Register is maintained, reviewed regularly, and actions are followed up.
 - e) Respond promptly to notifications of injuries, incidents, or potential risks, and oversee incident reporting procedures and investigations as required.
 - f) Support injured members and facilitate rehabilitation and return-to-duty procedures where appropriate.
 - g) Establish and monitor systems for WHS education, training, and compliance, including any updates to Surf Life Saving WHS requirements.
 - h) Monitor workplace stress and critical incidents, and implement appropriate systems to manage these.
 - i) Submit a written report to each Surf Life Saving and/or Management Committee Meeting.

By-Law 4.16 – MEMBER PROTECTION INFORMATION OFFICER (MPIO)

The Member Protection Information Officer (MPIO) shall-

- a) Act as the first point of contact within the Club for members with concerns, enquiries or complaints relating to harassment, abuse, discrimination, bullying, or other inappropriate behaviour.
- b) Provide information about members' rights, responsibilities and available options under Club, SLSQ and SLSA policies, without giving advice, recommendations or opinions.
- c) Offer impartial moral support to individuals raising concerns and guide them to the appropriate internal or external complaint pathways.
- d) Support a safe, fair, and inclusive Club culture by promoting awareness and implementation of relevant member protection and safeguarding policies.
- e) Maintain strict confidentiality and impartiality at all times, and declare any conflicts of interest as required.
- f) Promote understanding of the MPIO role within the Club and refer matters to the appropriate authority, such as the Club President, SLSQ Integrity Officer or other relevant officials, where necessary.
- g) Provide referrals to support services (e.g., counselling or external complaint bodies) where appropriate or requested.
- h) May be asked to assist other Clubs where conflicts of interest, capacity or specific skills require cross-support.
- i) Successfully Complete or/prepared to undertake immediate training in –
 - i. SLSA Safeguarding Children and Young People Awareness Course
 - ii. Accredited MPIO training through Sport Integrity Australia - "Play by the Rules" eLearning modules in Child Protection, Harassment and Discrimination, (Part 1 online module, Part 2 workshop)

- iii. Register completed training courses by submitting the certificate to the Member Welfare Officer (memberwelfare@lifesaving.com.au) so that a Surfguard award can be generated – award valid for 2 years.

NOTE - MPIOs **do not** investigate complaints, mediate disputes, or determine outcomes. MPIOs are **separate** from those managing complaints or integrity decisions within the Club or Association.

By-Law 4.17 – SURF BOAT CAPTAIN

The Surf Boat Captain shall-

- a) Be responsible for the care, maintenance, and secure housing of all surf boats and associated gear belonging to the Club, in accordance with Appendix E/2.
- b) Oversee the training and supervision of all surf boat crews, in consultation with the Club Captain and Surf Sports Officer.
- c) Promote the sport of surf boat rowing and competition throughout the Club, and support the recruitment and development of new boat competitors.
- d) Ensure that all surf boat section members remain compliant with their patrol obligations and uphold Club expectations regarding service and behaviour.
- e) Submit an annual budget for surf boat operations, maintenance, and training requirements to the Surf Sports Officer by 1 March each year. All expenditure must comply with the Club's Purchasing Policy and be endorsed by the Surf Sports and Competition Committee.
- f) Submit a written report to each Surf Sports and Competition Committee Meeting, outlining boat condition, training activities, competition updates, and any outstanding issues.
- g) Collaborate with other Club Officers and coaches to coordinate boat logistics for carnivals, training sessions, and displays.
- h) Support the Registrar and/or Club Administrator to maintain a record of crew training hours, accreditation, and boat proficiency.
- i) Ensure regular inspections of boat gear (sweep oars, rowlocks, seats, etc.) for safe operation.
- j) Report any damage or incidents during training or competition involving Club craft.

BY-LAW 4.18 - GEAR STEWARD

The Gear Steward shall-

- a) Be responsible for the management, storage, and upkeep of all lifesaving gear and equipment belonging to the Club, excluding boards, skis, surf boats, and related craft (see Appendix E).
- b) Keep all lifesaving gear in good repair and operational condition, and report any damage beyond their capacity to repair to the Club Captain. All repair or replacement expenses must be approved by the Management Committee or Surf Life Saving Operations Committee.
- c) Assist the Club Captain in conducting the annual gear and equipment audit as required by SLSA standards.
- d) At the direction of the Club Captain, prepare and coordinate the transport of gear (excluding boats and craft) required for carnivals, patrols, training, or competitions.
- e) With the approval of the Club Captain, call upon the assistance of other members for the maintenance, movement, or setup of equipment.

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- f) Submit a written report to each Surf Life Saving Operations Committee Meeting, outlining gear status, issues, and any upcoming needs.
 - g) Comply with and promote the Club's Constitution, By-Laws, and Policies and Procedures, and work collaboratively with other officers to ensure readiness and safety.
 - h) Maintain an up-to-date inventory of lifesaving equipment and assist with the yearly gear and equipment audit.
 - i) Ensure regular inspections and servicing of critical safety gear (e.g. rescue tubes, radios, oxygen kits).
 - j) Ensure clubhouse storage areas are organised and accessible.

BY-LAW 4.19 - FIRST AID OFFICER

The First Aid Officer shall-

- a) Hold a current SLSA First Aid Award and be responsible for promoting and maintaining high standards of first aid treatment within the Club.
- b) Maintain up-to-date knowledge of current surf lifesaving first aid methods and liaise with accredited organisations (e.g. St John Ambulance, Red Cross) as appropriate.
- c) Maintain the First Aid Room in a clean, orderly, and operational condition. With the approval of the Club Captain, they may call upon members to assist as required.
- d) Ensure defibrillators and all first aid equipment are checked and serviced annually prior to the start of each patrol season.
- e) Maintain adequate stocks of approved first aid supplies. All purchases must receive prior approval from the Management Committee or Surf Life Saving Operations Committee.
- f) Assist members to keep accurate records of major first aid incidents, including patient names and contact details, and maintain statistics on the number of minor treatments administered.
- g) In collaboration with the Chief Training Officer, organise and support training and assessment for First Aid Awards in conjunction with the Association.
- h) Liaise with the Club Captain to ensure patrols are staffed with members holding appropriate first aid qualifications to meet patrol readiness requirements.
- i) Submit an annual budget request to the Surf Life Saving Operations Committee by 1 March each year.
- j) Provide a written report to each Surf Life Saving Committee Meeting detailing activities, statistics, issues, and recommendations related to first aid.
- k) Run occasional info sessions or toolbox talks for members on first aid practices or updates during the season.
- l) Assist in first aid-related incident reviews or debriefs if serious injuries occur.

BY-LAW 4.20 - CLUBHOUSE DIRECTOR

The Clubhouse Director shall-

- a) Act as Chairperson of the Clubhouse Committee and call meetings as required to review the overall management of the clubhouse, including accommodation, catering, and general operations.

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- b) Oversee the conduct of Members within the clubhouse and ensure adherence to the Clubhouse Rules, the Club By-Laws, the Code of Conduct, and any relevant policies (including Appendix D and the Club's Policy and Procedures Manual).
 - c) Monitor the condition of clubhouse facilities and ensure that all Club property is kept in good repair. Any maintenance issues identified should be promptly reported to the President or Management Committee for referral to the B
 - d) Liaise with the Club Manager and other relevant officers to coordinate routine maintenance, minor repairs, and general upkeep of clubhouse facilities.
 - e) Ensure all members and guests behave responsibly and respectfully within clubhouse areas, and take appropriate action or escalate issues as required.
 - f) Submit an annual budget request for clubhouse operations and maintenance to the Surf Life Saving Operations Committee prior to 1 March each year.
 - g) Submit a written report to each Surf Life Saving Committee Meeting, outlining clubhouse activities, issues, and progress.
 - h) Work collaboratively with Club Officers and the Management Committee to ensure the clubhouse supports the Club's operational, cultural, and community goals.
 - i) Oversee or approve third-party or member use of the clubhouse for functions or events in line with Club policies.
 - j) Work with Club Safety Officer and the Building Committee to ensure clubhouse facilities meet health, safety, and regulatory requirements (e.g., fire extinguishers, first aid kits, working smoke alarms).
 - k) Support induction processes for new members around clubhouse expectations and facilities use.

By-Law 4.21 - REGISTRAR

The Registrar shall-

- a) In liaison with the Secretary, keep a register of all Members, and make any necessary notation thereon from time to time;
- b) Maintain an up-to-date knowledge of the latest surf lifesaving database ie SurfGuard;
- c) Keep a register of all examinations and inter and intra-club competition results, together with a register of all patrol activities, including rescues effected and patients treated for first-aid
- d) Submit a list of renewals/new membership applications for endorsement at each monthly meeting by the Management Committee;
- e) Liaise with the Club Captain to ensure each patrol has sufficient members with appropriate award qualifications to provide patrol readiness;
- f) Liaise with the Surf Sports Officer on patrol hour requirements for surf sports competition;

By-Law 4.22 - TEAM MANAGER

The Team Manager shall-

- a) Coordinate and manage the Club's competition team members at all Surf Life Saving competitions.
- b) Report to the Surf Sports Officer and participate in the Surf Sports Committee and Surf Sports Selection Committee.

- c) Maintain up-to-date knowledge of the current SLSA Competition Manual and related circulars.
- d) Be responsible for the assembly (post-selection), transport, accommodation, and conduct of team members at competitions.
- e) Prepare and submit a budget (if required) to the Surf Sports and/or Management Committee for costs associated with team attendance at competitions.
- f) Attend all official event briefings, either in person or via an appointed proxy.
- g) Record attendance and results of competitors at each event and forward this information to the Club Registrar or Administrator in a timely manner.
- h) Organise and fund any uniforms, equipment, or other items not already provided or approved by the Club Management Committee.
- i) Submit regular progress reports to the Management Committee, and where significant expenses are incurred, provide a financial statement with receipts and invoices within thirty (30) days post-event.
- j) Assist with Club-endorsed displays or demonstrations as required.
- k) Assist with any displays or demonstrations required, where the Club is involved.
- l) Ensure the health, safety, and general welfare of team members under their supervision, addressing any issues as they arise.
- m) Maintain clear communication with parents/guardians of junior or youth competitors regarding travel, accommodation, and behaviour expectations.
- n) Coordinate parent helpers or volunteers as required for team logistics, including water safety and equipment handling.
- o) Actively ensure compliance with the Child and Youth Risk Management Strategy and all Codes of Conduct. Address and report breaches of conduct, team disputes, or incidents to the Surf Sports Officer or Management Committee as appropriate
- p) Provide post-event feedback or debrief to the Surf Sports Committee, where appropriate, to support continuous improvement.

By-Law 4.23 - BRANCH COUNCILLOR (OR ALTERNATE)

- a) The Branch Councillor shall be the Club President and shall:
 - i. attend all Branch Council Meetings as the elected Club representative on that body.
 - ii. act as liaison between the Branch and the Club and fully and regularly report to the Club in writing or in person on the Branch activities.
 - iii. Appoint an Executive Officer as proxy as and when required.

By-Law 4.24 – YOUTH/JUNIOR SPOKESPERSON

The Junior Spokesperson shall-

- a) Represent the views and interests of under 18 members within the Youth Development Committee.
- b) Act as a communication link between youth members and Club leadership, sharing ideas, feedback, and concerns.

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- c) Encourage participation and engagement of youth members in Club activities, programs, and decision-making opportunities.
 - d) Assist the Youth Development Officer in identifying opportunities to improve the youth experience within the Club.
 - e) Promote a positive, inclusive, and respectful environment for all youth members.
 - f) Provide input into youth initiatives, events, and development programs.
 - g) Communicate information from the Youth Development Committee back to youth members in an appropriate and accessible way.
 - h) Uphold the Club's Code of Conduct, Child and Youth Risk Management Strategy, and relevant policies.
 - i) Act as a positive role model for younger members.

By-Law 4.25 – DRONE CAPTAIN

The Drone Captain shall-

- a) Meets SLSQ Drone Operator prerequisites and ongoing requirements. CASA accreditation (at minimum) and, where applicable, RePL for specific operations and be familiar with SLSQ Club Drone SOPs and local operating procedures.
- b) Ensure all drone operations comply with SLSQ Club Drone SOPs and CASA regulations and relevant Surf Life Saving policies and procedures (incl pre/post flight checks).
- c) Be responsible for the care, maintenance, and secure storage of all Club drone equipment.
- d) Roster, mentor and support qualified Drone Operators; identify training needs and coordinate courses.
- e) Maintain asset readiness: firmware, batteries, spares, maintenance logs; manage incident/defect reporting.
- f) Risk management: assess conditions, set no-fly criteria, brief patrols on air operations and beach interface.
- g) Report any incidents, faults, or breaches of regulations to the Club Captain and Management Committee as required.
- h) Promote safe operating practices and provide guidance or support to other authorised drone operators within the Club.
- i) Comply with the Club's Constitution, policies, Child and Youth Risk Management Strategy, and Codes of Conduct.

By-Law 4.26 – TRANSPORT OFFICER

The Transport Officer shall-

- a) Hold the appropriate driver's licence for vehicles used; towing experience for trailers. Completion of relevant SLSQ inductions (e.g., SSV/4WD operations; tractor operator induction where applicable) and understanding of local council by-laws for beach vehicle operations.

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- b) Ensure Vehicle and trailer readiness- schedule servicing, maintenance, and cleaning; keep registration/permits current; ensure required safety equipment is fitted and working (lights, beepers, amber beacon).
 - c) Check compliance and permits- manage council/police beach-driving permits, display permits on vehicles, and ensure operators meet club/SLSQ induction requirements.
 - d) Coordinate use of tractors, SSVs/4WDs, and trailers for patrol setup, IRB/gear transport, and events; maintain keys, logs, and fuel systems.
 - e) Operator inductions- ensure members are inducted for specific vehicles (e.g., SSV/4WD, tractor), hold valid licences, and follow local by-laws and SLSQ SOPs.
 - f) Ensure lifesaving vehicles carry mandated items (first aid kit, oxygen/defib, rescue tube/board, radio, PA, orange light, recovery gear) and recommended extras (shovel, jumper leads, PPE, stinger kit north of Bustard Head).
 - g) Set and brief safe-driving practices (speed limits on beach, dunes protection, no passengers on tractors unless designed seats, no personal vehicles on beach for SLS use); manage incident and defect reporting to SurfCom/Branch as required.
 - h) Support logistics for carnivals, training, and community events.
 - i) Maintain service logs, defect registers, induction records, fuel usage, and accident reports.

By-Law 4.27 – CLUB PHOTOGRAPHER(s)

The Club Photographer/s

- a) Hold a current Blue Card (Working with Children Check) before applying for an SLSQ Club Photographer Pass.
- b) Capture images that promote club activities and members, in line with SLSQ's Photographers Policy and child-safe requirements.
- c) Provide images that the club can use in the annual report, club website and media releases.
- d) Apply for/renew SLSQ Club Photographer accreditation each season; wear pass visibly at events; do not share or transfer the pass.
- e) Follow event access rules — at some carnivals access to competition areas is limited, and no club photographer passes are issued for the Queensland Championships or Queensland Youth Championships.
- f) Is part of the club Media/Communication Committee and attend their meetings where possible.

By-Law 4.28 – THE SENIOR DELEGATE to the JUNIOR ACTIVITIES COMMITTEE

The Senior Delegate to the Junior Activities Committee shall-

- a) Be an experienced senior member of the Club with a sound understanding of Club operations, governance, and surf lifesaving pathways.
- b) Act as a liaison between the Junior Activities Committee and the senior Club to support alignment and communication.

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- c) Provide guidance and advice to the Junior Activities Committee on Club processes, policies, and operational matters.
 - d) Support the Junior Activities Officer and Committee in decision-making by offering experience and context where required.
 - e) Assist in identifying and supporting pathways for junior members transitioning into senior and patrolling roles.
 - f) Promote consistency between Junior Activities and broader Club objectives and standards.
 - g) Attend Junior Activities Committee meetings as required.
 - h) Not hold a voting role within the Junior Activities Committee unless otherwise determined by the Club.
 - i) Not be a current member of the Management Committee.
 - j) Uphold the Club's Constitution, policies, Child and Youth Risk Management Strategy, and Codes of Conduct.
 - k) Be appointed by the Management Committee in consultation with the Junior Activities Officer.

By-Law 4.29 –COMMUNICATION OFFICER (s)

The Communication Officer/s shall-

- a) Consist of 2 senior and 2 junior position holders
- b) Support the Club Secretary, Club Administrator and Media and Communication Committee in ensuring timely, accurate and engaging communication with members and the broader community.
- c) Work collaboratively with other Communication Officers, recognising that responsibilities may be shared or allocated across different communication areas including newsletters, website content, social media, Stack Team App, photography, and promotional activities
- d) Assist in managing and updating the Club's communication platforms, including social media, website, Stack Team App, newsletters and other approved channels.
- e) Promote Club activities, achievements, events, training opportunities and important member information.
- f) Assist with the preparation and distribution of newsletters, notices, media releases and promotional material.
- g) Work collaboratively with Club Officers and Committees to ensure information shared with members is current and accurate.
- h) Promote positive stories and achievements from both Junior and Senior areas of the Club.
- i) Ensure communication activities comply with Club policies, including Social Media, Child Safe, Privacy and Codes of Conduct requirements.
- j) Respect privacy and obtain appropriate approvals when using images or information relating to members, particularly children and young people.
- k) Support a positive and inclusive online presence that reflects the values and reputation of the Club.
- l) Provide support to the Media and Communication Committee and attend their meetings as required.

By-Law 4.30 – OFFICIALS LIAISON OFFICER

The Officials Liaison Officer shall-

- a) Hold a current Surf Life Saving officials accreditation or be willing to obtain and maintain the appropriate accreditation.
- b) Be responsible for the recruitment, coordination, and support of Club officials for surf sports competitions.
- c) Liaise with the Team Manager to ensure sufficient accredited officials attend carnivals in accordance with SLSA/SLSQ requirements.
- d) Encourage and support members and parents to obtain and maintain officials' accreditations.
- e) Maintain an up-to-date register of accredited Club officials and their qualification levels.
- f) Coordinate nominations of officials for competitions and ensure commitments are met.
- g) Promote the importance of officiating as a key component of surf sports participation.
- h) Liaise with the Surf Sports Officer and Surf Sports Committee on officiating requirements and development.
- i) Provide guidance and support to officials attending competitions.
- j) Provide reports and updates to the Surf Sports Committee and Management Committee as required.
- k) Comply with the Club's Constitution, policies and Codes of Conduct.

SECTION 6: COMMITTEES

By-Law 6.1 – GENERAL COMMITTEE

- a) Composition and membership shall be prescribed in the respective By-Laws.
- b) Membership may be drawn from Members of the Club.
- c) A member appointed to a Committee shall retain his appointment only whilst he/she retains his membership of the Club: provided that the Council may, at its discretion, remove any member from membership of a Committee.
- d) In the event of the absence of the Chairperson from any meeting the meeting shall appoint one of its members to act during such absence.
- e) It shall be the duty of the Club Secretary to refer for consideration and recommendation all matters as properly relate to the jurisdiction of each committee.
- f) In the event of any matter coming within the jurisdiction of two or more Committees, the President may direct such Committees to jointly consider and report and/or recommend to the Management Committee thereon.
- g) Unless specified otherwise in these By-laws, a quorum for a meeting of a Committee shall be a simple majority of the members thereof.
- h) A committee may, at its discretion, co-opt the services of any member of the Club or other person to assist in its deliberations, but such co-opted member or person shall have no voting rights, except as may be determined by the Committee.
- i) Reports and recommendations of the Committees shall be presented in writing to the Secretary or appointing body.

By-Law 6.2 - LIFE SAVING COMMITTEE

Purpose

To manage and oversee all operational aspects of lifesaving services, training and patrolling within the Club, ensuring effective delivery of surf lifesaving operations.

Composition

The Lifesaving Committee shall comprise the Club Captain (Chair), Vice Captain(s), Chief Training Officer, Safety Officer, Patrol Captains (min 2 of) and relevant discipline officers as voted at the AGM.

Responsibilities

- a) Oversee and manage the delivery of lifesaving patrols and services.
- b) Maintain and improve the effectiveness and efficiency of patrol operations.
- c) Coordinate training, instructional, and proficiency programs in collaboration with the Training and Education Committee.
- d) Ensure compliance with the SLSQ Patrol Agreement and relevant policies and procedures.
- e) Disseminate lifesaving information, updates and operational requirements to members.
- f) Support the development and readiness of patrol members, including leadership within patrol groups.
- g) Oversee the use, maintenance and readiness of lifesaving equipment and resources.

- h) Monitor member welfare, safety and conduct within lifesaving operations.
- i) Deal with matters referred to it from the Management Committee or Council.
- j) Make recommendations relating to lifesaving operations to the Management Committee.
- k) Provide regular reports and updates to the Management Committee.

By-Law 6.3 – SURF SPORTS COMMITTEE

Purpose

To oversee and develop surf sports within the Club by promoting participation, supporting athlete development and coordinating training, coaching, and competition activities across all disciplines and age groups.

Composition

The Surf Sports Committee shall comprise the Surf Sports Officer (Chair), Club Coaches, Team Manager(s), Officials Liaison Officer and other relevant discipline officers as voted at the AGM .

Responsibilities

- a) Promote participation and involvement in surf sports activities across all age groups and disciplines.
- b) Coordinate and support training, coaching, and development programs for members.
- c) Support athlete development pathways from Junior Activities through to senior competition.
- d) Coordinate Club participation in surf sports competitions, carnivals, and championships.
- e) Support the recruitment and development of coaches, officials, team managers, and volunteers.
- f) Liaise with the Junior Activities Committee to support transition pathways into senior surf sports.
- g) Coordinate and oversee surf sports resources, equipment, and facility requirements in consultation with relevant committees.
- h) Disseminate surf sports information, opportunities, and updates to members.
- i) Support the planning and delivery of Club Championships and other internal surf sports events
- j) Deal with matters referred to it from the Management Committee or Council.
- k) Make recommendations relating to surf sports to the Management Committee.
- l) Provide regular reports and updates to the Management Committee.

By-Law 6.4 – JUNIOR ACTIVITIES COMMITTEE

Purpose

To administer and coordinate all aspects of Junior Activities, providing a safe, educational and engaging environment that supports the development of junior members and prepares them for transition into active surf lifesaving.

Composition

The Junior Activities Committee shall comprise members interested in supporting Junior Activities, including Age Managers and other volunteers as determined by the Club. The Committee shall be chaired by the Junior Activities Officer and positions are voted at the Junior Activities AGM and forwarded to the Senior Club AGM for ratification.

Responsibilities

-
- a) Coordinate and oversee all matters relating to Junior Activities.
 - b) Provide junior members with an educational experience across a wide range of aquatic and marine-based skills and knowledge.
 - c) Prepare junior members for their transition into the marine and patrol environment of the senior Club.
 - d) Support the delivery of Junior Activities programs in a safe, inclusive, and engaging environment.
 - e) Encourage participation and involvement of junior members and their families in Club activities.
 - f) Ensure compliance with the Child and Youth Risk Management Strategy, relevant policies, and Codes of Conduct.
 - g) Liaise with other committees to support development pathways for junior members.
 - h) Deal with matters referred to it from the Management Committee or Council.
 - i) Make recommendations relating to Junior Activities to the Management Committee.
 - j) Operate in accordance with Appendix F.

Representation

The Junior Activities Committee shall be represented on the Management Committee by the Junior Activities Officer.

By-Law 6.5 – SURF SPORTS SELECTION COMMITTEE

Purpose

To ensure fair, consistent and transparent selection of individuals and teams representing the Club in surf sports competitions.

Composition

The Surf Sports Selection Committee shall comprise the Surf Sports Officer (Chair), Team Manager/s and Club Coaches.

Responsibilities

- a) Select individuals and/or teams to represent the Club in surf sports competitions.
- b) Ensure selections are based on clear and consistent criteria, including performance, attendance, commitment, and sportsmanship.
- c) Establish and communicate selection criteria and expectations to members prior to competitions.
- d) Ensure the selection process is fair, transparent, and applied consistently across all members.
- e) Communicate selection outcomes to members in a timely and respectful manner.
- f) Manage any conflicts of interest by requiring members to declare and abstain from decisions where appropriate.
- g) Consider appeals relating to the selection process in accordance with Club policies and procedures.
- h) Deal with matters referred to it from the Management Committee or Council.
- i) Submit selections to the Management Committee for endorsement.
- j) Provide reports and recommendations to the Management Committee as required.

By-Law 6.6 – CLUBHOUSE COMMITTEE

Purpose

To oversee the management, use, and presentation of the Clubhouse facilities, ensuring they are well maintained, appropriately utilised and support Club operations and activities.

Composition

The Clubhouse Committee shall comprise the Clubhouse Director (Chair), Gym Coordinator and two (2) other elected members.

Responsibilities

- a) Oversee the use, care, and general maintenance of the Clubhouse and associated facilities.
- b) Ensure Clubhouse facilities are utilised appropriately and in accordance with Club policies and priorities.
- c) Manage accommodation, including bunkrooms, and coordinate bookings and availability for members, visitors, and approved groups.
- d) Maintain accurate records of bunkroom usage and ensure spaces are left in a clean and suitable condition.
- e) Coordinate the purchase, preparation, and presentation of meals for Club functions and events.
- f) Arrange rosters or call on members to assist with functions, catering, and Clubhouse operations as required.
- g) Ensure all functions conducted within the Clubhouse are approved and comply with relevant policies and legislative requirements.
- h) Work with the Gym Coordinator to oversee the safe and appropriate use of gym facilities.
- i) Maintain standards of cleanliness, safety, and presentation across all Clubhouse areas.
- j) Liaise with the Building Committee regarding maintenance, repairs, and facility improvements.
- k) Deal with matters referred to it from the Management Committee.
- l) Provide regular reports and recommendations to the Management Committee.

By-Law 6.7 – FINANCE & PROPERTY COMMITTEE

Purpose

To oversee the financial management, assets and property of the Club, ensuring financial sustainability, accountability, and effective use of resources.

Composition

The Finance and Property Committee shall comprise the President, Treasurer (Chair), Secretary, and two (2) other interested elected members.

Responsibilities

- a) Oversee the financial wellbeing of the Club, including income, expenditure and financial planning.
- b) Develop, monitor and review the Club's annual budget in consultation with relevant committees.
- c) Provide financial advice and recommendations to the Management Committee to support informed decision-making.
- d) Monitor compliance with financial policies, procedures and relevant legislation.
- e) Oversee the management, protection and maintenance of Club assets and property.

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- f) Review and recommend expenditure proposals, ensuring alignment with approved budgets and Club priorities.
 - g) Support long-term financial planning, including identifying funding requirements for major projects and capital works.
 - h) Liaise with other committees regarding budget requirements and financial performance.
 - i) Monitor financial and property-related risks and ensure appropriate controls are in place.
 - j) Deal with matters referred to it from the Management Committee or Council.
 - k) Provide regular financial reports and recommendations to the Management Committee.

By-Law 6.8 – BUILDING COMMITTEE

Purpose

To oversee the maintenance, safety, and future development of the Club's buildings and surrounding infrastructure, ensuring facilities remain functional, compliant, and fit for purpose.

Composition

The Building Committee shall comprise of the Deputy President (or other management committee representative) and four+ other elected members. The Chair of the committee will be elected from within the elected group.

Responsibilities

- a) Monitor and maintain the condition of all Club buildings, facilities, and surrounding areas.
- b) Identify and coordinate repairs, maintenance, and upgrades to ensure facilities remain safe, compliant, and operational.
- c) Develop and review long-term plans for building improvements, upgrades, and future infrastructure needs.
- d) Prepare proposals and business cases for major works, including cost estimates and priorities for consideration by the Management Committee.
- e) Liaise with the Finance and Property Committee regarding budgeting, funding, and financial planning for building-related works.
- f) Engage and coordinate qualified tradespersons, contractors, and consultants where required.
- g) Ensure all building works comply with relevant legislation, standards, approvals, and safety requirements.
- h) Liaise with the Supporters Club and other stakeholders on shared building and facility matters where applicable.
- i) Maintain oversight of building-related risks and ensure appropriate mitigation strategies are in place.
- j) Respond to and investigate matters relating to Club buildings and surrounds as referred by the Management Committee.
- k) Conduct regular inspections of Club facilities and maintain records of maintenance and works undertaken.
- l) Provide regular reports and recommendations to the Management Committee.

By-Law 6.9 – JUDICIARY COMMITTEE

Purpose

To hear and determine disciplinary matters in a fair, impartial, and confidential manner, in accordance with relevant Surf Life Saving policies and Club procedures.

Composition

The Judiciary Committee shall be convened by the Complaints Manager as required when disciplinary matters are to be heard.

The Committee shall comprise three (3) members, with at least one member being a Surf Life Saving member. Members of the Management Committee are not eligible to sit on the Judiciary Committee.

Every effort must be made to ensure that appointed members:

- Have no actual or perceived conflict of interest; and
- Have no close personal connection to the parties or matters under consideration.

The Chair shall be appointed by the Complaints Manager and must have appropriate experience and skills. One member shall be appointed as Secretary and be responsible for recording minutes of proceedings.

Responsibilities

- a) Hear and determine disciplinary matters referred to the Committee in accordance with relevant policies and procedures.
- b) Ensure all proceedings are conducted fairly, impartially and with due process
- c) Maintain confidentiality of all matters considered by the Committee.
- d) Consider and determine any challenge to the impartiality of a Judiciary member:
 - i) Challenges to a member shall be determined by the Chair;
 - ii) Challenges to the Chair shall be determined by the Complaints Manager, or if unavailable, the remaining Judiciary members.
- e) Where a Judiciary member is unable to continue, the Complaints Manager shall appoint a replacement member in accordance with the composition requirements.
- f) Ensure accurate minutes are taken and maintained as a record of proceedings.
- g) Follow the procedures and processes as determined by SLSA, SLSQ and the club in relation to Complaints Management.

By-Law 6.10 – MEMBERSHIP and ENGAGEMENT COMMITTEE

Purpose

To grow, engage and retain a strong and active membership base by fostering a welcoming, inclusive and connected Club environment.

Composition

The Membership and Engagement Committee shall be chaired by the Deputy President and comprise the Vice Captains and two (2)+ other interested members, as nominated and elected.

Responsibilities

- a) Develop and implement strategies to attract new members across all areas of the Club.
- b) Promote member retention by fostering a positive, inclusive and engaging Club culture.

- c) Coordinate member welcome and induction processes to support new members joining the Club.
- d) Identify and support pathways for members to become active, including progression into patrolling and volunteer roles.
- e) Liaise with other committees (e.g. Lifesaving, Junior Activities, Youth Development, Surf Sports) to support recruitment and retention initiatives.
- f) Monitor membership trends, including recruitment, retention and participation and provide recommendations to the Management Committee.
- g) Coordinate initiatives to re-engage inactive or lapsed members.
- h) Support communication and engagement activities in collaboration with the Media and Communication Committee.
- i) Promote diversity, inclusion and accessibility to ensure the Club reflects the broader community.
- j) Where required, assist in addressing member engagement concerns, including patrol defaults or behavioural matters, in line with Club policies and procedures, with any formal actions subject to the Club's established disciplinary and appeals processes.
- k) Provide regular reports and recommendations to the Management Committee.

By-Law 6.11 – YOUTH DEVELOPMENT COMMITTEE

Purpose

To support the development, engagement, and retention of youth members by providing leadership opportunities, pathways, and a strong sense of belonging within the Club.

Composition

The Youth Development Committee shall be chaired by the Youth Development Officer and comprise Deputy President, Junior Spokesperson, Under 14 Age Managers, and other interested members as elected. A representation of youth members of varying ages, genders and interests is encouraged to ensure diversity and inclusion.

Responsibilities

- a) Develop and implement initiatives to engage and retain youth members within the Club.
- b) Provide a platform for youth members to share their views, ideas and feedback.
- c) Support pathways for youth members transitioning from Junior Activities into active and patrolling roles.
- d) Promote and coordinate youth participation in leadership programs, camps and development opportunities.
- e) Foster a positive, inclusive and supportive environment for youth members.
- f) Work collaboratively with the Junior Activities Committee, Lifesaving Committee and Surf Sports Committee to support youth development across all areas of the Club
- g) Encourage youth involvement in Club activities, volunteering and decision-making.
- h) Support the Junior Spokesperson in representing the voice of youth members.
- i) Ensure all activities align with SLSA/SLSQ and the Club's Child and Youth Risk Management Strategy and Codes of Conduct.
- j) Provide regular reports and recommendations to the Management Committee.

By-Law 6.12 – MEDIA and COMMUNICATION COMMITTEE

Purpose

To enhance the Club's image within the community and ensure members and the broader public are informed and engaged through accurate, timely and positive communication.

Composition

The Media and Communication Committee shall comprise the Senior and Junior Secretaries, Communication Officers (Junior and Senior), Club Photographers (Junior and Senior), Club Administrator, and other interested members as elected.

The Chairperson shall be selected from within the elected Committee members.

Responsibilities

- a) Oversee all Club communications across internal and external platforms, including social media, website, newsletter and media releases.
- b) Ensure content is accurate, timely, consistent and reflects the values and reputation of the Club.
- c) Promote Club activities, achievements, events and initiatives to members and the wider community.
- d) Maintain and develop relationships with local media outlets to support positive coverage of the Club.
- e) Ensure all communications comply with SLSA, SLSQ, and Club policies, including Social Media, Cyberbullying, and Codes of Conduct.
- f) Support and guide members on appropriate use of media and communication platforms when representing the Club.
- g) Coordinate the production and distribution of Club communications, including newsletters and key updates.
- h) Work collaboratively with other committees to ensure important information is effectively communicated.
- i) Monitor and review communication practices and recommend improvements where required.
- j) Provide regular reports and recommendations to the Management Committee.

By-Law 6.13 – PLANNING and ADMINISTRATION Committee

Purpose

To support strong governance and effective administration by ensuring the Club's policies, procedures, and systems are current, compliant and consistently applied.

Composition

The Planning and Administration Committee shall be chaired by the Secretary and comprise the Registrar and other interested members as elected.

Responsibilities

- a) Develop, review, and maintain the Club's Constitution, By-Laws, policies, and procedures to ensure they remain current and compliant.

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- b) Ensure Club policies and procedures are communicated, understood, and followed across all areas of the Club.
 - c) Coordinate regular reviews of governance and administrative practices to support consistency and continuous improvement.
 - d) Support the implementation and monitoring of the Club's Strategic and Operational Plans.
 - e) Maintain oversight of Club records, documentation, and administrative systems to ensure accuracy and accessibility.
 - f) Provide guidance and support to other committees on governance and administrative requirements.
 - g) Identify areas for improvement in Club processes and recommend updates to the Management Committee.
 - h) Provide regular reports and recommendations to the Management Committee.

By-Law 6.14 – FUNDRAISING and SPONSORSHIP Committee

Purpose

To generate additional income and secure sponsorship to support the ongoing financial sustainability and growth of the Club.

Composition

The Fundraising and Sponsorship Committee shall be chaired by the Treasurer and comprise the Fundraising and Sponsorship Officer and other interested members as elected.

Responsibilities

- a) Develop and implement fundraising strategies to generate additional income for the Club.
- b) Identify and pursue sponsorship opportunities, including building and maintaining relationships with sponsors and partners.
- c) Coordinate and oversee fundraising events, campaigns, and initiatives in line with Club policies and relevant legislation.
- d) Ensure delivery of sponsorship agreements, including recognition and benefits to sponsors.
- e) Work collaboratively with other committees to support fundraising opportunities across Club activities and events.
- f) Monitor fundraising and sponsorship income and provide regular updates to the Management Committee.
- g) Ensure all fundraising and sponsorship activities align with the Club's values, reputation, and strategic goals.
- h) Support the Treasurer in budgeting and financial planning relating to fundraising and sponsorship activities.
- i) Identify new opportunities to diversify income streams and improve long-term financial sustainability.
- j) Provide regular reports and recommendations to the Management Committee.

By-Law 6.15 – SOCIAL Committee

Purpose

To foster a strong sense of community and club spirit by planning and delivering social events that engage members and support a positive Club culture.

Composition

The Social Committee shall comprise interested members of the Club as nominated and elected at the AGM.

Responsibilities

- a) Plan, organise and deliver Club social events that are inclusive and engaging for members.
- b) Take the lead in coordinating key annual events, including the Club Break-Up and Annual Dinner.
- c) Liaise with other committees to support the social aspects of Club activities and identify opportunities for member engagement.
- d) Seek input from members to ensure events reflect the interests and needs of the Club community.
- e) Coordinate event logistics, including venues, catering, volunteers and equipment as required.
- f) Ensure events are conducted in accordance with Club policies and relevant legislation (e.g. licensing, safety and insurance requirements).
- g) Monitor event outcomes and provide feedback and recommendations to improve future events.
- h) Provide regular updates and reports to the Management Committee.

By-Law 6.16 – AWARDS Committee

Purpose

To identify and recognise members who have made outstanding contributions to the Club through the fair and considered selection of end-of-season award recipients.

Composition

The Awards Committee shall comprise of the President (Chair), Deputy President, Club Captain, Surf Sports Officer, Youth Development Officer and any additional members as required and determined by the Management Committee.

Responsibilities

- a) Identify and select recipients for Club awards based on merit, contribution, and alignment with Club values.
- b) Consider nominations and feedback from members and Committee Heads to ensure worthy contributions are recognised.
- c) Ensure the selection process is fair, consistent and transparent.
- d) Review award categories and criteria as required to ensure they remain relevant and reflective of Club priorities.
- e) Liaise with other committees to gather information on member contributions across all areas of the Club.
- f) Coordinate the preparation of award citations or supporting information where required.
- g) Maintain confidentiality of deliberations and decisions.
- h) Make recommendations to the Management Committee for endorsement of award recipients. I

By-Law 6.17 – SAFEGUARDING Committee

Purpose

To ensure the safety, wellbeing and protection of all members, particularly children and young people, by overseeing the Club's compliance with safeguarding, member protection and child safe practices.

Composition

The Safeguarding Committee shall comprise the Child Safe Officer(s) (maximum of three (3), with junior and senior representation where possible), Complaints Manager(s) (maximum of three (3)), Member Protection Information Officer(s) (MPIOs), Peer Support Officer(s), and other relevant officers as required. These positions are allocated based on elected roles at the AGM.

Responsibilities

- a) Oversee the Club's compliance with SLSA, SLSQ, and legislative requirements relating to child safety, safeguarding, and member protection.
- b) Meet periodically (at least twice per season) to review safeguarding practices and ensure members are being supported and protected.
- c) Monitor the implementation of the Club's Child and Youth Risk Management Strategy and related policies.
- d) Ensure appropriate processes and resources are in place to support members raising concerns or complaints.
- e) Support communication and education to members on safeguarding, respectful behaviour, and reporting pathways.
- f) Liaise with the Management Committee on safeguarding matters, risks, and any required improvements.
- g) Maintain confidentiality and integrity in all matters relating to member welfare and protection.
- h) Promote a safe, inclusive, and respectful Club culture.

By-Law 6.18 – LIFE and DISTINGUISHED MEMBER Committee

Purpose

To assess nominations for Life Membership and Distinguished Membership, ensuring individuals are recognised for exceptional and sustained contributions to the Club.

Composition

The Life and Distinguished Member Committee shall be convened only when a nomination is received.

The Committee shall be appointed by the President and comprise five (5) members selected based on impartiality, absence of conflict of interest and availability to meet within required timeframes. The appointment is subject to the member's acceptance.

The Committee shall consist of:

- Three (3) Life Members (one to act as Chair, with at least one being currently active)
- Two (2) Club Members who are not Life Members or members of the Executive

Responsibilities

- a) Assess nominations for Life and Distinguished Membership in a fair, consistent, and confidential manner.

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- b) Consider each nomination on its individual merits, recognising that contributions may vary in nature and impact.
 - c) Evaluate the nominee's sustained, significant, and high-quality service to the Club and its members.
 - d) Apply the criteria outlined in the relevant Club policy to guide assessment and decision-making.
 - e) Avoid direct comparison with previous recipients, focusing on the overall contribution of the nominee.
 - f) Provide a formal recommendation to the Management Committee for consideration and endorsement.
 - g) Maintain confidentiality and integrity throughout the assessment process.
 - h) Meet periodically (at least twice per season) to review safeguarding practices and ensure members are being supported and protected

OTHER COMMITTEES

- a) The Club Management Committee may appoint other Committees, Sub-Committees, panels or groups to deal with particular items or projects from time to time;
- b) In such circumstances, the Management Committee shall clearly define the composition, responsibilities, and terms of reference of such Committees, panels, groups etc
- c) The award of Distinguished Member(s) be considered by the direction of the Club Management Committee as in By-Laws 6.13, paragraph a0