

APPENDIX 4.5

JOB DESCRIPTION – MEMBER PROTECTION INFORMATION OFFICER

Responsible to: Club President

Responsibilities and Duties

- Ensure the safety and welfare for Club members
- Assist in grievance and complaints resolution
- Act as an impartial body, offering a sounding board to bounce ideas off
- Identify options for resolution of conflicts and grievances
- Refer complaints and grievances to other bodies in conjunction with the complaints and grievance flow chart
- Awareness of Child Protection, Anti-Harassment and Discrimination, Codes of Conduct, Member Protection and other relevant policies
- Liaise with members of the Club, President and other bodies
- Ensure completion of Member protection Declaration forms by all members
- Ensure that members who require a WWCC have them and they are cleared as per the guidelines from the Office of the Children’s Guardian.

Knowledge and Skills Required

- Possess good interpersonal and communication skills
- Possess a good understanding of Club, State and National Surf Life Saving policies and Procedures
- Good organisational skills
- Undertake training for the role as provided by the state Government through the “Play by the Rules” web page.