

Notice of Annual General Meeting

Sorrento Surf Life Saving Club Inc

All financial members invited to attend

**Sorrento SLSC Clubrooms –
Saturday 5 August, 2017 at 11.00am**

All Committee positions are to be declared vacant.

Nominations are invited for **Committee** positions:

Executive:

- **President**
- **Vice President**
- **Vice President**
- **Vice President**
- **Secretary**
- **Treasurer**

Ordinary:

- Clubhouse Manager
 - Club Captain
 - Nipper Committee Chairman
 - Membership Officer
 - Marketing/Sponsorship Officer
 - Member Position
 - Member Position
 - Member Position
-

Nominations are invited for **Club Officer** positions:

Club Officers:

- Chief Examiner
 - Chief Instructor
 - IRB Captain
 - Newsletter
 - Gear Steward – Lifesaving
 - Social Secretary
 - Nipper Secretary
 - Quartermaster - Apparel
 - Bay Swim Chairman
 - Senior Competition Co-ordinator
 - Occupational Health & Safety
 - Radio Officer
 - IT/Website
 - Members' Officer
 - First Aid Officer
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Statutory Positions to be appointed:

- Public Officer
 - Auditor
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Nomination form overleaf (please copy if more than one nomination)

Nomination forms must be returned to:
The Secretary, Sorrento SLSC, PO Box 395, Sorrento
prior to 4 August, 2017

**SORRENTO SURF LIFESAVING CLUB
NOMINATION FORM**

**This nomination form must be received by the Secretary prior to the
commencement of the
Annual General Meeting at 11.00am Saturday 5 August, 2017**

NOMINATION FOR THE POSITION OF: _____

NOMINEE'S NAME: _____

CONTACT DETAILS: _____

PROPOSER'S NAME: _____

PROPOSER'S SIGNATURE: _____

SECONDER'S NAME: _____

SECONDER'S SIGNATURE: _____

ACCEPTANCE OF THE NOMINATION:

I accept the nomination for the position specified above and if elected, agree to carry out all duties of the position to the best of my ability.

NOMINEE'S SIGNATURE: _____

DATE: _____

OFFICE USE ONLY

Date of Receipt of Nomination: _____

Received by: _____

Position Descriptions

Being part of the Committee is not just a position it's actually being part of the club and helping it to run better and more efficiently - it's about making decisions on behalf the members - it's about providing a social environment for the members - it's about **HELPING YOUR CLUB**.

If you have a special attribute that you can bring to the club why not join the committee? It meets once a month at a date/venue that is convenient for all members.

Club Committee

Executive Members

1. **President** – Chairs meetings, delegates duties, liaises with LSV and Club members
2. **Vice President(s)** – Experienced members, usually x3 positions, filled by past-presidents or president-elect. Able to chair meetings or represent the Club in the absence of the President
3. **Secretary** – Collects club mail, takes minutes of meeting, types and distributes mail/correspondence as required within club and externally, organises stationery, main contact point for club
4. **Treasurer** – Maintains the Financial Accounts of the Club, including banking, issuing of cheques, preparing and lodging BAS statements and presenting timely and accurate reports and budgets to the Committee.

General Members

5. **Clubhouse Manager** - Manages the Clubhouse, arranges maintenance as required, building, etc.
6. **Club Captain** - Co-ordinates Patrols, ensures Patrol members are trained up to date
7. **Nipper Committee Chairman** – Chairs Nippers programme committee
8. **Membership Officer** - Accepts registrations and inputs onto national database via internet
9. **Marketing Officer** - Markets the Club to maintain its high profile in the community and actively seeks and promotes critical fundraising opportunities and sponsorships
10. **Ordinary Members** – Usually (but not limited to) x3 positions held by Officers of the Club including Chief Instructor, Newsletter Editor, IRB Captain, Social Secretary, etc

Club Officers (*Committee Members may also nominate for Club Officer positions*)

1. **Chief Examiner** – appropriately qualified with necessary SLV awards (usually also nominates for one of the positions on the main Club Committee))
2. **Chief Instructor** - appropriately qualified with necessary SLV awards (usually also nominates for one of the positions on the main Club Committee)
3. **IRB Captain** – with appropriate experience, manages IRB's (usually also nominates for one of the positions on the main Club Committee)
4. **Newsletter** – produces and arranges for distribution of regular newsletters (usually also nominates for one of the positions on the main Club Committee)
5. **Gear Steward – Lifesaving** - manages motors, boards, tubes, etc.(usually also nominates for one of the positions on the main Club Committee)
6. **Social Secretary** – arranges and coordinates a variety of social events for Club members together with a committee of volunteers
7. **Nipper Secretary** – manages registrations, correspondence, liaises with Nipper Co-ordinators IT/Website and keeps website updated
8. **Quartermaster – Apparel** - manages ordering and selling of uniforms and various Club apparel
9. **Bay Swim Chairman** – plans and coordinates the Club's principal fund raising event with a committee of volunteers
10. **Senior Competition Co-ordinator** - manages entries and co-ordinates competitors
11. **Occupational Health & Safety** – manages and maintains the Club's Occupational Health & Safety policies and procedures
12. **Radio Officer** – appropriately qualified with necessary SLV award, manages radios and procedures for ensuring patrol members are up to date with equipment
13. **IT/Website** – appropriately experience volunteer to maintain the Club's Website and manage e-mail and other Club IT functions
14. **Member's Officer** – contact person for new members and any member with concerns or problems relating to all aspects of the Club including breaches of Harassment Policies, Standard Operating Procedures, etc and as a general contact person for suggestions or queries regarding the function of the Club's various activities including Patrolling, Social, Nippers, Membership, etc.
15. **First Aid Officer** – appropriately qualified, responsible for provision of first aid support for Patrols and other club responsibilities. Manages supplies, equipment and rosters.