

## POSITION DESCRIPTION – LIFESAVING OFFICER

<b>Reports to:</b>	Board & Club Membership
<b>Key Relationships:</b>	Board Lifesaving Committee Club Members SLSNZ Regional Team
<b>Desirable Attributes:</b>	Excellent communication and technology skills, well organised Strategy and oversight mindset Honesty, Integrity and Transparency

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### ROLE PURPOSE

The Lifesaving Officer is responsible for providing direction, oversight and leadership of Lifesaving (including chairing the Lifesaving Committee) in addition to general governance, and strategy for the club.

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### KEY RESPONSIBILITIES

#### Strategic Oversight

- Oversight of Lifesaving operations to ensure they achieve their purpose, as defined by the Board and the club's strategy.
- Support the creation and monitoring of the Annual Calendar and Annual Budget
- Input into strategic and planning for the Club

#### Board Responsibilities

- Attend Board meetings – supporting equality, questioning, healthy discussion, quality decision making
- Present a monthly Board Report (including current Lifesaving plans/activity, spend against budget, any Health & Safety concerns, issues or concerns raised by the Lifesaving Committee etc)
- Chair the Club's Lifesaving Committee (Operational)
- Provide expert advice and support, if needed, to key Lifesaving operational roles
- Support & participate in Board Performance Review Process
- Support the Board in recruitment and appointment of operational roles

#### People Leadership & Culture

- Be a role model; engage, inspire, and support Club members and volunteers
- Promote organisational and governance best practice
- Promote good communication across the Club and between governance and operations
- Support a culture of high standards, strong compliance and health & safety across all club functions

#### Stakeholder Engagement & Representation

- Support the Chair in maintaining effective stakeholder relations
- Represent the Club as a member of the Board if required.

#### Operational Enablement & Club Effectiveness

- Promote the use of systems, processes and technology to reduce admin burden on volunteers
- Delegate tasks appropriately while maintaining responsibility and accountability for outcomes.