

Scarboro Surf Life Saving Club

Job Description – Membership Officer



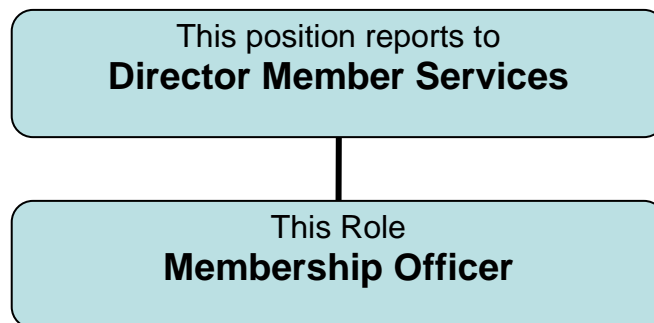
1. Position

Membership Officer – V090620

2. Position Purpose

Responsible to the Director Beach Operations for the induction of all new Club Members to ensure they are introduced to the relevant activities of the Club and placed in appropriate training squads

3. Key Relationships



4. Approved at Board meeting 09/06/2020

5. Mandatory Requirement

Be in possession of a current State Government Assessment Notice in the form of a Working with Children Check Card (which details name, date of birth, notice number and expiry date) issued under the ***Working with Children (Criminal Record Checking) Act 2004***.

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6. Major Responsibilities

- Liaise with the Club Admin officer to ensure correct process is applied in the registration of all new members
- Liaise with other officers on the preparation required in the event of a registration day
- Ensure all new applications and applications for renewal are submitted to the Board in accordance with Clauses 7.5 and 7.6 of the constitution
- Through the Beach Operations Committee liaise with relevant officers to ensure all new members are placed in squads for award training relevant to their membership category and are passed on for allocation into patrols as may be necessary
- Develop and have updated annually, information necessary for issue to new members
- Coordinate the induction process for new members, which should include introduction to the Club's constitution and policies; and Club activities relevant to their membership
- Annually develop and submit for approval, a budget for the provision of resources to assist with the successful recruitment and induction of new members
- Comply with the Club's constitution, policies and directions of the Board

7. Primary Accountability

New and renewing member applications are processed in accordance with clauses 7.5 & 7.6

New member induction sessions are conducted

New members are introduced to the Education or other officers as relevant

Budget for resources developed and submitted for approval in a timely manner

Meetings attended and reports submitted as and when required

Club policies and directions of the Board are complied with

8. Required Competencies

- Ability to organise and delegate tasks
 - Understanding of budget compliance
 - Communicate effectively and possess good interpersonal skills
 - Maintain confidentiality on relevant matters
 - Understanding of SLSA regulations as applied to membership generally
 - Understanding of the Club's constitution and policies
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