



ROLE	Vice Club Captain
Purpose	To assist the Club Captain in assuming responsibility for the management of patrol members and ensuring that all rosters meet patrol requirements during the season.
Responsible to	Club Captain
Time Commitment	Approx 6 hours per week (may increase at times due to seasonal demand)
Responsibilities & Duties	<ul style="list-style-type: none"> ● Develop skills/attributes and understanding of the Club Captain role (succession planning) ● Assist the Club Captain as delegated to: <ul style="list-style-type: none"> ○ Roster development, publication and administration ○ Supervise Patrol Captains to support them and ensure they are effectively managing their patrol teams ○ Ensure patrol members are supported and are meeting their obligations ○ Liaise with key office holders to maintain operational preparedness, including the Gear & Equipment Officer, First Aid Officer, IRB Officer, Youth and Member Development Officer and Chief Training Officer. ○ Send weekly Sufguard SMS reminder to patrolling members ○ Issue communications* to Patrol Captains, if necessary ○ Maintain patrol log books ○ Ensure Radio Room is organised and presented in a manner to maintain operational readiness ○ Prepare and deliver Senior Club Championships ○ Oversee End-of-Season celebration and prizes
Knowledge & Skills Required	<ul style="list-style-type: none"> ● SLISA Bronze Medallion ● Good understanding of club culture and operations ● Ability to organise and delegate tasks ● Proficient computer skills ● Aware of Workplace Health & Safety policy ● Maintain confidentiality on relevant matters ● Can communicate effectively; possess good interpersonal skills ● Positive and enthusiastic ● Candidates must also be the holder of a current Blue Card

	<ul style="list-style-type: none">• Must be a financial member of the Club
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