

General Duties and Best Practices for Surf Club Admins



This fact sheet summarizes the key themes, skills, and best practices discussed in the webinar "General Duties of Surf Club Admins". It provides actionable insights for surf club administrators to optimize their roles and enhance club operations.

1

Key Duties of Surf Club Administrators

- **Role Variability:**
 - Responsibilities depend on club size and whether the role is paid or volunteer.
 - Smaller clubs often rely on part-time volunteers.
 - Larger clubs, like Arcadian, may employ full-time staff.
- **Core Responsibilities:**
 - **Administrative Resources:** Maintain and manage correspondence and club resources.
 - **Financial Management:** Handle invoices, reconciliations, and assist with audits.
 - **Grant Management:** Collaborate on securing grants, overseeing purchases, and managing grant acquittals.
 - **Membership Support:** Act as the first point of contact for memberships, transfers, and compliance with child safety regulations.

2

Essential Skills and Qualities for Success

- **Administration Experience:** Essential for managing diverse tasks efficiently.
- **Knowledge of Life Saving:** Familiarity with lifesaving operations (e.g., as a nipper parent or patrolling member) provides valuable context.
- **Non-Profit Experience:** Understanding committee dynamics and volunteer engagement.
- **Flexibility and Adaptability:**
 - Willingness to work weekends or handle varied tasks.
 - Availability to work flexible hours, including remotely.

3

Best Practices in Communication and Reporting

- **Committee Meetings:**
 - Attend and contribute to meetings.
 - Provide monthly activity reports to ensure clarity and alignment.
- **Accurate Reporting:**
 - Maintain compliance through timely reports to branches, SLSQ, and government agencies like the ACNC.
- **Effective Communication:**
 - Ensure key decisions and updates are accurately conveyed to all relevant parties.

4

Enhancing Member Interaction

- **Welcoming First Impressions:**
 - Provide information sheets covering season dates and online joining instructions.
- **Prompt Responses:**
 - Quickly address enquiries and direct members to the right contacts.
- **Website Updates:**
 - Keep online information current to minimize repetitive questions.

5

Leveraging Support Structures

- **Internal Communication:**
 - Know committee contacts to refer specific enquiries effectively.
- **SLSQ Liaison:**
 - Collaborate with SLSQ staff for assistance with blue cards, membership updates, and compliance.

6

Follow-Up Actions for Club Admins

- **Develop Role Descriptions:**
 - Create a list of essential skills for admin roles to help recruit suitable candidates.
- **Distribute Membership Resources:**
 - Ensure information sheets for new members are up-to-date and readily available.
- **Optimize Club Website:**
 - Regularly review and update content to streamline member communication.

For Further Assistance

Contact the SLSQ Membership and Marketing teams for support with administrative tasks or troubleshooting.