



Warriewood  
SURF LIFE SAVING CLUB

# Warriewood Surf Life Saving Club

## Junior Committee Positions 2011/2012

Nominations sought for all positions.  
Nipper AGM, Sunday 27<sup>th</sup> March 2011,  
Pittwater RSL, 3pm.



# Junior President (Junior Activity Chairman)

## *Responsibilities and duties*

- Responsible to Club President
- Coordination of Nippers on Sunday mornings
- Ensure the Nipper Committee is run in accordance with Club requirements
- Submit reports and attend Senior Committee Meetings monthly

## *Knowledge and skills required*

- Ability to organise and delegate tasks
- Maintain confidentiality on relevant tasks
- Communicate effectively and possess good interpersonal skills
- Friendly, positive and enthusiastic

*Current President **Caroline Jollow***



## Junior Vice President

### *Responsibilities and duties*

- Assist Junior President and other committee members as required
- Take on responsibilities of the President in their absence

*Current Vice President **Michael Vanderlaan***

## Secretary

### *Responsibilities and duties*

- Responsible for taking and publishing minutes of monthly Nipper Committee meetings
- Notify Committee members of upcoming meetings

*Current Secretary **Simone Rubagotti***



## Registrar

### *Responsibilities and duties*

- Responsible for mail out of registration renewals to existing members at beginning of season
- Responsible for registration process of all Surf Club members
- Entering this information into SurfGuard
- Coordinates membership transfers as required

*Current Registrar **Gemma Anderson***

## Carnival Manager

### *Responsibilities and duties*

- Responsible for carnival entries and organising Carnival Days
- Notification of Carnival information to relevant people
- (There are usually 5 carnivals during the season)

*Current Carnival Manager **Ian May***



# Age Manager Coordinator

## *Responsibilities and duties*

- Responsible for appointment of individual age managers
- Ensure Age Managers are adequately trained and responsible to perform their duties
- Ensure Age Managers are kept up to date with rule changes and decisions made by the committee that affects their role

*Current Age Manager Coordinator **Glenn Thomas***

# Age Managers

## *Responsibilities and duties*

- Ensure safety and well-being of members of their age group
- Responsible for education of their age group
- Plan creative, fun educational lessons
- Attend and complete Age Managers Course
- Be a positive role model for their group
- Be willing to further their knowledge of Surf Lifesaving

*Current Age Managers **see list in Club Handbook***



## Recorder

### *Responsibilities and duties*

- Responsible for printing Age Group Lists for each Sunday Nippers
- Recording of weekly point score for weekly activities

*Current Recorder **Gemma Anderson***

## Beach Manager

### *Responsibilities and duties*

- Responsible for coordinating beach setup and packup each Sunday

*Current Beach Manager **Paul Baker***



# Water Manager

## *Responsibilities and duties*

- Responsible for weekly setup/packup and running of water events
- Ensure appropriate water safety requirements implemented

*Current Water Manager **James Leggett-Budden***

# Board Coach

## *Responsibilities and duties*

- Arranging additional board training outside Nipper times

*Current Board Coach **Neil 'Dolly' Dyer***



## Beach Coach

### *Responsibilities and duties*

- Arranging additional beach training outside Nipper times

*Current Beach Coach **Charlie Wiggins***

## Swim Coach

### *Responsibilities and duties*

- Arranging additional swim training outside Nipper times

***POSITION VACANT***



# Surf Education Officer

## *Responsibilities and duties*

- Responsible for arranging swim proficiency at beginning of season
- Entering results of proficiency into SurfGuard
- Entering details of completion of Surf Education program into SurfGuard

*Current Surf Education Officer **Melissa Enright***

# Clothing Steward

## *Responsibilities and duties*

- Responsible for sales of all Surf Club clothing
- Stocktake and ordering of Surf Club clothing

*Current Clothing Steward **Paige Timmins***



## BBQ Coordinator

### *Responsibilities and duties*

- Responsible for coordinating weekly allocations of age groups for BBQ duty
- Ordering of meat and bread for BBQs
- Collection of takings and transfer to Treasurer

*Current BBQ Coordinator **Kath Gunn***

## March Past Coordinator

### *Responsibilities and duties*

- Training of Junior March Past Team for carnivals

*Current March Past Coordinator **Tina Harris***



# Youth Liaison Coordinator

## *Responsibilities and duties*

- Coordinate all Youth (U14-U17) Activities
- Coordinate all youth related applications for programs within the Club
- Act as a primary contact for all youth related activities within the Club

*Current Youth Liaison Coordinator **Tammy Richmond***