



Helensburgh–Stanwell Park Surf Life Saving Club Inc.

EXPRESSION OF INTEREST to become an Office Bearer of the Junior Section - 2017/2018 year

Club members and parents/guardians/friends of Junior members are invited to submit an Expression of Interest to become a Junior Section office bearer for the 2017/2018 year.

Positions are shown below; those marked with an asterisk (*) may only be filled by Club members, or persons prepared to apply for membership for the year commencing 1 July 2017.

Please complete details below, have two Club members support your application and post to the Club.

I am interested in filling the the position of for the 2017/2018 year.

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

I support this application: – (must be a current financial member of HSP SLSC 15 years of age or over)

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

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

Officers to be elected (in addition to seven elected officers of the Junior Activities Committee):

Note: where more than one person submits an EOI for the same position, members in attendance at the Special General Meeting will vote to elect one person.

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|-----------------------------------|-----------------------------------|---|
| *Assistant Secretary | *Registration Officer | *Assistant Registration Officer |
| *Age Manager Under 6 + Assistant | *Age Manager Under 7 + Assistant | *Age Manager Under 8 + Assistant |
| *Age Manager Under 9 + Assistant | *Age Manager Under 10 + Assistant | *Age Manager Under 11 + Assistant |
| *Age Manager Under 12 + Assistant | *Age Manager Under 13 + Assistant | *Age Manager Under 14 + Assistant |
| *Asst Team Manager (Carnivals) | *Publicity Officer | *Clothing Sales Co-ordinator |
| *Surf Coach | *Beach Coach | *March Past Coach |
| *R&R Coach | *Gear Steward | *Beach Setup |
| *Point Score/Carnival Recorder | | *Canteen Co-ordinator
(Role can be shared) |

Asst Canteen Co-ordinators (two or more)

Fundraising Committee (two or more)

Completed Expressions of Interest should be placed in a sealed envelope and posted so as to arrive in the Club's Post Office Box by the closing time and date, addressed to –

**Returning Officer, Helensburgh-Stanwell Park SLSC, PO Box 111, Helensburgh 2508.
or personally hand to Karen Gallagher (JAC Secretary) or Steve Agnew (JAC Chairman)**

Closing date is 6.00pm on Wednesday 29 March 2017.

SUMMARY OF POSITION DESCRIPTIONS

Junior Assistant Secretary – Must be willing to assist the Secretary where required. Must have the ability to take minutes, do flyers and complete necessary paperwork if required.

Junior Registration Officer – Must have internet access and the ability to input registrations on the SurfGuard Website – must be available for registration days and ensure that all relevant paperwork to be filled out is available – must be available at pointscores for new registrations and enquiries.

Junior Assistant Registration Officer – Mainly to be backup for the Registration Officer if required - must have internet access and the ability to input registrations on the SurfGuard Website if required – must be available for registration days – must be available at pointscores for new registrations and enquiries.

Age Manager Under 6 to Under 14 – keen/enthusiastic to train and assist the Nippers at weekly Pointscores – must attend Pointscores and guide the Age Group through their required events – must be happy and enthusiastic and keen to make this fun for the kids.

Assistants - Be a back up to the Age Manager and help out where needed.

Assistant Team Manager (Carnivals) – Must attend Carnivals – to be backup for the Team Manager and have the ability to assist when required.

Jnr Surf Captain – Must be keen and enthusiastic to organise and run regular training sessions for interested Junior Nippers – must attend carnivals – must be part of the team selectors for Carnivals.

Jnr Beach Coach - Must be keen and enthusiastic to organise and run regular training sessions for interested Junior Nippers – must attend carnivals – must be part of the team selectors for Carnivals.

Jnr March Past Coach - Must be keen and enthusiastic to organise and run regular training sessions for interested Junior Nippers – must

attend carnivals – must be part of the team selectors for Carnivals.

Jnr R&R Coach - Must be keen and enthusiastic to organise and run regular training sessions for interested Junior Nippers – must attend carnivals – must be part of the team selectors for Carnivals.

Canteen Co-ordinator – Must organise and be responsible of the necessary buying and stock held in the Canteen — endeavour to receive assistance from members when required. This job can be shared.

Assistant Canteen Co-ordinator (2 – 3 people required)

BBQ Co-ordinator (2-3 people required) – Must organise the cooking of the BBQ at weekly pointscores – attend weekly pointscores – endeavour to receive assistance from members when required.

Clothing Sales Co-ordinator – Organise the research/buying/selling of all necessary Club Clothing – attend weekly pointscores.

Fundraising Committee (2 – 3 people required) – General fundraising for the Juniors.

Publicity Officer – Must be willing to organise any necessary advertising that is required in schools newsletters, newspapers, Helensburgh News etc. regarding registrations and anything great happening within the Club. Make submissions to the Club's website and Park Bench.

Gear Steward – responsible for checking the condition of all equipment and organising any necessary repairs/purchases. Organise transporting of gear to Carnivals.

Beach Setup – Organise and co-ordinate between surf, beach and patrol the suitability of the beach conditions for Pointscore – arrange the set up of events for Pointscore – co-ordinate and organise assistants and judges for each event at Pointscore.

Pointscore Recorder – Must tally and collate the weekly pointscores for each age group in liaison with the Age Manager Co-ordinator.

Carnival Pointscore Recorder - this position requires a person with ability to attend most carnivals; responsible for compiling individual pointscore records from each individual carnival.