



Mentone Life Saving Club

General Committee PD Summary



General Committee	
Assistant Secretary	This position has been created to provide support for the administrative responsibilities for the Club Secretary, and support sub committees
Assistant Treasurer	This position has been created to provide support for the Treasurer role and to assist with financial and budgetary planning and management at club level
Bar & Venue Manager	This position has been created to provide management and oversight of Food and Beverage services for members, guests, functions and general public.
Building Manager	This position has been created to provide a single point contact for management of all aspects of the building and fixtures of the club, to coordinate maintenance and repairs and to work with Kingston City Council (the landlord) to maintain the building in a fit operational condition
Chief Instructor	This position has been created to manage the delivery of life saving training, qualification and skills maintenance at Mentone Life Saving Club.
Community Education & Partnership Manager	This position has been created to build, lead and manage the club's community engagement and education programs in support of the objects of association
Junior Program Manager	<p>This position has been created to manage the delivery and coordination of the Junior Program (in line with LSV guidance) for the Club. The position:</p> <ul style="list-style-type: none">- Manages the junior program including<ul style="list-style-type: none">o Nippers programo Surf skills development and qualificationso Development of parental engagement, including supporting training programs for team managers, officials, water safety etc.o Assists with maintenance and operation of equipment and surf craft used for the nipper program and training- Supports and assists the Junior Sports Manager in coordination of the Junior Sport Program.- Ensure a transition plan for juniors moving from the junior program into the Youth program
Junior Sports Manager	<p>This position has been created to manage the delivery and coordination of the Junior Sports Program for the Club. The program includes:</p> <ul style="list-style-type: none">- Junior sport carnival planning and management



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	<ul style="list-style-type: none">- Junior Sport Training programs including<ul style="list-style-type: none">o Winter Programso Pool swimming programso Developmental sport skills programso Elite training programs and camps- Equipment management, including surf craft, trailers, training equipment etc.- Coach management and support- Team selection management
Marketing Manager	This position has been created to manage the delivery and development of the club strategic marketing plan, aimed at promoting the club in line with the objects of the Association
Membership Protection Officer	This position has been created to support programs and actions that make Mentone a safe place where members are supported and act in accordance with SLSA guidance and rules.
Membership Manager	This position has been created to maintain the day to day management of the clubs membership database (Surfguard), supporting the GM Membership Development and Members services to acquire, retain and develop membership within the club. This includes the carnival and event registration.
Patrol Captain	This position has been created to manage the delivery of Patrol services at Mentone Life Saving Club.
Senior Sports Manager	This position has been created to manage the delivery and coordination of the Senior Sports Program for the Club. The program includes: <ul style="list-style-type: none">- Senior Competition Team- Masters- Boat Crews- Swimming Program(s)- Youth programs
Sponsorship Manager	This position has been created to build, lead and manage all phases of the club sponsorship program, with a focus on professional, ethical and sustainable income plans in support of the clubs objects.