

ROLE DESCRIPTIONS

The following descriptions are for **guidance only**. More detailed descriptions are available on request to the Hon. Secretary.

<p>Chairman</p> <ul style="list-style-type: none"> • Chairs all committee meetings; • Represents the Branch at all levels; • Oversees running of the Branch; • Ensures Branch follows the Constitution. 	<p>Hon Secretary</p> <ul style="list-style-type: none"> • Deals with all correspondence between the Branch, its members and other organisations; • Takes minutes at all committee meetings, AGM's and EGM's; • Organises Branch AGM.
<p>Awards and Sales Officer</p> <ul style="list-style-type: none"> • Ensures all assessment forms are correctly processed and sent to River House; • Maintains records of all awards taken within the Branch; • Completes all paperwork relating to Branch Sales. 	<p>Lifesaving Co-ordinator</p> <ul style="list-style-type: none"> • Co-ordinates support and technical updates for all teachers, TA's, Mentors and NTA's as appropriate; • Reports back to the Branch about all technical lifesaving issues affecting the Branch and its members. <p>This post requires thorough knowledge of all lifesaving programmes with at least 5 years of training and assessing experience.</p>
<p>Child Protection Officer</p> <ul style="list-style-type: none"> • Keep Branch advised of all Child Welfare Protection issues; • Assists all TA's, Mentors and NTA's in completing CRB forms; • Provides assistance to all Club Child Welfare Protection Officers and acts as a point of contact on child welfare issues. 	<p>Competitions Secretary</p> <ul style="list-style-type: none"> • Promotes and assists, when required, lifesaving sport activities within the Branch • Co-ordinates the organisation of the Branch Heat to the National Lifesaving Championships and the Regional Heat (once every 3 years); • Ensures the Branch has adequate resources to develop lifesaving sport.
<p>Youth Officer</p> <ul style="list-style-type: none"> • Supports youth activities within the Branch, organising events when required; • Promotes youth development in the Branch; • Represents Youth members at Branch level meetings. 	<p>Community Officer</p> <ul style="list-style-type: none"> • Co-ordinates all Branch run Community Outreach Programmes; • Supports all Branch members with Community projects.
<p>President</p> <ul style="list-style-type: none"> • Acts as the figurehead of the Branch and may or may not be actively involved with the running of the Branch. 	<p>Lifeguard Officer</p> <ul style="list-style-type: none"> • Reports back to the Branch about all technical lifeguarding issues affecting the Branch and its members; • Supports Lifeguard units within the Branch and assists in setting up new units, where appropriate; • Co-ordinates support and technical updates for all Lifeguard TA's, Mentor's and NTA's.
<p>Vice-Chairman</p> <ul style="list-style-type: none"> • Assists the Chairman in their duties, working on projects or assisting other officers as required. • Fulfils the role of Chairman when the Chairman is unavailable 	