



## Mornington Life Saving Club – Secretary Volunteer Role Description

The following role description provides key elements of the Club Secretary position.

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

### PURPOSE STATEMENT

The Club Secretary is responsible for administrative support to the Mornington Life Saving Club Board.

### ROLE & RESPONSIBILITIES

- In conjunction with the Club Administrator, call for and receive nominations for Board and other positions for the club Annual General Meeting (AGM)
- In conjunction with the Club Administrator, collate and arrange printing of the annual report
- In conjunction with the Club Administrator, collect and collate reports from Club Management Teams
- In conjunction with the Club Administrator, coordinate annual presentations and awards
- Support delivery of relevant sections of the club management strategic plan
- Ensure circulation of minutes to Board members within 7 working days to the next meeting
- Maintain files, including (but not limited to) legal documents, constitutions, leases and title
- Make arrangements for club meetings including agenda, venue, date, etc, in consultation with the President and advise members accordingly
- Provide a copy of all major correspondence in and out to the monthly meetings
- Receive, record, read, reply and file correspondence promptly
- Support the Club Management Team with Annual Club Compliance
- Take minutes of meetings and maintain a copy for records



## ROLE ENTRY REQUIREMENTS

- Be a current, financial member of Mornington Life Saving Club
- Working with Children Check
- Complete Club Governance training
- Complete Child Safe Awareness training

## ROLE TASKS

- Engage with and educate fellow members who may not understand LSV processes.
- Manage professional relationships with members
- Adhere to relevant compliance requirements
- Plan and prioritise to pro-actively manage competing deadlines
- Succession planning and implementation

## SELECTION CRITERIA

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

## PREFERRED QUALIFICATIONS OR EXPERIENCE

- Previous administration experience

## PERSONAL CHARACTERISTICS

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



- LSV Members
- MLSC President
- MSLC Executive Directors
- MLSC Club Management Team

- LSV staff
- Previous and other current holders of the role
- MLSC Members

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## Timeline of Priorities

Below is a template for a timeline of priorities for you to fill out relevant to your role including some of the key tasks we see as crucial for the smooth running of your club year. You can add or subtract from this list as necessary. Patrol Season is from November to April.

July	August	September
<ol style="list-style-type: none"> <li>1. Applications for National Awards to be finalised and sent to SLSA for submission</li> <li>2. Surfguard training – online webinars available July to September</li> <li>3. Preparing Annual Reports and Financials due into LSV</li> <li>4. Season calendar planning</li> <li>5. Agendas and minutes for monthly board meeting</li> </ol>	<ol style="list-style-type: none"> <li>1. LSV Awards of Excellence</li> <li>2. Preparing Annual Reports and Financials due into LSV</li> <li>3. Agendas and minutes for monthly board meeting</li> </ol>	<ol style="list-style-type: none"> <li>1. Pre-Season Forum</li> <li>2. Complete all pre-season requirements – Club affiliation, update officers in Surfguard, update council delegates, update emergency response contacts, Annual Reports to LSV, Financial Statements to ACNC, Surfguard pricelist</li> <li>3. Induction of any new club executives</li> <li>4. Agendas and minutes for monthly board meeting</li> </ol>
October	November	December
<ol style="list-style-type: none"> <li>1. Affiliation &amp; Administration Grant requirements completed</li> <li>2. Agendas and minutes for monthly board meeting</li> </ol>	<ol style="list-style-type: none"> <li>1. Agendas and minutes for monthly board meeting</li> </ol>	<ol style="list-style-type: none"> <li>1. All patrol members must be proficient by 31st December to continue to patrol and/or compete</li> <li>2. Junior Competition Skills evaluations due by 31<sup>st</sup> December</li> <li>3. Agendas and minutes for monthly board meeting</li> </ol>
January	February	March
<ol style="list-style-type: none"> <li>1. Agendas and minutes for monthly board meeting</li> </ol>	<ol style="list-style-type: none"> <li>1. Agendas and minutes for monthly board meeting</li> </ol>	<ol style="list-style-type: none"> <li>1. Agendas and minutes for monthly board meeting</li> </ol>
April	May	June
<ol style="list-style-type: none"> <li>1. Agendas and minutes for monthly board meeting</li> </ol>	<ol style="list-style-type: none"> <li>1. Archive all non-financial members in Surfguard</li> <li>2. Preparing nominations and submissions for annual awards</li> <li>3. Agendas and minutes for monthly board meeting</li> </ol>	<ol style="list-style-type: none"> <li>1. Complete end of season Surfguard requirements to ensure all data in Surfguard is accurate and up to date</li> <li>2. Finalise all outstanding assessment requests in Surfguard by 30<sup>th</sup> June</li> <li>3. Prepare for Annual General Meeting (AGM) for July/August</li> <li>4. Agendas and minutes for monthly board meeting</li> </ol>



## 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)
Administer club compliance requirements	Administer club compliance requirements
Administer club communications	Administer club communications
Administer requirements for club management meetings	Administer requirements for club management meetings
Support club members	Assist with club calendar and induction planning
	Prepare annual reports
	Prepare SLS award nominations and submissions
	Succession planning

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