

## **DUTIES OF CLUB OFFICERS**

### **Junior Activities Committee (JAC)**

#### **CHAIRPERSON**

1. Shall be directly concerned with all matters, which affect the Junior Activities members.
2. Shall be the nominal head of the Committee of Junior Activities.
3. Shall preside over and chair all meetings and functions of the Junior Activities Committee.
4. Shall have a casting vote (if needed), as well as a deliberate vote.
5. Shall be responsible to the Club Management Committee.
6. Shall be Responsible for seeing that all Junior Activities Committee members carry out their duties in accordance with the rules and in the spirit of good sportsmanship and fair play.
7. Will in conjunction with the secretary set an agenda for all meeting and functions.
8. Will in conjunction with all Junior Activities committee members prepare an Annual Report for presentation at the Annual General Meeting.

#### **DEPUTY CHAIRPERSON**

1. Shall assist the Chairperson in the duties and in their absence shall assume the responsibilities and duties of the Chairperson.
2. Shall initiate, organise and otherwise control such special projects as are referred by the Executive of JAC.

#### **SECRETARY**

1. Shall record all business transacted at JAC meetings (taking of meeting minutes).
2. Shall distribute such minutes to all JAC members prior to any pre-scheduled meeting.
3. Make and distribute copies of documents/correspondence relevant to the other members of the JAC.
4. Conduct the correspondence of the JAC.
5. Be responsible for records and documents belonging to the JAC.
6. Will, in conjunction with the Chairperson, set an Agenda for all meetings and functions.
7. Will, in conjunction with the Chairperson prepare an Annual Report for presentation at the Annual General Meeting.
8. Be responsible for the provision of a JAC report of their activities for inclusion in the Senior Club's Annual Report.
9. Shall keep a record (or cause to be kept) of all property of the Junior Activities body.

## **ASSISTANT SECRETARY**

1. Shall assist the secretary in their duties and in the absence of the Secretary shall have the like powers and authority.

## **TREASURER**

1. Shall, before each meeting and at other times requested, prepare statements showing details of receipts and expenditure and particulars relating to accounts payable for the period since the previous statement.
2. Shall arrange to produce such statements to the AGM and meetings of the 'Senior Club' if needed, together with a chequebook and statement reconciling the balance shown therein with the balance as shown in the cash book.
3. Arrange for the payment of all JAC accounts, but should not pay any account unless such accounts has been passed for payment by a meeting of the JAC.
4. Keep, or cause to be kept, proper books of record and also prepare books of account showing all receipts and expenditure, assets and liabilities in connection with the JAC.
5. Carry out the duties of purchasing and insurance activities of the JAC.
6. Once in every year obtain an audited statement of income and expenditure, together with the Balance Sheet, showing the position of the JAV as at the date of the closed for the financial year.
7. All payments to be made by cheque signed by at least two (2) of the following officers: -
  - Chairperson
  - Secretary
  - Treasurer

## **REGISTRAR**

1. Shall keep a register of all members in whom the control of the JAC is vested and all their addresses.
2. Shall record all awards, examinations and competition results.
3. Shall distribute all awards received by the JAC representative to the Junior Activities members.
4. Shall represent the Club at the draw of carnival entries and check same.
5. Shall act as the Clubs representative (team manager) for any protests or hearings during the running of any carnival.
6. Shall record any suspensions or expulsions.

## **PUBLICITY OFFICER**

1. Shall advance the work of the junior activities members by bringing the activities before the notice of the public per medium of press, radio and television.
2. Advise on matters relative to other forms of publicity beneficial or otherwise to the Junior Activities members.
3. In controversial or detrimental publicity, the actions shall be at the direction of the JAC in consultation with the chairperson and the executive.
4. Maintain a file containing copies of all publicity draft submitted for publication.

## **GEAR STEWARD**

1. Keep a record of all equipment required for the successful running of the Junior Activities events, both in training and competition.
2. Keep all such gear in good working and safe condition.
3. Ensure all such gear is securely stored away in a clean and tidy manner on the clubs premises.

## **JAC SUPERVISOR**

1. Shall through the club coaches manage the activities of the junior members, including supervision of National Award training and examination.
2. Submit to the JAC reports and recommendations regarding competition, education, recreational and leadership matter.
3. Shall be responsible for all training and competitions held within the club.
4. Shall be responsible for the accreditation of all coaches and officials.
5. Shall appoint as required, club competition referees and officials to conduct all junior competitions.
6. Shall co-ordinate carnival timetables and events.
7. Shall liase with Patrol Captain and Water Safety Officer on the standard safety requirements and obligations to ensure successful training and competitions are achieved.
8. Shall seek committees and panels as required to assist with duties and to revise existing competition events and proposals for any changes or the introduction of new events.

## **AGE MANAGERS JOB LIST**

1. Promote fun, participation and sportsmanship across the age group.
2. Manage and co-ordinate all of the age groups activities: -
  - Arranging for the age group to be at the various activities per the Sunday program and as called at carnivals.
  - Arranging for the even distribution of children in team events over the season.
  - Arranging for an alternate age manager if you are not able to attend.
  - Maintaining records of attendance, competitive results and proficiency status.
  - Co-operating with other age managers, beach and water coaches and the JAC Committee.
  - Maintain discipline.
3. Target a 100% completion of the Surf Awareness Program across the Age Group.
4. Prepare a written report on competitive or personal achievements and progress for publication by the publicity officer as required.
5. Assist in identifying potential talent and assist in developing surf skills and confidence in new and less competent children.
6. Have a good understanding of the relative competitive rankings of the age group for Country and Branch Carnival teams' selection.
7. Have an above average understanding of competition rules and be able to competently discuss or protest a decision.
8. Attend Age Manager seminars and JAC Committee meetings.
9. Provide the JAC with Nominees for
  - Branch Development Camp,
  - Club Junior Lifesaver of the Year,
  - Age Group male and female encouragement award,
  - Age Group male and female most improved.