



TRUST WAIKATO
WHIRITOA LIFEGUARD SERVICE
Kaitiaki o Whiritoa te Moana

Position Description: Club Captain

Club Purpose	To prevent drowning and injury at Whiritoa Beach	
Club Values	<ul style="list-style-type: none"> ▪ Treat others as you would like to be treated ▪ Everyone’s contribution and ideas are valuable ▪ Communicate openly, honestly and with respect ▪ Positive feedback motivates others ▪ Respect the facilities and equipment provided ▪ Respect and grow the club’s positive image in the community 	
Description	Responsible for ensuring members have a ‘go to’ person and provides the link between the Committee and the club members.	
Reports to	<ul style="list-style-type: none"> ▪ Committee 	
Relationships	<ul style="list-style-type: none"> ▪ Committee ▪ Club sub-committees 	<ul style="list-style-type: none"> ▪ Club members ▪ SLSNZ Club Development Officer
Desirable attributes	<ul style="list-style-type: none"> ▪ Active in the club ▪ Lifesaving passion and experience ▪ Negotiation / problem solving skills 	<ul style="list-style-type: none"> ▪ Excellent communication skills ▪ Able to manage people
Key duties as a committee member	<ol style="list-style-type: none"> 1. Actively promote Health and safety 2. Contribute to the development and implementation of the Club Strategic Plan 3. Contribute to the development and implementation of the Club calendar and budget 4. Be a role model for Club members 5. Ensure the Club Committee receives timely and accurate information 6. Respond to Club Committee correspondence in a timely manner 7. Attend Committee meetings either in person or remotely 8. Report any risks or incidents to the Chairperson 9. Provide any important media information to the Chairperson 10. Liaise with the members to ensure their interests are upheld 	
Key duties of this position	<ol style="list-style-type: none"> 1. Be active in as many Club activities as possible 2. Meet regularly and interact with members to ensure the ‘mood’ of the Club is known 3. Be available to negotiate and mediate any Club issues where required 4. Report membership concerns to the President 5. Assist all Club Officers to achieve Club tasks where required 6. Lead the Annual Club Prize giving 7. Accept lifesaving and sports trophies/awards on behalf of the Club 8. Delegate but remain accountable for any of the above duties 9. Undertake any other activities as required by the Committee 	