



# DICKY BEACH SURF LIFE SAVING CLUB

## POSITION DESCRIPTION

**Position Title:** Registrar

**Reporting To:** Life Saving Operations Committee

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

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### **Purpose of the Position**

The Registrar provides management in relation to recording details of all members of Dicky Beach Surf Lifesaving Club including providing assistance to the Secretary and Club Captain in relation to their roles.

### **Pre-requisites**

To nominate for the position of Registrar you must:

- Be a current financial member of the Club.
- 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;
- Be eligible to hold a clearance for working with children in accordance with the *Working with Children (Risk Management and Screening) Act 2000*;
- Possess a current SLSA Award;
- Must not have any negative judicial findings recorded against you in the lifesaving movement;
- Have experience and or proven ability to fill a leadership role in a not-for-profit volunteer based organisation;
- Have a strong commitment to the ideals of surf lifesaving;
- Have a high standard of oral communication, interpersonal skills and effective volunteer management skills; and
- Have a complete understanding of the Codes of Conduct.

### **Objectives of the Registrar**

- In liaison with the Secretary, keep a Register of all Members, and make any necessary notation thereon from time to time;
- Maintain an up-to-date knowledge of the latest methods of surf lifesaving database; and
- 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 policies and procedures.

## Responsibilities and Duties

- Be responsible for a high standards of recording on the SLSA database including but not limited to all members details; all assessments; inter and intra-club competition results; patrol hours performed; together with a register of all patrol activities - including rescues effected; and patients treated for first aid;
- Submit a list of renewals/new membership applications for endorsement at each monthly meeting of the Surf Life Saving Operations Committee for further endorsement by the Board;
- Liaise with the Club Captain to ensure each patrol has sufficient members with appropriate award qualifications to provide patrol readiness;
- Liaise with the Surf Sports Officer on patrol hour requirements for surf sports competition;
- Submit a written report to each Surf Life Saving Operations Committee Meeting;
- Be active in ensuring compliance with the Child and Youth Risk Management Strategy and all Codes of Conduct; and
- Observe and encourage others to comply with the Policies and Procedures as prescribed in the By-Laws and Policies and Procedures Manual, including providing reports and other requested information on the appropriate reporting template.

## Skills and Experience

- Minimum three years general life saving involvement;
- Sound computer skills;
- Ability to work with computer software packages relevant to surf lifesaving; and
- Experience working in a volunteer organisation, preferably with surf lifesaving

## Personal qualities

- Good written and verbal communication skills;
- 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
1.President	Provide Strategic input to all functional areas of the club
2.Club Captain	
3.Secretary	
4.Surf Sports Officer	

## Re-election Period

Annually at the AGM.