



Position Descriptions

President

Objectives

To ensure Dive La Trobe promotes the participation and achievement of its goals and objectives; that members are given every opportunity to participate in dive and dive-related activities while maintaining the highest level of safety, enjoyment and member development.

To ensure Dive La Trobe is run efficiently – administratively, financially and socially – to support all club and member activities.

The President is the principle leader of Dive La Trobe and has overall responsibility for the clubs administration.

The President sets the overall annual Committee agenda (consistent with the views of members), helps the Committee prioritise its goals and keeps the Committee on track by working within that framework. At the operational level, the major function of the President is to facilitate effective Committee meetings and Committee member operation.

Responsibilities

- Understand the clubs constitution, regulations, rules and policies, and suggest changes where relevant.
- Understand the association Dive La Trobe has with the University, and the regulations and policies that the club must be aware of and adhere to.
- Understand the requirements of Consumer Affairs Victoria and any other state and national regulations and acts that affect the ongoing operation of the club.
- Ensure all Committee members fulfil their responsibilities to the club.
- Attend associated and related dive industry meetings as required, to promote the views of the club to those bodies.
- Preside at all meetings of the club and have a casting vote.
- Ensure that the Secretary completes the proper entry of minutes and handles the clubs affairs as instructed by meetings.
- Report activities of the portfolio to the membership at the Annual General Meeting and as required.
- Remain responsible for the overall conduct of Dive La Trobe.
- Liaise with the La Trobe Sports staff, in particular the Clubs and Recreation Manager.
- Plan for the years activities and trips in addition to long-term capital development plans.

- Plan for the years “Welcome Events”, in place of the AUG and SUG.
- Together with the Treasurer, prepare budgets and be accountable for all club expenditure.
- Train and mentor the new incoming President prior to changeover.
- Ensure the club develops and adheres to risk management plans.
- Ensure the club supports its own, or La Trobe Sports, sponsors in the appropriate manner specified.
- Be familiar with the standards, procedures, rules, etc. of the club, its associates, agencies, La Trobe Sports, or any other body that has authority to give advice to the President and Committee as required.
- Draw up contacts/agreements for members and instructors and ensure the contracts/agreements are signed and lodged with the Secretary and La Trobe Sports.
- Ensure that all contracts/agreements fall within the allocated budget and that variations are brought to the Committee prior to the club being committed to the variation.
- Manage any public comments concerning any crisis situation or incident that may reflect on the public well-being of the club.
- Promote the activities of the club to the wider public and media.
- Provide members with information about insurance facilities available to them via the club.
- Ensure the club meets any association/agency requirements regarding the members insurance policy.
- Ensure all licenses required by the club are current.
- Be responsible for the appointment of the bar coordinator for various functions.
- Coordinate all club bookings with the La Trobe Sports staff.
- Attend La Trobe Sports meetings and complete annual reports to La Trobe Sports and other bodies as required.
- Receive all correspondence directed to the club.
- Direct correspondence to the club Committee, members and associates as appropriate.
- Maintain up-to-date knowledge of the dive industry, its regulations and standards, both local and domestic.
- Maintain a working knowledge of the operation and servicing of the club boat/s, compressor/s and all other equipment.
- Work closely with club instructors and course coordinators to ensure all training is up-to-date and to the highest standard of safety and quality.
- Conduct continuous research into best practice procedures for all club activities and undertakings.
- Continuously review all club procedures and protocol and modify as required to ensure efficient operation of all club actions.
- Assume additional club portfolios as required, including Risk Management Officer and La Trobe Sports Representative.

- Appoint a caretaker should he/she be unable to perform any of the above responsibilities for any period of time.
- Remain a positive example, in both practice and attitude, to all club members.

Relationships

- Reports to the members and the Committee of the club.
- Acts and ensures his/her delegates act in the best interests of the club at all times.
- Supports and liaises closely with all club Committee members, club members and La Trobe Sports staff where appropriate.

Accountability

- The President is accountable to the members, club Committee, the Clubs and Recreation Manager and La Trobe Sports.
- The President shall provide at least quarterly reports to the Committee.

Knowledge & Skills Required

Ideally, the President is someone who:

- Can communicate effectively.
- Has an extensive knowledge of the dive industry and associations.
- Can maintain confidentiality on relevant matters.
- Is well informed of all organisation activities.
- Is aware of the future directions and plans of members.
- Has a good working knowledge of the constitution, rules and duties of all office holders and portfolio holders.
- Is a supportive leader for all club members.

Estimated Time Commitment & Period of Appointment

The estimated time commitment required as the President of Dive La Trobe is 8 hours per week. The President is elected for a 1 year term.

Vice-President

Objectives

To provide support to the President of the club.

Responsibilities

- In the absence of the President, assume the responsibilities of the President as designated, alongside appointed caretaker/s as deemed appropriate by the President.
- Preside at all meetings of the club in the absence of the President, as designated.
- Assist the President in ensuring that Committee members and other club support staff are carrying out their duties as requested.
- Train and mentor the new incoming Vice-President prior to changeover.
- Assume additional club portfolios as required.
- Remain a positive example, in both practice and attitude, to all club members.

Relationships

- Reports to the President and Committee of the club.
- Supports all Committee members and other club staff.

Accountability

- The Vice-President is accountable to the President, club Committee, club members and La Trobe Sports staff.

Knowledge & Skills

Ideally, the Vice-President is someone who:

- Can communicate effectively.
- Has a knowledge of the dive industry and associations.
- Can maintain confidentiality on relevant matters.
- Is well informed of all organisation activities.
- Is aware of the future directions and plans of members.
- Has a good working knowledge of the constitution, rules and duties of all office holders and portfolio holders.
- Is supportive of all club members.

Estimated Time Commitment & Period of Appointment



COMMITTEE POSITION DESCRIPTIONS

The estimated time commitment required as the Vice-President of Dive La Trobe is 3 hours per week. The Vice-President is elected for a 1 year term.

Secretary

Objectives

To ensure that appropriate administrative support is provided to the President and Committee of the club, being responsible for non-designated tasks regarding club events and activities.

The Secretary is the chief administration officer of Dive La Trobe. This person provides the coordinating link between members, the Committee and outside agencies.

Responsibilities

- Establish a meeting schedule for executive and sub-committees.
- Provide secretarial support to the Committee.
- Maintain an accurate and current copy of the constitution of the club.
- Provide administrative support to the Committee in ensuring all association/agency responsibilities are dealt with appropriately.
- Maintain a complete record of all activities of the club.
- Prepare minutes for all Committee and General meetings of the club and distribute in accordance with the constitution of the club.
- Receive all correspondence directed to the club.
- Prepare and send correspondence in accordance with the direction of the President and Committee.
- Be responsible for activities at club events to ensure tasks are carried out effectively.
- Train and mentor the new incoming Secretary prior to changeover.
- Coordinate all member, instructor, Committee member reports and press reports.
- Act as the Public Officer of the club (Incorporated Association).
- Report activities of the portfolio to the membership at the Annual General Meeting, the clubs Annual Report and as required.
- Prepare a comprehensive report of all activities of the club for presentation to the membership at the Annual General Meeting.
- Maintain an up-to-date membership list in the correct format as stipulated by the Clubs and Recreation Manager.
- Remain a positive example, in both practice and attitude, to all club members.

Relationships

- Reports to the President and the Committee.

- Liaises with the President, La Trobe Sports staff, external contracts and associates, and the Bar Coordinator as and when required.
- Supports club instructors and support staff.

Accountability

- The Secretary is accountable to the President and the Committee.
- The Secretary shall provide a quarterly report to the Committee, and as required.

Knowledge & Skills Required

Ideally, the Secretary is someone who:

- Can communicate effectively.
- Is well organised and can delegate tasks.
- Can maintain confidentiality on relevant matters.
- Is well informed of all organisation activities.
- Is aware of the future directions and plans of members.
- Has a good working knowledge of the constitution, rules and duties of all office holders and portfolio holders.
- Is a supportive leader for all club members.

Estimated Time Commitment & Period of Appointment

The estimated time commitment required as the Secretary of Dive La Trobe is 5 hours per week. The Secretary is elected for a 1 year term.

Treasurer

Objective

To ensure that a financial management system and reporting system is put in place and is operable, ensuring the club Committee and La Trobe Sports have an accurate understanding of the financial status of the club at all times.

The Treasurer is the chief financial officer of Dive La Trobe.

Responsibilities

- Prepare the club budget - in consultation with the President, Secretary and sub-committee's that may be in place - to reflect income and expenditure of the club, for presentation to the Committee and La Trobe Sports by the due dates.
- Approve expenditure, in liaison with the club President and Committee, relating to club operations.
- Ensure that all office bearers and Committee members do not exceed authority ceilings for financial expenditure without reference to the Committee.
- Attend to general banking activities.
- Maintain appropriate accounts of all income and expenditure.
- Report monthly to the Committee and as required.
- Present all accounts to be paid for approval.
- Prioritise payment of accounts.
- Make details of all accounts available to the Committee and La Trobe Sports as required.
- Report activities of the portfolio to the membership at the Annual General Meeting, the clubs Annual Report, and as required.
- Ensure all members pay membership and other required payments on time. Liaise closely with the Secretary regarding this responsibility.
- Ensure registration to all training agencies, e.g. PADI, and other associations is paid in full and by the due date/s.
- Ensure payment to external providers, e.g. compressor servicing, is paid in full and by the due date/s.
- Train and mentor the new incoming Treasurer prior to changeover.
- Assist the Equipment Officer, President and any other relevant sub-committees in research of pricing for club equipment and materials.
- Remain familiar with any online booking systems or payment methods, and all transactions through this medium/s.
- Ensure monthly reconciliation of club bank statements against club cash books, using the La Trobe Sports financial management system.
- Remain a positive example, in both practice and attitude, to all club members.

Relationships

- Reports to the President and the Committee.
- Liaises with all members of the club with regards to financial responsibility.
- Liaises with all creditors, debtors and La Trobe Sports staff.

Accountability

- The Treasurer is accountable to the President and the Committee.
- The Treasurer shall seek ratification of the budget from both the Committee and La Trobe Sports, thereafter having the authority to act within the approved limits and strategy of the budget.
- The Treasurer shall provide a monthly report to the Committee of all financial transactions, and as required.

Knowledge & Skills Required

Ideally, the Treasurer is someone who:

- Is well organised.
- Is able to allocate regular time periods to maintain the books and financial management system.
- Is able to keep accurate and up-to-date records.
- Is able to work in a logical, orderly manner.
- Can maintain confidentiality on relevant matters.
- Has a good working knowledge of the constitution, rules and duties of all office holders and portfolio holders.
- Is aware of information which is needed to be kept for the annual audit.
- Is a supportive leader for all club members.
- Is well informed of all organisation activities.
- Is aware of the future directions and plans of members.

Estimated Time Commitment & Period of Appointment

The estimated time commitment required as the Treasurer of Dive La Trobe is 3 hours per week. The Treasurer is elected for a 1 year term.

General Committee

Objectives

To ensure the efficient operation of the club by providing support to the President, portfolio holders and other Committee members.

Responsibilities

- Assist the President and portfolio holders in their duties as required.
- Undertake tasks at the request of the President or Committee.
- Undertake club portfolios as requested by the President or Committee.
- Train and mentor the new incoming General Committee prior to changeover.
- Remain a positive example, in both practise and attitude, to all club members.

Relationships

- Reports to the President and Committee.
- Liaises with the President and Coordinators.
- Reports activities of the position and portfolio/s to the membership at the Annual General Meeting, the clubs Annual Report, and as required.
- Reports activities of the position and portfolio/s at monthly Committee meetings and as required.

Accountability

- Committee members are accountable to the President and Committee.
- The General Committee shall seek ratification from the Committee, for all club undertakings they are involved with, and shall thereafter have the authority to act within the stipulated limits.

Knowledge & Skills

Ideally, the General Committee consists of people who:

- Can communicate effectively.
- Are well organised and can delegate tasks.
- Can maintain confidentiality on relevant matters.
- Are well informed of all organisation activities.
- Are aware of the future directions and plans of members and the club.
- Has a good working knowledge of the constitution, rules and duties of all office holders and portfolio holders.

- Are a supportive leader for all club members.

Estimated Time Commitment & Period of Appointment

The estimated time commitment required as a General Committee member of Dive La Trobe is 2 hours per week. General Committee members are co-opted for a 1 year term.

Safety & Risk Management Officer

Objectives

Monitor, assess, implement and maintain all safety and risk management procedures and guidelines for the club.

Responsibilities

- Write and maintain an accurate and up-to-date Risk Management Plan, encompassing all activities of Dive La Trobe.
- Ensure implementation of all safety and risk management procedures and guidelines.
- Conduct continuous research into the improvement of safety and risk management procedures and guidelines.
- Liaise with the Clubs and Recreation Manager, La Trobe Sports staff, club Committee and club members to identify any possible changes to the club Risk Management Plan.
- Ensure all club members are aware of all safety and risk management procedures and guidelines at all times. Correct and report any discrepancies to the Committee.
- Train and mentor the new incoming Safety & Risk Officer prior to changeover.
- Remain a positive example, in both practice and attitude, to all club members.

Relationships

- Liaises with the club Committee, club members, the Clubs and Recreation Manager and La Trobe Sports staff.
- Reports activities of the portfolio to the membership at the Annual General Meeting, the clubs Annual Report and as required.
- Reports activities of the portfolio at monthly Committee meetings and as required.

Accountability

- The Safety & Risk Management Officer is accountable to the club Committee and La Trobe Sports staff.
- The Safety & Risk Management Officer shall seek ratification from the Committee, for all risk management matters by or for the club, and shall thereafter have the authority to act within the stipulated limits.

Knowledge & Skills

Ideally, the Safety & Risk Management Officer is someone who:

- Can communicate effectively.
- Is well organised and can delegate tasks.
- Can maintain confidentiality on relevant matters.
- Is well informed of all organisation activities.
- Is aware of the future directions and plans of members and the club.
- Has a good working knowledge of the constitution, rules and duties of all office holders and portfolio holders.
- Is a supportive leader for all club members.

Estimated Time Commitment & Period of Appointment

The estimated time commitment required as the Safety & Risk Management Officer of Dive La Trobe is on average 1 hour per week. The Safety & Risk Management Officer portfolio is assigned to the President.

Equipment Officer

Objectives

To maintain safe operation and longevity of all club equipment.

Responsibilities

- Ensure club equipment is used only by current financial members of Dive La Trobe, unless otherwise directed by the club Committee.
- Ensure club equipment is hired and/or used only by members qualified to do so, through visual inspection and recording of the required certification.
- Record the specifics of all equipment hired, including size, item number and serial number where appropriate.
- Keep all hire records up-to-date and accurate, including the name and details of the members hiring, duration of hire and payment status.
- Ensure payment details are complete, accurate and recorded in the manner as stipulated by the Treasurer.
- Liaise with the Treasurer regarding receipt of hire fees.
- Ensure all equipment is cleaned thoroughly and correctly after each instance of use.
- Ensure all equipment is inspected and tested for any defaults after every instance of use.
- Ensure all hire equipment is returned on time and as it left. Record any discrepancies for follow-up by the President and club Committee.
- Ensure faulty or defective equipment is not used in any circumstances.
- Arrange repair of any faulty or defective equipment.
- Organise yearly servicing of all equipment, or as recommended by the manufacturer.
- Ensure the reservation and availability of club equipment for courses or other such events as required.
- Ensure all club equipment is stowed in a manner conducive to its safe use and longevity.
- Encourage other club members to respect the use of club equipment through positive example.
- Participate and gain certification in equipment servicing.
- Conduct continuous research into the correct and up-to-date maintenance of all club equipment.
- Conduct continuous research into future equipment purchases, liaising with the club Committee and Treasurer as appropriate.
- Identify potential equipment needs of the club and its members.
- Should they be unavailable, ensure an appropriately trained representative undertakes the above responsibilities at club nights and events.

- Train and mentor the new incoming Equipment Officer prior to changeover.
- Remain a positive example, in both practice and attitude, to all club members.

Relationships

- Reports to the President, Treasurer and Committee.
- Liaises with the President, Treasurer and Committee.
- Reports activities of the portfolio to the membership at the Annual General Meeting, the clubs Annual Report and as required.
- Reports activities of the portfolio at monthly Committee meetings and as required.

Accountability

- The Equipment Officer is accountable to the President, Treasurer and Committee.
- The Equipment Officer shall seek ratification from the Committee for all matters involving club equipment and shall thereafter have the authority to act within the stipulated limits.

Knowledge & Skills

Ideally, the Equipment Officer is someone who:

- Can communicate effectively.
- Is well organised and can delegate tasks.
- Is well informed of all organisation activities.
- Is aware of the future directions and plans of members and the club.
- Has a good working knowledge of the club constitution, portfolio holders and Risk Management Plan.
- Is a supportive leader for all club members.

Estimated Time Commitment & Period of Appointment

The estimated time commitment required as the Equipment Officer of Dive La Trobe is 2 hours per week. The Equipment Officer is co-opted for a 1 year term.

Social/Events Coordinator

Objectives

To establish a broad social calendar for the year that provides a range of appropriate entertainment for all club members, thereby enhancing the appeal of the club.

Responsibilities

- Appoint a sub-committee and/or volunteers, where required, to program and organise social events for the club. Including, but not limited to, O-week events, International Student Welcome Events and other subsidy-linked club events.
- Prior to the commencement of the year, and after consultation with all Committee members, prepare a calendar of social events that will attract the widest involvement from all members of the club, as well as attracting potential members to join.
- Ensure all social events held are, at least, cost neutral to the club - unless prior ratification is received from the Committee.
- Conduct continuous research into what events club members wish to take place.
- Ensure social events are scheduled at least once monthly with a variety of experiences, including diving and non-diving related activities.
- Ensure mid-year and end-of-year farewell events are scheduled to coincide with the completion of Semesters 1 and 2, respectively.
- Ensure social events are advertised to all members and well in advance of their commencement.
- Communicate with all inquiries, both internal and external, regarding club social events.
- Promote the club in a positive light to the membership, La Trobe Sports, La Trobe University and all external associates.
- Train and mentor the new incoming Social/Events Coordinator prior to changeover.
- Remain a positive example, in both practice and attitude, to all club members.

Relationships

- Reports to the President and Committee.
- Liaises with all relevant Committee members and any person responsible for and/or running any social event within the club.
- Reports activities of the portfolio to the membership at the Annual General Meeting, the clubs Annual Report and as required.
- Reports activities of the portfolio at monthly Committee meetings and as required.
- Liaises with all club members to identify appropriate and requested social events.

Accountability

- The Social/Events Coordinator is accountable to the President and the Committee.
- The Social/Events Coordinator shall seek ratification from the Committee, for all social activities conducted by and run within the club, and shall thereafter have the authority to act within the stipulated limits.

Knowledge & Skills

Ideally, the Social/Events Coordinator is someone who:

- Can communicate effectively.
- Is well organised and can delegate tasks.
- Is well informed of all organisation activities.
- Is aware of the future directions and plans of members and the club.
- Has a good working knowledge of the constitution and portfolio holders.
- Is a supportive leader for all club members.

Estimated Time Commitment & Period of Appointment

The estimated time commitment required as the Social/Events Coordinator of Dive La Trobe is 2 hours per week. The Social/Events Coordinator is co-opted for a 1 year term.

Boat Officer

Objectives

To provide, organise and ensure safe and regular boat activities involving all club members.

Responsibilities

- Be a current, fully paid and active status coxswain (or higher) through a recognised, state-wide body.
- Have current liability and personal insurance as required by their qualifying body.
- Operate only vessels for which they are qualified to skipper.
- Adhere to all standards and procedures of the body through which they are qualified.
- Ensure that all logistics required for use of the club boat, including safety equipment and communications, are organised and available in advance of any planned boat activity, in accordance with the directives as ratified by the Committee.
- Conduct continuous research into the correct and up-to-date standards and procedures for the body through which they are qualified to skipper.
 - Conduct continuous research into the correct and up-to-date marine standards for any and all bodies of water the club boat operates within.
- Aid in the promotion of boat activities, Dive La Trobe and La Trobe Sports.
- Ensure all boat activities by and within Dive La Trobe are to the highest possible standard of safety.
- Remain actively involved in the training of club boat drivers.
- Continually review the training standards and processes for all operators of the club boat.
- Ensure the club boat is serviced as stipulated by the manufacturer.
- Ensure the club boat is fully registered, insured and in condition for use.
- Ensure a manifest is completed by all members who use the boat and that all manifests are kept secure for audit.
- Ensure only current Dive La Trobe members utilise the club boat.
- Train and mentor the new incoming Boat Officer prior to changeover.
- Remain a positive example, in both practice and attitude, to all club members.

Relationships

- Reports to the President and Committee.
- Liaises with the Course Coordinator and Club Instructor/s regarding course scheduling, advertising and required boat use.

- Liaises with the President and Secretary regarding scheduling and advertising of all boat activities.
 - Liaises with the body through which they are qualified to skipper, the club Committee and La Trobe Sports.
 - Reports activities of the portfolio to the membership at the Annual General Meeting, the clubs Annual Report and as required.
 - Reports activities of the portfolio at monthly Committee meetings and as required.
- Accountability

- The Boat Officer is accountable to the President, the Committee and the body through which they are qualified to skipper.
- The Boat Officer shall seek ratification from the Committee, for all boat activities performed by and within the club, and shall thereafter have the authority to act within the stipulated limits.

Knowledge & Skills

Ideally, the Boat Officer is someone who:

- Can communicate effectively.
- Is well organised and can delegate tasks.
- Can maintain confidentiality on relevant matters.
- Is well informed of all organisation activities.
- Is aware of the future directions and plans of members and the club.
- Has a good working knowledge of the club constitution, portfolio holders and Risk Management Plan.
- Is a supportive leader for all club members.

Estimated Time Commitment & Period of Appointment

The estimated time commitment required as the Boat Officer of Dive La Trobe is on average 2 hours per week. The Boat Officer is co-opted for a 1 year term.

Course Coordinator

Objectives

To produce, schedule, organise and oversee all courses conducted within the club.

Responsibilities

- Identify courses that will satisfy the interests and needs of all members.
- Promote the running of courses to members and potential members.
- Work with relevant members of the Committee to schedule and advertise courses, in particular the Online/Web Administrator. Ensure that course advertisements are current and accurate.
- Continuously source available and suitable instructors – those which fall in line with the values and expectations of Dive La Trobe’s ‘Instructor Agreement’ – and ensure these instructors are assigned to teach courses throughout the club calendar.
- Respond to all course inquiries from members and non-members, referring relevant correspondence to the appropriate Committee member/s or portfolio holders.
- Communicate with course participants regarding any inquiries.
- Ensure all relevant information is delivered to participants in advance of course commencement.
- Maintain an accurate and up-to-date record of all course participants. Present this record to the Committee, Club Instructor/s and any other relevant portfolio holders as required.
- Maintain student record files and ensure these are fully completed and readily available for audit.
- Remain aware of the club and La Trobe Sports calendars and schedule courses with consideration to all other club and La Trobe Sport events.
- Ensure equipment, materials and any other required items are available well in advance of the commencement of each course.
- Liaise with the President and La Trobe Sports staff regarding facility bookings.
- Perform continuous research into industry prices, trends and standards for all available club courses.
- Remain aware of any updates or changes to training agencies that the club certifies through. Liaise with the Club Instructor/s in this respect.
- Ensure Club Instructor/s complete their responsibility and process all completed student certifications.
- Report any deviation from the responsibilities of the Club Instructor/s to the President and Committee.
- Ensure a supply of course manuals are available for participant sign-up and liaise with the Treasurer and Committee regarding their purchase.
- Train and mentor the new incoming Course Coordinator prior to changeover.

- Report activities of the portfolio to the membership at the Annual General Meeting, the clubs Annual Report and as required.
- Report activities of the portfolio at monthly Committee meetings and as required.
- Remain a positive example, in both practice and attitude, to all club members.

Relationships

- Reports to the President, Committee, Club Instructor/s and any relevant portfolio holders.
- Works with the Secretary and Online/Web Administrator in regards to advertising of club courses.
- Works with all members of the club, both current and potential, to identify their course needs.

Accountability

- The Course Coordinator is accountable to the President and the Committee.
- The Course Coordinator shall seek ratification from the Committee, for course design and scheduling by the club, and shall thereafter have the authority to act within the limits of this scheduling.
- The Course Coordinator shall provide a monthly report to the Committee of all aspects of club courses, and as required.

Knowledge & Skills

Ideally, the Course Coordinator is someone who:

- Is well organised.
- Is able to keep accurate and up-to-date records of club courses.
- Is able to work in a logical, orderly manner.
- Can maintain confidentiality on relevant matters.
- Is aware of any updates or changes made to club training agencies, e.g. PADI.
- Is a supportive leader for all club members.
- Is well informed of all organisation activities.
- Has a good working knowledge of the constitution, rules and duties of all office holders and portfolio holders.
- Is aware of the future directions and plans of members and the Committee.

Estimated Time Commitment & Period of Appointment

The estimated time commitment required as the Course Coordinator of Dive La Trobe is 1 hour per week. The Course Coordinator is co-opted for a 1 year term.

Club Instructor

Objectives

To train and qualify club members through recognised training agencies.

Responsibilities

- Be a current, fully paid and active status instructor of the training agency through which they are qualified to instruct.
- Have current liability and personal insurance as recognised by the training agency through which they are qualified to instruct.
- Conduct only courses for which they are qualified to instruct.
- Adhere to all standards and procedures of the training agency through which they are qualified to instruct.
- Agree and adhere to the standards and procedures as outlined in Dive La Trobe's "Instructor Agreement" document.
- Assist for the full duration of at least one Dive La Trobe course, as conducted by an already established and co-opted Club Instructor, before commencing instruction of club courses independently.
- Receive approval of the President and Committee before commencing instruction of club courses independently.
- Supply all of the required personal equipment and teaching materials for each course instructed. Hire the required equipment and teaching materials from Dive La Trobe if necessary, as per member equipment hire rates and terms and conditions.
- Ensure that all logistics involved throughout a course, including participant transport and accommodation, are organised in advance and in accordance with the directives as ratified by the Committee. Liaise with the Course Coordinator in this respect.
- Ensure all student record files are fully completed and available for audit at all times.
- Ensure that confidentiality is kept for all student records.
- Ensure all qualifications are lodged and processed by the respective training agency.
- Ensure proof of qualification, i.e. certification cards, are delivered to the newly qualified participants as soon as available.
- Conduct continuous research into the correct and up-to-date procedures for all training agencies for which they are qualified to teach.
- Remain current with all changes and updates to the training agency for which they are qualified to instruct.
- Remain a positive example, in both dive practices and attitude, to newly qualified divers and all club members.

- Aid in the promotion of club courses, Dive La Trobe and La Trobe Sports.
- Complete the preceding and to the satisfaction of the President, Committee and Course Coordinator before payment is made.

Relationships

- Reports to the President and Committee.
- Liaises with the Course Coordinator regarding course scheduling and advertising.
- Liaises with the training agency through which they are qualified to instruct, the Committee and La Trobe Sports.
- Reports activities of the portfolio to the membership at the Annual General Meeting, the clubs Annual Report and as required.
- Reports activities of the portfolio at monthly Committee meetings and as required.

Accountability

- The Club Instructor/s are accountable to the President, Committee, Course Coordinator and the training agency through which they are qualified to teach.
- The Club Instructor/s shall seek ratification from the Committee and Course Coordinator, for all aspects of courses run by and within the name of Dive La Trobe, and shall thereafter have the authority to act within the stipulated limits.

Knowledge & Skills

Ideally, a Club Instructor is someone who:

- Can communicate effectively.
- Is well organised and can delegate tasks.
- Can maintain confidentiality on relevant matters.
- Is well informed of all organisation activities.
- Is aware of the future directions and plans of members and the club.
- Has a good working knowledge of the club constitution, portfolio holders and Risk Management Plan.
- Is a supportive leader for all club members.

Estimated Time Commitment & Period of Appointment

The estimated time commitment required as a Club Instructor of Dive La Trobe is on average 2 hours per week. The Club Instructor/s are co-opted for a 1 year term.

Online/Publicity Officer

Objectives

To promote and advertise the activities of the club in the media - including print, online social media and La Trobe Sports publications.

Responsibilities

- Assist the President and Committee in promoting the club in the local and wider community.
- Undertake publicity tasks at the request of the President or Secretary.
- Assist the President in managing any public comments concerning any crisis situation or incident that may reflect on the public well-being of the club.
- Contribute articles to La Trobe Sports and La Trobe University publications, and inform La Trobe Sports of any specific events/news.
- Administer, monitor and create all online content to promote the club, including the Dive La Trobe Facebook page and website.
- Ensure regular club promotion through all forms of media.
- Continually explore additional avenues for club promotion.
- Prepare and keep an up-to-date club profile for use in external press and University publications.
- Develop relationships with media editors to assist in the positive publicity of Dive La Trobe.
- Coordinate the gathering of articles for “Glug”, the club newsletter, and prepare for distribution to members.
- Train and mentor the new incoming Online/Publicity Officer prior to changeover.
- Remain a positive example, in both practice and attitude, to all club members.

Relationships

- Reports to the President and the Committee.
- Liaises with the President, club Committee and all portfolio holders.
- Liaises with all media outlets.
- Reports activities of the portfolio to the membership at the Annual General Meeting, the clubs Annual Report and as required.
- Reports activities of the portfolio at monthly Committee meetings and as required.

Accountability

- The Online/Publicity Officer is accountable to the President and the Committee.

· The Online/Publicity Officer shall seek ratification from the Committee, for all online and public activity by and for the club, and shall thereafter have the authority to act within the stipulated limits.

Knowledge & Skills

Ideally, the Online/Publicity Officer is someone who:

- Can communicate effectively.
- Is well organised and can delegate tasks.
- Can maintain confidentiality on relevant matters.
- Is well informed of all organisation activities.
- Is aware of the future directions and plans of members and the club.
- Has a good working knowledge of the constitution and portfolio holders.
- Is a supportive leader for all club members.

Estimated Time Commitment & Period of Appointment

The estimated time commitment required as the Online/Publicity Officer of Dive La Trobe is 2 hours per week. The Online/Publicity Officer is co-opted for a 1 year term.

Membership Coordinator

Objectives

To provide coordination of club membership.

Responsibilities

- Develop and maintain strategies for the ongoing expansion of the membership base of the club.
- Develop proposals for membership fees and arrangements for consideration by the President and committee.
- Liaise with the President and Committee to ensure membership fees reflect the current opinions and nature of club members.
- Provide the Committee with recommendations for all membership types and fees.
- Assist with the collection of membership applications and fees.
- Provide details of membership applications to the Secretary for maintenance of the club database of membership.
- Ensure membership records are available for audit and provided to the Secretary and La Trobe Sports as required.
- Train and mentor the new incoming Membership Coordinator prior to changeover.
- Remain a positive example, in both practice and attitude, to all club members.

Relationships

- Reports to the President, Secretary and Committee.
- Liaises with the President, Secretary and Treasurer.
- Reports activities of the portfolio to the membership at the Annual General Meeting the clubs Annual Report and as required.
- Reports activities of the portfolio at monthly Committee meetings and as required.

Accountability

- The Membership Coordinator is accountable to the President and Secretary.
- The Membership Coordinator shall seek ratification from the Committee, for all activities concerning membership types and fees, and shall thereafter have the authority to act within the stipulated limits.

Knowledge & Skills

Ideally, the Membership Coordinator is someone who:

- Can communicate effectively.
- Is well organised and can delegate tasks.
- Can maintain confidentiality on relevant matters.
- Is well informed of all organisation activities.
- Is aware of the future directions and plans of members and the club.
- Has a good working knowledge of the constitution and portfolio holders.
- Is a supportive leader for all club members.

Estimated Time Commitment & Period of Appointment

The estimated time commitment required as Membership Coordinator of Dive La Trobe is 1 hour per week. The Membership Coordinator is co-opted for a 1 year term.

Fundraising Coordinator

Objectives

To coordinate all fundraising activities of the club, assisting the club to operate financially.

Responsibilities

- Liaise with the President and Committee regarding all fundraising activities, planned and executed.
- Develop a budget for fundraising activities of the club aimed at securing sufficient funds to meet the clubs financial requirements.
- Develop a proposal, for ratification by the Committee, for sponsorship packages to be offered by the club to attract as broad and appropriate a sponsorship as possible.
- Coordinate all sponsorship for all areas of the club.
- Seek out new sponsors to supplement existing sponsors.
- Ensure sponsors signage is in place and all other aspects of sponsorship deals are in place at all times.
- Arrange a sponsors dinner and/or welcome event at an appropriate time of the year.
- Ensure all sponsorship agreements are honoured.
- Maintain contact with all corporate sponsors throughout the year.
- Coordinate major raffle/s for the club, acting as the contact person, and be responsible for approval of minor raffles, or any other fundraising activity which members of the club may wish to pursue.
- Train and mentor the new incoming Fundraising Coordinator prior to changeover.
- Remain a positive example, in both practice and attitude, to all club members.

Relationships

- Reports to the President and Committee.
- Supports any person responsible for providing services associated with sponsorships.
- Reports activities of the portfolio to the membership at the Annual General Meeting the clubs Annual Report and as required.
- Reports activities of the portfolio at monthly Committee meetings and as required.

Accountability

- The Fundraising Coordinator is accountable to the President and the Committee.

- The Fundraising Coordinator shall seek ratification from the Committee, for sponsorship packages offered by the club, and shall thereafter have the authority to act within the limits of the packages.

Knowledge & Skills

Ideally, the Fundraising Coordinator is someone who:

- Can communicate effectively.
- Is well organised and can delegate tasks.
- Is well informed of all organisation activities.
- Is aware of the future directions and plans of members and the club.
- Has a good working knowledge of the constitution, rules and duties of all office holders and portfolio holders.
- Is a supportive leader for all club members.

Estimated Time Commitment & Period of Appointment

The estimated time commitment required as the Fundraising Coordinator of Dive La Trobe is 1 hour per week. The Fundraising Coordinator is co-opted for a 1 year term.

Bar Coordinator

Objectives

To provide bar facilities to club members, creating a convivial atmosphere and income stream that enhances the profitability of the club.

Responsibilities

- Provide bar services under the direction of the President and Secretary.
- Ensure appropriate licenses are held by the club and displayed as required.
- Manage the sale of alcohol in accordance with the provisions of the Liquor Control Commission.
- Account for all purchases and sales of alcohol.
- Ensure sufficient supplies of alcohol are available to meet the needs of all club members and visitors.
- Have a current 'Responsible Serving of Alcohol' credential.
- Ensure that alcohol is not served to minors and adhere to the 'Responsible Serving of Alcohol' code.
- Assist the President and Committee in promoting the club to members and potential members.
- Train and mentor the new incoming Bar Coordinator prior to changeover.
- Remain a positive example, in both practice and attitude, to all club members.

Relationships

- Reports to the President and Committee.
- Liaises with the President, Secretary and Treasurer.
- Liaises with the Social Coordinator regarding supply and purchase of alcohol for club events.
- Reports activities of the portfolio to the membership at the Annual General Meeting, the clubs Annual Report and as required.
- Reports activities of the portfolio at monthly Committee meetings and as required.

Accountability

- The Bar Coordinator is accountable to the President and Treasurer.
- The Bar Coordinator shall seek ratification from the Committee, for all provision and purchases of alcohol by and within Dive La Trobe, and shall thereafter have the authority to act within the stipulated limits.

Knowledge & Skills

Ideally, the Bar Coordinator is someone who:

- Can communicate effectively.
- Is well organised and can delegate tasks.
- Is well informed of all organisation activities.
- Is aware of the future directions and plans of members and the club.
- Has a good working knowledge of the constitution and portfolio holders.
- Is a supportive leader for all club members.

Estimated Time Commitment & Period of Appointment

The estimated time commitment required as Bar Coordinator of Dive La Trobe is 0.5 hours per week. The Bar Coordinator is co-opted for a 1 year term.

La Trobe Sports Representative

Objectives

To represent Dive La Trobe at designated La Trobe Sports meetings and other events, reporting the outcome of these meetings and events to the club Committee.

Responsibilities

- Liaise with La Trobe Sports staff on all club-related matters.
- Attend La Trobe Sports clubs committee meetings and disseminate all information.
- Ensure a suitable representative is assigned should they not be able to attend the La Trobe Sports clubs committee meetings.
- Assist the Secretary, Social/Events Coordinator, Membership Coordinator and Online/Publicity Officer in the development of club pamphlets and other advertising, and ensure that these are kept in abundant supply at the Sports Centre.
- Train and mentor the new incoming La Trobe Sports Representative prior to changeover.
- Remain a positive example, in both practice and attitude, to all club members.

Relationships

- Reports to the Committee.
- Liaises with the Committee.
- Reports activities of the portfolio to the membership at the Annual General Meeting, the clubs Annual Report and as required.
- Reports activities of the portfolio at monthly Committee meetings and as required.

Accountability

- The La Trobe Sports Representative is accountable to the Committee.
- The La Trobe Sports Representative shall seek ratification from the Committee and shall thereafter have the authority to act within the stipulated limits.

Knowledge & Skills

Ideally, the La Trobe Sports Representative is someone who:

- Can communicate effectively.
- Is well organised and can delegate tasks.
- Can maintain confidentiality on relevant matters.
- Is well informed of all organisation activities.

- Is aware of the future directions and plans of members and the club.
- Has a good working knowledge of the constitution and portfolio holders.
- Is a supportive leader for all club members.

Estimated Time Commitment & Period of Appointment

The estimated time commitment required as the La Trobe Sports Representative of Dive La Trobe is 0.5 hours per week. The La Trobe Sports Representative portfolio is assigned to the President.

Former President/Advisor

Objectives

To provide support and guidance to the President and club Committee.

Responsibilities

- Assist in the smooth transition of Committee members and ensure handover of all relevant information regarding club operations.
- Work to continue the positive trajectory of the club.
- Assist the President in ensuring that Committee members and other club support staff are carrying out their duties as requested.
- Train and mentor the incoming Former President/Advisor position holders.
- Attend Committee meetings and other club proceedings as they deem necessary.
- Remain a positive example, in both practice and attitude, to all club members.

Relationships

- Liaises with the President and Committee of the club.
- Supports all Committee members and other club staff.

Accountability

- The Former President/Advisor is accountable to the President, club Committee, club members and La Trobe Sports staff.

Knowledge & Skills

Ideally, the Former President/Advisor is someone who:

- Has served on the club Committee or is a Life Member of Dive La Trobe.
- Can communicate effectively.
- Has a knowledge of the dive industry and associations.
- Can maintain confidentiality on relevant matters.
- Is well informed of all organisation activities.
- Is aware of the future directions and plans of members.
- Has a good working knowledge of the constitution, rules and duties of all office holders and portfolio holders.
- Is supportive of all club members.

Estimated Time Commitment & Period of Appointment



COMMITTEE POSITION DESCRIPTIONS

The estimated time commitment required as Former President/Advisor of Dive La Trobe is 0.5 hours per week. The position of Former President/Advisor is held by past Committee members and Life Members of Dive La Trobe.