



Helensburgh-Stanwell Park Surf Life Saving Club Inc.

7 November 2023

To all members

Vacancies for Assistant Secretary, Assistant Treasurer and Bar Manager

The Assistant Secretary works in collaboration with the Secretary in dealing with a variety of administrative functions including recording of incoming and outgoing correspondence, preparation of the agenda for monthly Executive meetings and the recording of minutes of those meetings. It is an interesting role that encompasses all parts of the Club and would suit a member keen to become involved as a future Club officer.

The time commitment varies but generally requires about two hours a week and an additional two hours once a month to prepare for Executive Committee meetings. Computer skills (WORD and EXCEL) is desirable.

Contact Harley Dreghorn, Secretary 0418478116 for information.

The Assistant Treasurer assists the Treasurer by recording income received from food and refreshment sales, clothing and other sales through the Club's Eftpos terminal into the accounting system (XERO), and counting and banking income received in cash. This role encompasses all parts of the Club and would likewise be suitable for a member keen to become involved as a future Club officer.

The time commitment is approx. one hour per week. A basic understanding of accounting processes would be desirable; training to use a computer based accounting system will be provided.

Contact Guy Ezzeddine, Treasurer 0410138234 for information

The Bar Manager arranges the rostering of bar staff for Club functions, ordering and replenishment of stock, and operation and maintenance of the keg beer system. The Bar Manager is not expected to work behind the bar at all times, although he/she may volunteer to do so from time to time.

Training and support will be given in maintaining the keg beer system.

The time commitment for this role requires up to two hours per week to assess stock requirements, place orders for replenishment, receive deliveries and restock the bar, clean beer lines etc. Time commitment is associated as to when bar service is required with the busiest period between mid-October to mid-December, and late January to April.

On a regular basis (on average fortnightly), it may be necessary to pick up stock from Helensburgh (liquor store and Coles).

The Bar Manager will need to hold, or be prepared to obtain an RSA Certificate.

Contact Lee Bailey, President, or Harley Dreghorn Secretary for information about this position
