



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
Attention : Chief Training Officers
CC : SLSS Management, BoL, BoL Assessors

From : Peter Quartly, BoL Secretary

Date : 23rd December 2011

Subject : SLSS Branch Education Manager Position

Dear All

It is with regret that I advise Clubs and members that Marissa Jank has advised the December BoL meeting of her resignation from the position as Branch Education Manager due to personal reasons effective 1st January 2012.

Marissa has done a wonderful job in the role of Education Manager since taking on the position during season 2008/2009 and we thank and acknowledge her service in the position.

Nominations are called for this position on the Board of Lifesaving. Nominations will be considered at the BoL January meeting scheduled to be conducted on Tuesday 10th January 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

Australian for life. 



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

Education Manager Position January to May 2012

I _____ wish to nominate for
the position of Education Manager for the remainder of season 2011– 2012.

Nominees Signature _____

Proposed by: (Name & Signature) _____

Seconded by: (Name & Signature) _____

Date : _____

**Forward completed nomination form to Branch Office Fax : 9019 0720 or
Email : admin@surflifesavingsydney.com.au by 10th January 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 SLSS 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.

Affiliated Clubs

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

Australian for life. 