



Club Management

A well-managed clubs is often the most successful club. For clubs to develop and be successful, they need to function efficiently.

The individuals who make up a club committee come from varied backgrounds and with a diverse range of life and work experiences. Club committees need to ensure formalised club procedures, processes and systems are in place and communicated to the membership effectively and efficiently. By doing this the volunteers will have a clear understanding of their responsibilities, clubs procedures, what they should be doing and how to do it.

Committee core positions:

- Club Chairperson
- Club President
- Club Delegate
- Club Lifesaving Officer
- Secretary
- Treasurer
- Club Training Officer
- Junior Surf Coordinator
- Rookie Coordinator
- Equipment Officer

Additional Positions:

- Club Welfare Officer
- Club Health and Safety Officer
- First Aid Officer
- Radio Officer
- Surf Sport Coordinator
- Fundraising Officer
- Powercraft Officer

At each club committee meeting an agenda (**See Resources**) should be presented to the committee and minutes (**See Resources**) of what was discussed need to be documented

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Governance

The role of governance is usually one of strategic issues, guidance and direction rather than the details of the day to day operations.

Club committees are responsible for the governance of their club. Committees play an important role in the organisation, management and structure of the club, without a well-functioning committee, clubs are more likely to be less effective and efficient. Committees have a crucial role in managing decision making and taking responsibility for these decisions and the impact that they have on the organisation.

Governance is made up of the four key areas; management, risk management, ethics, and compliance.

Principles of best practices:

Governance concerns three key issues:

1. The development of the clubs direction and strategic goals
2. The monitoring of the performance of the club to ensure it achieves these strategic goals
3. Ensuring that the best interest of the club and its members are in the best interest of the committee

Effective club governance requires leadership, integrity and good judgement

Core components of Governance:

1. Transparency –The full, accurate, and timely disclosure of information
2. Responsibility – An obligation to take ownership and accountability for decisions made while being aware of the consequences of these decisions
3. Awareness – acknowledging that the club is run for the members and stakeholders
4. Integrity – acting with sincerity and maintaining a culture of moral and ethical behaviour
5. Clear policies – ensure that there are clear and concise policies in place for the management of the club members and stakeholders

Governance and committee structures have a significant impact on the performance of a club. Poor governance is caused by a number of reasons including inexperience, conflicts of interest, inability to manage risk, inadequate financial controls, and overall poor systems and reporting. Poor governance practices not only impact on the club, but also limit the confidence in the wider lifesaving movement as a whole.

Key Committee Responsibilities:

The committee has a responsibility to manage the club on behalf of the members. The committee should:

- Conduct long-term planning including long term and strategic planning

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- Develop policy and procedures that align with SLSNR and SLSNZ policies and procedures
- Manage external relations with stakeholders
- Ensure that all financial and legal matters are properly managed
- Listen to and carry out the recommendations of members when feasible
- Regularly communicate with, and provide information to members about the running of the organisation and operational updates (newsletter, annual reports)
- Evaluate the performance of the club as a whole including all areas from lifeguarding and junior surf to sport and governance
- Provide job descriptions of key committee roles to facilitate position transition
- Ensure that all members of the committee act as role models to other members

Whatever the size of your club, there is an expectation from the membership that the club committee will:

- Communicate with the members in an effective and timely manner
- Demonstrate robust leadership
- Be organised and efficient
- Maintain control over club policies
- Be motivated and positive

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