



DICKY BEACH SURF LIFE SAVING CLUB

POSITION DESCRIPTION

Position Title: Honours and Awards Officer

Reporting To: Secretary

This is a voluntary position and carries no salary or designated hours

Purpose of the Position

The Honours and Awards Officer provides assistance to the Board of Directors in recognising the achievement of Club Members and members of the public who may have assisted our members in outstanding actions.

Pre-requisites

To nominate for the position of Honours and Awards Officer you must:

- Be a current financial member of the Club with a minimum of three years Club membership;
- Not have been convicted on indictment or sentenced to a term of imprisonment for a summary offence required to be disclosed by the *Criminal Law (Rehabilitation of Offenders) Act 1986*;
- Not have been a bankrupt; or entered into a deed of arrangement; or made a composition which remains unpaid; in accordance with the *Bankruptcy Act 1966* or corresponding law of another external territory; and
- Be eligible to hold a clearance for working with children in accordance with the *Working with Children (Risk Management and Screening) Act 2000*.
- Not have any negative judicial findings recorded against you in the surf lifesaving movement;
- Have a complete understanding of the Codes of Conduct;
- Assist in ensuring the Dicky Beach Surf Life Saving Club is working towards the mission and vision of the Strategic Plan and implementing the Operational Plan in accordance with the Club's Constitution; By-Laws; and Policies and Procedures Manual;
- Have a strong commitment to the ideals of Surf Lifesaving; and
- Have a high standard of oral communication, interpersonal skills and effective volunteer management skills.

Objectives of the Honours & Awards Officer

- Ensure Club Members achievements are recognised both within and outside the Club;
- Ensure community members are recognised both within and outside the Club;
- Encourage Club Members to recognise their peers.

Responsibilities and Duties

- Be responsible for compiling and writing award applications recognising Club and Community Members;
- Identifying relevant award and recognition opportunities for Club and Community Members;
- Compiling a register of award applications submitted by the Club;
- Assisting the Administrator and Registrar in collating service awards;
- Advertising within the Club Award opportunities; and
- Updating the Club's Honour Boards; and Photographic Displays – ensuring the most up to date information is displayed.

Skills and Experience

- Good verbal and written expression;
- Minimum three (3) years general life saving involvement; and
- Experience working in a volunteer organisation, preferably with surf lifesaving

Personal qualities

- Ability to work with others;
- Ability to prioritise tasks and handle multiple job workloads;
- Attention to detail; and
- Ability to adapt to a changing environment.

Relationships

With	Purpose
Cub President	Provide Strategic input to all functional areas of the club
Junior Activities Chairperson	
Club Captain	
Surf Sports Officer	
Fund Raising Chairperson	
Club Administrator	
Club Secretary	

Re-election Period

Annually at the AGM