



Mornington Life Saving Club - Vice President Role Description

The following role description provides key elements of the Vice President position.

Position	Location	Time Commitment	Position Description Completed
Vice President	Mornington Life Saving Club		20 June 2025

PURPOSE STATEMENT
<p>The Vice President supports the President in leading the Club and plays a key role in governance, strategic planning, and member engagement. This role ensures continuity of leadership and may act on behalf of the President when required.</p>

ROLE & RESPONSIBILITIES
<ul style="list-style-type: none"> Assist the President in overseeing the club’s strategic direction and operations. Act as a key liaison between the committee, members, and external stakeholders. Chair meetings in the absence of the President. Contribute to the development and implementation of the club’s strategic and operational plans. Support initiatives that promote growth, sustainability, and community engagement. Foster a positive and inclusive club culture. Support member recruitment, retention, and recognition programs. Address member concerns and promote volunteer wellbeing. Ensure club activities align with LSV and SLSA policies and legal requirements. Support the implementation of risk management and safety protocols. Collaborate with other committee members to ensure smooth delivery of patrols, training, and events. Provide oversight and support to subcommittees and operational teams.

ROLE ENTRY REQUIREMENTS
<ul style="list-style-type: none"> Be a current, financial member of Mornington Life Saving Club Complete Child Safe Awareness training Complete Club Governance training Working with Children Check



ROLE TASKS

- Exposure to potentially traumatic incidents, material, and potentially traumatised people
- Managing expectations and resolving conflicts
- Succession planning
- Engaging with and educating volunteers on processes

SELECTION CRITERIA

DESIRED SKILLS	DESIRED KNOWLEDGE
<ul style="list-style-type: none"> • Ability to manage own workload and conflicting priorities while consistently adhering to MLSC and LSV protocols • Ability to respond promptly and appropriately to members requiring support, using conversational skills to create a supportive environment and develop rapport • Ability to seek assistance and support when required • Ability to work in a high-pressure environment • Ability to work within a team and delegate tasks appropriately to meet timeline • Clear communication skills • Basic computer skills 	<ul style="list-style-type: none"> • Knowledge of SLISA & LSV constitutions, regulations, policies, guidelines and procedures • Self-awareness in relation to their level of competence and any limitations. • Understanding of reporting and recording requirements of sensitive information in adherence with privacy legislation. • Understanding of responsibilities around confidentiality including its limitations.

PERSONAL CHARACTERISTICS

<ul style="list-style-type: none"> • Ability to adapt style • Community minded • Flexibility • Genuine interest in helping others • Good moral judgement • Good prioritisation skills 	<ul style="list-style-type: none"> • Integrity • Organised • Professional yet affable • Resilient • Self-directed (self-control and management)
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KEY STAKEHOLDER RELATIONSHIPS

<ul style="list-style-type: none"> • MLSC Member Protection Officer • LSV Club Support team • LSV Membership and Leadership Development • Members of the Club Management Team • Previous and other current holders of the role 	<ul style="list-style-type: none"> • Government Officials • Local Council • General members
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Timeline of Priorities

Below is a timeline of priorities for the role including some of the key tasks we see as crucial for the smooth running of your club year. Patrol Season is from November to April.

July	August	September
<ol style="list-style-type: none"> 1. Review strategic plan 2. Plan any recruitment/retention activities 3. Lead monthly management team/board meeting 	<ol style="list-style-type: none"> 1. Monthly management team/board meeting 	<ol style="list-style-type: none"> 1. LSV Club Conference for pre-season information 2. Monthly management team/board meeting
October	November	December
<ol style="list-style-type: none"> 1. Monthly management team/board meeting 	<ol style="list-style-type: none"> 1. Monthly management team/board meeting 	<ol style="list-style-type: none"> 1. Monthly management team/board meeting
January	February	March
<ol style="list-style-type: none"> 1. Monthly management team/board meeting 	<ol style="list-style-type: none"> 1. Monthly management team/board meeting 	<ol style="list-style-type: none"> 1. End of Season 2. Monthly management team/board meeting
April	May	June
<ol style="list-style-type: none"> 1. Monthly management team/board meeting 	<ol style="list-style-type: none"> 1. Monthly management team/board meeting 	<ol style="list-style-type: none"> 1. Monthly management team/board meeting

What You Need To Do And When

Below is a high level summary of what tasks you need to perform.

During Patrol Season (September – April)	Off Patrol Season (May – August)
Attend meeting	Attend pre-season meetings
Engage Stakeholders	Complete a Club health check
Engage Stakeholders	Engage Sponsors
Monitor member recognition and awards	Plan for next season
	Succession plan
	Strategic Plan