



Sennen Surf Club Management team roles

This document lists the current management team roles and their responsibilities. These should be updated to reflect the current team and how jobs are shared between them.

Ideally only one person should hold each role but given the reality of finding enough volunteers people can take on two roles if necessary.

Management team members can enlist deputies to assist them in their role and provide cover for holidays. Deputies can be other management team members or general club members.

All team positions are voting positions. A quorum of 5 members is needed to make committee decisions.

Chairperson (Justin Knight)

- Chairs AGM and management team meetings.
- Takes a neutral position and facilitates debate.

Club secretary (Peter Bainbridge)

- Responsible for communication between the management team, club members and other organisations.
- Sending regular email newsletter.
- Arranging team meetings and taking minutes.
- Booking swimming pool for winter training.

Beach manager (Jeremy Freeman)

- Responsible for all club beach and water activities.
- Special emphasis on safety.
- Should be an experienced beach lifeguard.
- Maintains NOPs and EAPs for beach activities.
- Completes activity log

Treasurer (Sadie Knight)

- Keeps financial records, presented to club trustees annually for audit.
- Pay collected fees to club bank account.
- Identifies availability of funds for club costs.

Membership secretary (Sadie Knight)

- Keep record of club members.
- Collect membership fees.
- Maintain groms waiting list when appropriate.
- Collect subs at club sessions.
- Liaison for members queries

Child protection & safety (Becky Hancock + Chris Denley)

- Responsible for ensuring safety and well-being of children taking part in club activities.
- Maintains, communicates and enforces club child protection policy.

Youth development (Rob Bradley)

- Ensures groms are progressing and enjoying their surfing.
- Organises and delivers rookie lifeguard.
- Organises groms interclub competitions.

Building rep. (David Beamish)

- Liases between surf club and recreation centre committee.
- Ensures surf club conforms to building rules and procedures.

Equipment officer (Justin Knight + Rob Bradley)

- Responsible for maintenance of club equipment, ensuring it is safe and fit for purpose.
- Keep record of club equipment.
- Propose sale/purchase of old/new equipment for agreement by management team.

Family rep. (Chris Denley)

- Liases between club families and management team.
- Arranges family social events (e.g. end of season BBQ)

Training officer (Justin Knight)

- RLSS Trainer Assessor
- Organises and delivers lifeguard training

Social rep. (vacant)

- Organise regular senior club socials

Senior rep. (vacant)

- Responsible for growing the adult membership of the club.