



Established October 1907 ABN 74 781 063 539
PO Box 6006 Malabar NSW 2036 E: admin@surflifesavingsydney.com.au P: (02) 9019 0722 F: (02) 9019 0720
www.surflifesavingsydney.com.au

MEMORANDUM

To : Clubs, Presidents, Secretaries, Captains, Chief Training Officers
CC : SLSS Management, BoL Committee, BoL Assessors
From : Peter Quartly, BoL Secretary
Date : 14th September 2012
Subject : SLSS Branch Education Manager Position

Dear All

It is with regret that I advise Clubs and members that Leona Stojak has advised the September BoL meeting of her resignation from the position as Branch Education Manager due to work commitments.

Leona has done a wonderful job in the role of Education Manager since taking on the position in January this year and we thank and acknowledge her service in the position.

Nominations are now called for this position on the Board of Lifesaving. Nominations will be considered at the BoL October meeting scheduled to be conducted on Tuesday 9th October 2012.

A copy of the job description is enclosed (from SLSS By Law 4.18) and nomination form is attached.

We would request that you circulate the vacancy and should you have a member who is interested in the position, it is requested that you encourage them to nominate or should they seek further particulars that you have them contact the Branch Director of Lifesaving Glen Clarke 0419 296 034 or myself 9320 2722 work or 0409 663 820

I look forward to your assistance in having this most important position filled.

Peter Quartly
Secretary
Board of Lifesaving
Enc.

Affiliated Clubs

Garie Era Burning Palms
Wanda Elouera North Cronulla Cronulla
Clovelly Coogee Maroubra South Maroubra
North Bondi Bondi Tamarama Bronte

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SLSS Education Manager Position October 2012 to May 2013

I _____ wish to nominate for
the position of Education Manager for the remainder of season 2012– 2013.

Nominees Signature _____

Proposed by: (Name & Signature) _____

Seconded by: (Name & Signature) _____

Date : _____

**Forward completed nomination form to Branch Office Fax : 9019 0720 or
Email : awards@surflifesavingsydney.com.au by 9th October 2012**

*All nominations MUST contain the signatures of the nominee, proposer and seconder.
Incomplete nomination forms will not be accepted.*

OFFICE USE

Nomination received at office: Date _____ Signature _____

Extract from SLSS ByLaws

4.18 Education Manager

4.18.1 Qualifications

4.18.1.1 Shall be a member of the Board of Assessors and shall hold as a minimum, a Certificate IV Workplace Training and Assessment, or equivalent, or attain a relevant award within 3 months of being elected to the position of Education Manager.

4.18.2 General Responsibility

4.18.2.1 Shall be responsible to the Director of Lifesaving.

4.18.2.2 In conjunction and consultation with appropriate members, liaise and advise on matters relating to the development, training and assessment of patrolling members.

4.18.3 Duties

4.18.3.1 Act as chairman of meetings of the Education Committee.

4.18.3.2 Manage the District Education Supervisors of SLSS.

4.18.3.3 In conjunction with the relevant officers, manage the recruitment, induction and ongoing development of assessors within SLSS.

4.18.3.4 In conjunction with the appropriate officers and member(s) of the Education Committee, discuss and draft recommendations to the Director of Lifesaving regarding changes in the teaching and application of lifesaving training and assessment.

4.18.3.5 Maintain a close liaison with relevant officers from within the levels of SLSA and external agencies to ensure that best practice in relation to education is maintained.

4.18.3.6 Manage the recruitment, selection, training and performance of SLSS Education Team.

4.18.3.7 Be prepared to attend relevant meetings as requested and submit reports and recommendations to those meetings as necessary.

4.18.3.8 Be responsible to maintain a satisfactory level of communication and liaison with relevant officers and committees of SLSS.

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