



# Executive Committee Roles

(Updated 01 February 2010)

[www.rlss-poole.org.uk](http://www.rlss-poole.org.uk)

# CHAIRPERSON



**Title:** Chairman

**Responsible to:** Executive Team as a member of the Executive

**Function:** As a member of the Executive team, to lead that team and motivate them to achieve and exceed the targets agreed by the team, and to ensure that the requirements of the Constitution and the Charity Commissioners are complied with.

## **Main Responsibilities:**

- To chair where feasible all meetings of the Club, to guide discussion, ensuring it stays on topic and to seek consensus when feasible.
- To identify initiatives and encourage forward planning
- To encourage and motivate individual officers to achieve their roles
- To represent the Club
- As a member of the Executive you are a Trustee of RLSS Poole Lifeguard responsible for the general control and management of the Administration of the unit (Section 97 of the Charities Act 1993).
- To fulfil this role it is important that you support and advise your fellow Officers. It is not sufficient to say: "It was not part of my role." The Executive is a team and will succeed or fail as one.

## **Likely to:**

- be a professional person with good communication skills
- have a knowledge of the working of RLSS UK and all other associated partners to a high level.

# HONORARY SECRETARY



**Title:** Hon Secretary

**Responsible to:** Executive Team as a member of the Executive

**Function:** As a member of the Executive team, to provide full administrative support for all meetings of the Club and to monitor insurance and legal requirements.

## Main Responsibilities:

- Provide the focal point for contact from external organisations, enquiries and correspondence
- To ensure information is circulated promptly and any required response is provided
- To ensure that all meetings of the Club are organised and administered correctly in accordance with the Constitution
- To ensure that the Annual Report and Financial Statement is presented to the members and the Charity Commission as required
- To ensure full and accurate records are maintained
- In co-ordination with the Public Relations Officer maintain the notice boards at Club venues and propagate a diary of events
- Where applicable, to prepare and be responsible for an annual budget for the administration of the Club
- As a member of the Executive you are a Trustee of RLSS Poole Lifeguard responsible for the general control and management of the Administration of the unit (Section 97 of the Charities Act 1993)
- To fulfil this role it is important that you support and advise your fellow Officers. It is not sufficient to say: "It was not part of my role" The Executive is a team and will succeed or fail as one.

## Likely to be:

- highly self-motivated with good inter-personal and administrative skills to urge completion of projects
- have access to Word Processing, presentation, desktop publishing and spreadsheet programmes
- able to attend all club meetings and the majority of training venues to ensure continuity of information



# HONORARY TREASURER

**Title:** Hon Treasurer

**Responsible to:** Executive Team as a member of the Executive

**Function:** As a member of the Executive to maintain a record of all receipts, payments and comply with the internal financial controls as required by the Charity Commissioners

To provide financial reports as required by the Constitution and the Charity commissioners

## Main Responsibilities:

- To collect all receipts and make payments in accordance with the Executive's wishes and in accordance with the requirements of the Charity Commissioners and to keep accurate records which should be readily available for inspection should any member require it.
- To prepare for each Executive Meeting performance data against the agreed budgets and a profit and loss statement.
- To liaise with all Officers of the Club to assist in the generation and monitoring of budgets
- To prepare annual accounts to be considered by the Executive and laid before the Club at its AGM in accordance with the Constitution and the requirements of the Charity Commissioners
- As a member of the Executive you are a Trustee of RLSS Poole Lifeguard responsible for the general control and management of the Administration of the unit (Section 97 of the Charities Act 1993).
- To fulfil this role it is important that you support and advise your fellow Officers. It is not sufficient to say: "It was not part of my role." The Executive is a team and will succeed or fail as one.

## Likely to:

- have either in-depth experience of accounts and financial controls or will be professionally qualified in financial matters
- be able to attend a majority of Thursday night training sessions and make themselves available to assist the Club

# CAPTAIN



**Title:** Captain

**Responsible to:** Executive Team as a member of the Executive

**Function:** As a member of the Executive team, to co-ordinate the provision of all water safety and lifeguard supervision at sites specified by the Executive team, including the supervision of the clubs own training sessions.

## Main Responsibilities:

- To monitor, implement and review the Club NOP/EAP and to ensure that appropriate supervision is provided, where necessary at Sandbanks Beach and other venues
- To be the main co-coordinating link between the Coastguard Agency and all other emergency services and ensure they are kept fully advised of the unit's operational status
- To ensure that the Club Coxswain rota is maintained and distributed in a timely manner.
- In liaison with the Training Officers ensure that there are training programmes in place to address the needs of the safety cover required.
- To liaise with the Public Relations Officer to ensure that the positive actions of the Club's activities are brought to the attention of the general public.
- To liaise with working partners and their staff to ensure positive co-operation and the highest possible levels of efficiency.
- To identify, as it may be necessary, other suitable persons to assist with projects.
- To prepare an annual report for the membership detailing the activities over the previous 12 months and the forward operational plan.
- Where applicable to prepare and be responsible for an annual budget for the provision of safety cover.
- As a member of the Executive you are a Trustee of RLSS Poole Lifeguard responsible for the general control and management of the Administration of the unit (Section 97 of the Charities Act 1993).
- To fulfil this role it is important that you support and advise your fellow Officers. It is not sufficient to say: "It was not part of my role." The Executive is a team and will succeed or fail as one.

## Likely to:

- be an active qualified Lifeguard or have held a Lifeguard qualification within the previous two years.
- be highly self-motivated with good inter-personal and administrative skills.
- have been previously active within the last two years as a Beach Lifeguard and have taken overall responsibility for co-coordinating safety patrols on at least four occasions.

# AWARDS & MEMBERSHIP OFFICER



**Title:** Awards and Membership Officer

**Responsible to:** Executive Team as a member of the Executive

**Function:** As a member of the Executive team to monitor and promote membership of the Club, to maintain a membership database, collect all fees/dues and to operate the award registration system.

## Main Responsibilities:

- To collect all annual subscriptions, joining fees and training levies.
- With assistance from other Officers, recommend to the Executive the future year's subscriptions and other fees.
- Annually to circulate before the end of November membership renewal notices with appropriate application forms.
- To maintain an accurate database of all members and their current awards. This shall also include historical data of lapsed members. (Where a member wishes it, data may be held on a manual system).
- To attend or arrange the attendance of a deputy at all Club Thursday night training sessions. To collect fees and provide an initial point of contact for prospective new members.
- To ensure all prospective members receive a Welcome Pack to include Constitution, About PLG, Membership Application Form and Child Protection Policy and to ensure all documents are signed correctly and the appropriate Child Protection Policy document is retained on file.
- To operate the awards/assessment booking system in liaison with the Training Officers and to update the database with successful awards/qualifications as they are taken.
- To liaise with other Club Officers to promote and enlarge the membership of the Club
- To prepare an annual report for the membership, detailing the current membership by category and a comparison of awards taken from the current year to the previous five.
- As a member of the Executive you are a Trustee of RLSS Poole Lifeguard responsible for the general control and management of the Administration of the unit (Section 97 of the Charities Act 1993).
- To fulfil this role it is important that you support and advise your fellow Officers. It is not sufficient to say: "It was not part of my role." The Executive is a team and will succeed or fail as one.

## Likely to:

- be a reliable and motivated person with good administrative skills
- have, or have access to Word Processing, database and spreadsheet programmes
- have the ability to attend the vast majority of Thursday night training sessions

# EQUIPMENT OFFICER



**Title:** Equipment Officer

**Responsible to:** Executive Team as a member of the Executive

**Function:** As a member of the Executive team, to identify the clubs and individuals equipment needs commensurate with the NOP/EAP.

To monitor and maintain all the Clubs equipment for safe use and to ensure the unit is operational at all reasonable times.

## Main Responsibilities:

- To liaise with the Training Officers, the Hon Secretary and the Club Captain to ensure that all equipment is identified, held securely, insured and listed at all times.
- To ensure that all equipment is kept at the highest reasonable level of maintenance and readiness.
- To cause repairs to be effected as soon as reasonably possible as agreed by the Executive.
- To liaise with training officers regarding developments in equipment associated with lifeguard rescue and advise the Executive Team.
- To ensure as may be reasonably possible that all the Clubs equipment is safe and reliable.
- To prepare an annual report for the membership detailing the Clubs equipment, its replacement value and its predicted replacement date; the report to should detail ongoing maintenance costs.
- Where applicable to prepare and be responsible for an annual budget for equipment procurement and repair.
- As a member of the Executive you are a Trustee of RLSS Poole Lifeguard responsible for the general control and management of the Administration of the unit (Section 97 of the Charities Act 1993).
- To fulfil this role it is important that you support and advise your fellow Officers. It is not sufficient to say: "It was not part of my role." The Executive is a team and will succeed or fail as one.

## Likely to be:

- a person with a background of working with marine equipment or has qualifications as a mechanical engineer
- highly self-motivated to maintain the equipment to the highest level of readiness with good administration skills
- able to motivate others to respect the equipment and assist in the maintenance

# TRAINING OFFICER (POOL)



**Title:** Training Officer (Pool)

**Responsible to:** Executive Team as a member of the Executive

**Function:** As a member of the Executive team, to co-ordinate the training of the Rookie Lifesaving and Lifeguard groups on Thursday nights at the Dolphin Swimming Pool or other locations in preparation for the National Beach Lifeguard Qualification or National Pool Lifeguard Qualification.

## Main Responsibilities:

- Control and co-ordinate training on the Unit's training night at the Dolphin Pool.
- To identify and arrange the necessary training of the Unit's Trainers.
- To maintain a safe, supportive and disciplined training environment and ensure that all equipment is secured following each training session.
- To ensure that members have the opportunity to progress through the RLSS UK and SLSA UK lifesaving and lifeguard programmes.
- To co-ordinate with the Training Officer (Open Water) and the Captain for an integrated training programme.
- To motivate club trainers and encourage members to undertake the training of others.
- To identify, as it may be necessary, a Resuscitation officer to manage all aspects of resuscitation training.
- To prepare an annual report for the membership detailing the progress achieved and the forward training plan.
- Where applicable to prepare and be responsible for an annual budget for poolside training
- To liaise with the Club Captain regarding developments in equipment associated with lifeguard rescue and advise the Executive Team.
- As a member of the Executive you are a Trustee of RLSS Poole Lifeguard responsible for the general control and management of the Administration of the unit (Section 97 of the Charities Act 1993).
- To fulfil this role it is important that you support and advise your fellow Officers. It is not sufficient to say: "It was not part of my role." The Executive is a team and will succeed or fail as one.

## Likely to:

- be an active RLSS UK/SLSA UK Lifesaving Teacher or current Trainer/Assessor
- be highly motivated with good inter-personal and administration skills
- have access to WP, presentation and spreadsheet programmes
- be extremely reliable, able to attend each training night or delegate as necessary



# TRAINING OFFICER (OPEN WATER)



**Title:** Training Officer (Open Water)

**Responsible to:** Executive Team as a member of the Executive

**Function:** As a member of the Executive team, to co-ordinate the training of the Rookie Lifesaving and Lifeguard groups for open water activities and the skills necessary for the use of lifeguard equipment and preparation for the National Beach Lifeguard Qualification or SLSA equivalent.

## Main Responsibilities:

- Control and co-ordinate training at the Clubs open water training sessions
- To identify and arrange the necessary training of the Clubs Trainers
- To maintain a safe, supportive and disciplined training environment and ensure that all equipment is secured following each training session
- To ensure that members have the opportunity to progress through the RLSS UK/SLSA UK Lifeguard programmes
- To co-ordinate with the Training Officer (Pool) and the Clubs Captain for an integrated training programme
- To motivate club trainers and encourage members to undertake the training of others
- To prepare an annual report for the membership detailing the progress achieved and the forward training plan
- To liaise with the Club Captain regarding developments in equipment associated with lifeguard rescue and advise the Executive Team.
- Where applicable to prepare and be responsible for an annual budget for open water training
- As a member of the Executive you are a Trustee of RLSS Poole Lifeguard responsible for the general control and management of the Administration of the unit (Section 97 of the Charities Act 1993).
- To fit this role it is important that you support and advise your fellow Officers. It is not sufficient to say: "It was not part of my role." The Executive is a team and will succeed or fail as one.

## Likely to:

- be an active Beach or Boat Trainer/Assessor
- be highly motivated with good inter-personal and administration skills
- have access to WP, presentation and spreadsheet programmes
- be extremely reliable, able to generate and complete training programmes and delegate as necessary

# COMPETITION OFFICER



**Title:** Competition Officer

**Responsible to:** Executive Team as a member of the Executive

**Function:** As a member of the Executive to co-ordinate the training and select the teams for approved competitions and to develop competition spirit within the Club membership.

## Main Responsibilities:

- To liaise with and assist the Training Officers to provide structured training, on Club training nights, for those members interested in entering competitions.
- To ensure all members are made aware of the competitions and events that are available to all ages.
- To recommend to the Executive what teams should be entered into what competitions and where applicable prepare and be responsible for an annual budget.
- By liaison with other Officers ensure that competition entries on behalf of PLG do not degrade the provision of safety cover.
- Encourage the development of competition skills including the role of judges, safety crew and general officials.
- To prepare an annual report for the membership detailing the achievements and future planning.
- As a member of the Executive you are a Trustee of RLSS Poole Lifeguard responsible for the general control and management of the Administration of the unit (Section 97 of the Charities Act 1993).
- To fulfil this role it is important that you support and advise your fellow Officers. It is not sufficient to say: "It was not part of my role." The Executive is a team and will succeed or fail as one.

## Likely to be:

- a highly active member of the Club with personal competition experience and likely to be a Trainer/Assessor
- highly motivated with good inter-personal and administration skills.

# FUNDRAISING OFFICER



**Tide:** Fundraising Officer

**Responsible to:** Executive Team as a member of the Executive

**Function:** As a member of the Executive to co-ordinate all fundraising, social events and applications for sponsorship and grant aid assistance.

## Main Responsibilities:

- To liaise with other Officers of the Club the agreement of budgets and agree a fundraising target for the year or longer term project
- To co-ordinate all social and fundraising opportunities and liaise closely with the Public Relations officer to promote the Clubs activities
- To monitor the needs of the Club and identify with assistance from other Officers appropriate fundraising opportunities, applications to grant and sponsorship bodies
- Where applicable to develop and manage Club merchandising
- To monitor and comply with all legal requirements associated with any fundraising activities
- Where applicable to prepare an annual budget for the membership detailing the progress achieved and the planning of future projects
- Where applicable to prepare and be responsible for an annual budget for fundraising and social activities
- As a member of the Executive you are a Trustee of RLSS Poole Lifeguard responsible for the general control and management of the Administration of the unit (Section 97 of the Charities Act 1993).
- To fulfil this role it is important that you support and advise your fellow Officers. It is not sufficient to say: "It was not part of my role." The Executive is a team and will succeed or fail as one.

## Likely to:

- be a highly self-motivated person with good inter-personal and administrative skills
- have access to WP, presentation and spreadsheet programmes
- ability to attend the majority of club training nights on a Thursday



# PUBLIC RELATIONS OFFICER



**Title:** Public Relations Officer

**Responsible to:** Executive Team as a member of the Executive

**Function:** As a member of the Executive team to gain the maximum public awareness of the Club and its charitable aims. To ensure that the Club's members receive an information newsletter at regular intervals.

## Main Responsibilities:

- To liaise with all Officers of the Club to identify opportunities for press and other media coverage, to promote the Clubs entire range of activities.
- To develop and maintain the club internet site and presentation/display stand with suitable materials.
- In co-ordination with the Hon Secretary maintain the notice boards at Club venues and propagate a diary of events.
- To liaise and develop a network of contacts within the media.
- To generate and edit a Club newsletter on a quarterly basis, on technical and social matters to the attention of Club members.
- To prepare an annual report for the membership detailing the press releases used and the promotion events attended
- Where applicable to prepare and be responsible for an annual budget for public relations activities
- As a member of the Executive you are a Trustee of RLSS Poole Lifeguard responsible for the general control and management of the Administration of the unit (Section 97 of the Charities Act 1993).
- To fulfil this role it is important that you support and advise your fellow Officers. It is not sufficient to say: "It was not part of my role." The Executive is a team and will succeed or fail as one.

## Likely to be:

- a highly self-motivated person with good keyboard skills or have access to desktop publishing and related software
- a gregarious person motivated to achieve the best from people of all ages