



## ***Surf Life Saving Central Coast***

### **Position Description: Manager of Member Accreditation**

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#### **Responsible to:**

Board of Membership Services (BOMS)





#### **Reports to:**

Director of Membership Services










#### **Functional Relationships:**

-  Club Youth Development Officers
-  Club Management Committees
-  Support Officer
-  BOYDM

#### **Responsibilities:**

-  Ensure the organisation of accredited programs from Surf Life Saving and other sources to support member's development.
-  Child Protection as stipulated by the current NSW legislation
-  Ensuring all clubs have a Child Protection Officer and liaising with them.
-  The education and information to Clubs of SLSA Member Protection policies.




#### **Desirable Attributes:**

-  Sound organisational skills
-  Sound time management skills
-  Sound computer skills - Microsoft office, excel and outlook.
-  Public speaking ability
-  Sound leadership skills
-  Excellent written & oral communication ability
-  Able to manage people effectively
-  Willing to learn new skills if necessary
-  Ability to work in a team environment.





#### **Statement of Duties:**

##### ***Child Protection***











-  Ensure all clubs have a Child Protection Officer.

-  Ensure that proper procedures are taken by clubs in regards to their Child Protection Officer.
-  Ensure that all clubs are up to date with Child Protection Polices
-  Ensure that information regarding Child Protection is disseminated to the clubs.

### ***Member Protection***

-  Ensure all clubs have a qualified Member Protection Officer.
-  Ensure that proper procedures are taken by clubs in regards to their Member Protection Officer.
-  Ensure that all clubs are up to date with Member Protection Polices
-  Ensure that information regarding Member Protection is disseminated to the clubs.

### ***Administration***

-  Ensure that accredited programs from Surf Life Saving and other sources, to support member's development, are offered to clubs.
-  Be a Manager for the BOMS
-  Liaise with the Support Officer.
-  As required, assist in youth development activities.
-  Ensure the presentation of relevant seminars associated with portfolio
-  Be prepared to undertake additional programs and give advice or same when so requested by the Director of Membership Services.
-  Advise the Board upon reports and recommendations received from officers, appropriate staff, members and other forums, established from time to time to consider and recommend upon development matters.
-  Attend BOMS meetings and provide monthly reports
-  Be prepared to attend meetings, conferences and forums which are convened and will affect upon membership accreditation.
-  Contribute to an annual review of the Board of Membership Services Programs

<b>Time Commitment</b>
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The position of SLSCC Manager of Member Accreditation is a voluntary position which requires a commitment of time and energy required to complete the duties of the position.