



Helensburgh–Stanwell Park Surf Life Saving Club Inc.

Nomination for Election to the Junior Activities Committee 2017/2018 Year

I wish to nominatefor election to the position of:

(Print name of member you are nominating)

Chairperson **Vice Chairperson** **Secretary** **Treasurer**
Education Officer **Age Manager Co-ordinator** **Team Manager (Carnivals)**

(Please circle the position that you are nominating the member for)

This nomination is submitted by: – *(must be a current financial member of HSP SLSC 15 years of age or over)*

Name *(print)*..... Signed Date/...../2017

This nomination is seconded by: – *(must be a current financial member of HSP SLSC 15 years of age or over)*

Name *(print)*..... Signed Date/...../2017

Nominee's agreement: *(This declaration must be signed by the member who has been nominated prior to lodgement of this form)*

I agree to this nomination and am aware of the responsibilities and duties of this position.

I am a current member of Helensburgh-Stanwell Park SLSC,

OR

I enclose Membership Application and Membership Fees for the 2017-18 year

Name *(print)*..... Signed Date/...../2017

Nominations close at 6.00pm on Wednesday 29 March, 2017.

Completed nomination forms must be posted in a sealed envelope addressed to –

Returning Officer, Helensburgh-Stanwell Park SLSC, PO Box 111, Helensburgh 2508

To be accepted as a valid nomination, completed forms must be posted so as to arrive in the Surf Club's Post Office box by the closing time and date stated above

A summary of the Position Description for each position follows:

Chairperson – Member of the Club Executive and Management Committee; chair Junior Activity Committee meetings; responsible for providing leadership and direction of the Committee to meet Club objectives and specifically promote the development of Junior Members in surf life saving. To effectively lead the group, this Officer will be a person with ability to work as part of a team, possess good planning and organisational skills, communication skills and the capacity to negotiate and resolve issues with a wide range of people; ideally the Chairperson will hold the Bronze Medallion and other SLSC courses.

Vice-Chairperson – has similar responsibilities to the Chairperson and will deputise in that officer's absence.

Secretary – responsible for administration of the Junior section and the direction of Junior Section officers assisting with clerical and membership matters; deal with all correspondence to the Junior section, arrange Committee meetings, prepare and issue minutes and follow up matters arising; arrange notification to all Nippers and families of activities and organise necessary requirements. Prepare and arrange publication of the Junior Section Handbook and Presentation Day booklet, etc. Possess good communication skills and be computer literate. Liaises with the Club Secretary as required.

Treasurer – responsible for management of the Junior section finances and the direction of Junior Section officers involved in receipt of income and incurring expenditure, canteen and clothing sales; arranges payment of accounts, and records and banks income received, maintains the Junior Section accounting system (MYOB) in a manner that ensures compliance with statutory requirements, prepares and monitors an annual budget for Committee endorsement. Must be computer literate and have had experience in bookkeeping, desirably have experience in MYOB or other accounting software packages. Liaises with and provides regular reports to the Club Treasurer.

Education Officer – responsible for initiating, planning and delivering education in surf life saving and surf awareness as per SLSC guidelines to all Junior members in conjunction with Age Managers and Club Training Officers and Assessors. To effectively undertake this role, the Education Officer will be a Training Officer and have good planning, communication and personal skills. Liaises regularly with the Chief Training Officer.

Age Manager Co-ordinator – responsible for leading and directing Age Managers to educate Junior members in surf life saving, surf awareness. Liaises regularly with Age Managers and to effectively fulfil the role will attend all pointscores, and manages Junior members attendance and point score records. Works with Pointscore co-ordinator.

Team Manager (Carnivals) – responsible as the Club's team representative at inter-Club carnivals and Branch and State Championships. Notifies Junior members of upcoming carnivals, arranges entries, and provides guidance to parents and children on carnival arrangements; arranges and nominates Competition Officials as required to meet Club obligations at Branch and State Championships, and assists with the organisation of accommodation for State Championships. Preferably be an Active (Patrol) Member, Reserve Active or Past Active Member, and ideally be the holder of the SLSC Level 1 Official Course or Level 1 Coaching Course.