



Purpose

- Provide management and support for the effective coordination and development of Surf Sports events both internal and external, held at the Club.
- Plan, coordinate and manage “Sunday Morning” or “Club day” activities for the Senior group within the Club.
- Availability as a key contact for matters concerning surfsports events for the club

Qualifications

- Financial member of Mullaloo Surf Life Saving Club
- Holder of a current and clear Police/Security clearance check

Scope of Accountability

- Develop and implement operational plans within the portfolio to meet the strategic outcomes of the Club.
- Manage general Club equipment and equipment programs required to support Surf Sports events and Club days.
- Liaise with external organisations for the coordination of activities required to host and run Surf Sports events at the Club.
- Plan, coordinate and manage volunteers and paid staff required to host events at the Club.
- Liaise with all statutory organisations to ensure approvals and insurances are in place to conduct the surfsports events.
- Establish a financial framework for the sustained operation of surf Sports events.
- Plan, coordinate and manage the sustainable activities associated with an effective “Club day” for the Senior and Masters members of the Club
- Regular attendance at relevant meetings with effective contribution to the meeting process and decision making
- Establishment and management of club subcommittees relevant to the portfolio
- Provide representation of the club at relevant surf life saving forums
- Promotion of the club to the community of Western Australia
- Direct liaison with counterparts at other surf life saving clubs
- Preparation of monthly and annual reports on activities within the portfolio
- Attend (either self or an appropriate delegate) and report to committee meetings relevant to the role:
 - Surf Sports Advisory Group

Reports To

- General Manager – Surf Sports
- Surf Sports Advisory Group

Direct Reports

- All club Officers providing services to the portfolio:
 - Sub-committee members
 - Volunteer and paid staff supporting Surf Sports events
- Chairpersons of subcommittees operating within the portfolio:
 - Surf Sports Events Planning Group



Safety, respect, excellence, integrity and unity.

Key Performance Indicators

- Effective management of the Surf Sports Events portfolio providing members with a range of competitive experiences appropriate to age and ability
- Efficient coordination of key activities including, but not limited to, club and external surf Sports events
- Efficient coordination of volunteer and paid personnel for the planning, setup, operation and pack-up of Surf Sports events.
- Effective coordination and running of “Club days” for the Senior group within the Club
- Promotion and participation in Club events and Club days.
- Effective contribution to a safe and healthy environment for all aspects of surf club events
- Attend relevant meetings.
- Attend (either self or an appropriate delegate) relevant Surf Life Saving forums as club representative
- Attend meetings relevant to the portfolio:
 - Surf Sports Events planning
 - Surf Sports Advisory Group
- Timely and accurate monthly and annual reports

Name

Signature

Date