



Mentone Life Saving Club

Executive Committee PD Summary



| Executive Committee | |
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| President | <p>The President is primarily responsible for ensuring the club sets and meets its goals and objectives, is administered according to the Club Rules and completes all legal and compliance obligations.</p> |
| Secretary | <p>The Club Secretary is the club's nominated representative for the purposes of complying with the Incorporated Associations Act.</p> <p>The Secretary is also the club officer responsible for managing, collecting, reviewing and disseminating the club's information and knowledge (e.g. policies and procedures, position descriptions etc). The Secretary is responsible for collecting all the key club information created and used during the year and previous years and should coordinate the handover of the information and knowledge to the incoming committee.</p> |
| Treasurer | <p>The Treasurer is responsible to manage the financial affairs of the club, is responsible for protection of the club's cash, assets and the members who handle them, ensuring the collection of all revenues and payment of all financial obligations. The Treasurer ensures financial delegations to Executive Committee members and other members are managed correctly, in line with the Association's rules.</p> <p>The Treasurer must also ensure that all financial transactions are recorded in the club's accounts and producing the club's financial reports for presentation to the committee, the members at the AGM, as well as complying with all financial reporting obligations contained in the club rules and the Incorporated Associations legislation.</p> |
| GM-Aquatic Sports | <p>This position has been created to provide executive representation and leadership for the provision of Club sporting and member activities in the fulfilment of the Club purpose.</p> <p>Aquatic Sports include the</p> <ul style="list-style-type: none">● Junior Sport Program (Summer & Winter)● Youth Sport Programs● Senior Programs● Masters● Surf Boats, Swimming <p>This position is the club delegate at the Aquatic Sports Council of LSV</p> |
| GM-Club Operations | <p>This position has been created to provide executive representation</p> |



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| | <p>and leadership for the delivery of activities associated with Club operations.</p> <p>To oversee operational aspects of the club to ensure a safe, effective, and efficient operation of the club facilities, services and environs to achieve the objects of the club.</p> |
| <p>GM-Community Development</p> | <p>This position has been created to provide executive representation and leadership for the delivery of activities associated with community development and sponsorship.</p> <p>To develop and sustain a positive relationship with the community of Mentone, forging partnerships of shared benefit. Focus on encouraging members to engage and participate in the community in support of the objects of the association.</p> <p>In conjunction of the subcommittee, secure sponsorships, grants, and fundraising opportunities.</p> |
| <p>GM-Life Saving Services</p> | <p>This position has been created to provide executive representation and leadership for the provision of Life Saving Services in the fulfilment of the Club purpose.</p> <p>Life Saving Services include</p> <ul style="list-style-type: none"> ● Patrol services – at Mentone Beach ● Water Safety – at carnivals and events conducted at Mentone ● Training, assessment and skills maintenance for members and the public ● The maintenance and provision of equipment and resources to enable the services to be provided <p>This position is the clubs delegate to the Life Saving Operations Council of LSV</p> |
| <p>GM-Membership Development</p> | <p>This position has been created to provide executive representation and leadership for the delivery of activities associated with membership and member services.</p> <p>To ensure the club is an environment for members that is safe and welcoming. To ensure the ongoing development of opportunities for members. To foster and promote active participation and an inclusive environment, including the provision of systems and processes for members to join, engage and participate in support of the objects of the association.</p> <p>This position is the club representative at the M&LD Council of LSV.</p> |