

JOB DESCRIPTION – SURF BOAT CAPTAIN

Responsible to: Chief Surf Sports Officer

Time Commitment: 2-5 hours per week

RESPONSIBILITIES AND DUTIES

- prepare and present to the Chief Surf Sports Officer a budget covering all financial matters associated with the surf boat competitors and competitions
- at all times be subjected to the direction of the Chief Surf Sports Officer
- be responsible for any outfitting and funding of competitors in his or her teams
- submit progress reports regularly to the Chief Surf Sports Officer
- himself or herself, or their appointed proxy, attend all official briefings at events where the Club is represented in the disciplines stated above
- seek approval for any financial commitment and submit a statement with receipts and invoices within 30 days after the completion of the event
- assist in the selection and the supervision of the training of individuals and or teams of Surf Boat competitors
- be responsible for the care, maintenance and housing (in conjunction with the gear and equipment officer) of the Club owned surf boats and all gear associated to the discipline as stated in Appendix E(2)
- assist with any displays, demonstrations, or workforce requirements, where the Club is involved
- in consultation with the Chief Surf Sports Officer permit or prohibit the use of any Surf Boat or associated surf boat competition equipment
- chair a sub-committee to manage individuals, teams and all other affairs relating to surf boats
- adhere to Club/Branch and SLSQ policies and procedures including the codes of conduct stated within

Knowledge and Skills Required

- Have a good working knowledge of the constitution, good corporate governance, rules and the duties of all office holders and subcommittees