



DICKY BEACH SURF LIFE SAVING CLUB

POSITION DESCRIPTION

Position Title: Apparel Officer

Reporting To: Finance Committee

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

Purpose of the Position

The Apparel Officer in conjunction with the Club Apparel Sub-Committee is responsible for the procurement of apparel of a design and quality reflecting the wishes of the majority of members and bearing in mind that the club official registered colours are green, white and gold.

Pre-requisites

To nominate for the position of Apparel Officer you must:

- Be a current financial member of the Club for a minimum of at least three years;
- 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 effective volunteer management skills.

Objectives of the Apparel Officer

- Ensure all members have access to appropriate and approved club apparel ;
- Be the Chairperson of the Apparel Sub-committee; and
- Ensure protocols for the purchasing, pricing and stock levels follow the Brand Manual and the Purchasing Policy and Procedures.

Responsibilities and Duties

- In conjunction assist in the purchase of all club apparel in accordance with the Club's Purchasing Policy and Procedures; By-Laws and Constitution as approved by the Finance Committees and the Board of Directors;
- Liaise with relevant Board of Surf Sports, Junior Activities Committee and/or teams (i.e. Representative and Touring Teams) in relation to the design of any such club apparel;
- Provide a written report to the Finance Committee following each meeting in the prescribed format;
- Prepare and present to the Finance Committee, a budget request covering all financial matters associated with fulfilling the requirement of the position by 1st March annually.

Skills and Experience

- Minimum of three 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
Board of Directors	Provide Strategic input for apparel purchases for the whole club.
Finance Committee	
Youth Development Committee	
Junior Activities Committee	
Board of Surf Sports	
Administrator	
Treasurer	

Re-election Period

Annually at the Club's AGM.