



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.

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

Chairperson

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

Club secretary

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

Safety Officer

- Responsible for all club beach and water activities.
- Special emphasis on safety.
- Should be a qualified beach lifeguard.
- Maintains NOPs and EAPs for beach activities.

Treasurer

- 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

- 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

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

Building rep

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

Equipment officer

- 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

- Liaises between club families and management team.
- Assists social rep with groms social events
- Ensures groms are progressing and enjoying their surfing.
- Organises and delivers rookie lifeguard.
- Organises groms interclub competitions.

Training officer

- RLSS Trainer Assessor
- Organises and delivers lifeguard training

Social rep

- Arranges social events (e.g. end of season BBQ)

Senior rep

- Responsible for growing the adult membership of the club.
- Assists social rep with seniors social events

Head coach

- Responsible for club coaching