

## **Terms of Reference: Equipment Manager**

### **1. Purpose**

These Terms of Reference (ToR) define the role, responsibilities, and delegated authority of the Lifeguard Coordinator for Whanganui Lifeguard Services Inc. This role is vital for ensuring that the club possesses, maintains, and optimizes all necessary equipment to effectively deliver its surf lifesaving services, support training initiatives, and enable competitive participation in sports, thereby upholding the club's operational readiness and competitive edge.

### **2. Reporting Structure**

The Equipment Manager reports directly to the Governance Board of the Whanganui Surf Lifesaving Club. They will liaise primarily with their assigned Board Buddy for day to-day guidance and communication on matters requiring Board input.

### **3. Key Objectives**

The primary objectives of the Equipment Manager are:

- Ensuring Equipment Availability: To ensure the club has all the necessary equipment required to deliver its surf lifesaving services, facilitate training programs, and enable members to compete effectively in sports.
- Arranging Maintenance: To establish and oversee a comprehensive maintenance schedule for all existing club equipment, ensuring its longevity, safety, and optimal performance.
- Equipment Optimization: To identify opportunities for equipment upgrades, replacements, or new acquisitions that enhance the club's capabilities and align with strategic goals.

### **4. Delegated Authority and Responsibilities**

The Equipment Manager is delegated the authority to undertake all powers reasonably necessary to achieve the above objectives, within the strategic direction and budget set by the Governance Board. Specific responsibilities include, but are not limited to:

- Inventory Management: Maintaining an accurate and up-to-date asset register of all club equipment, including its condition, location, and maintenance history.
- Procurement: Identifying equipment needs, researching suitable options, obtaining quotes, and recommending purchases to the Board within the approved budget.
- Maintenance and Repair: Coordinating and overseeing the regular maintenance, servicing, and repair of all club equipment, including rescue craft (IRBs, surf skis), first aid supplies, training gear, and sports equipment.
- Safety and Compliance: Ensuring all equipment meets relevant safety standards and regulatory requirements (e.g., Maritime New Zealand regulations for rescue craft) and is fit for purpose.
- Storage and Security: Overseeing the proper storage and security of all equipment to prevent damage, loss, or theft.

- Disposal: Managing the safe and environmentally responsible disposal of old or unserviceable equipment, following club policies.
- Budget Management: Managing the allocated budget for Equipment, ensuring all expenditures are within approved limits and providing regular financial reports to the Treasurer and Board.
- Reporting: Providing regular updates and reports to the Governance Board on equipment status, maintenance schedules, procurement plans, and any significant issues or achievements.
- Inter-departmental Liaison: Collaborating closely with the Lifeguard Coordinator, Sport Manager, and other relevant club personnel to understand their equipment needs and ensure timely provision and maintenance.
- Member Consultation: Organizing and leading regular meetings with interested club members to discuss equipment needs, gather feedback, and consult on initiatives related to equipment. These meetings should occur at least monthly from October to March, and less frequently outside this period. The Board Buddy will attend as an observer.

## 5. Limitations of Authority

The Equipment Manager has no authority to:

- Operate outside the strategic objectives or budget set by the Governance Board.
- Commit the club to significant financial expenditure beyond the approved budget without prior written Board approval.
- Enter into contracts or agreements on behalf of the club without explicit Board authorization.
- Make decisions that contravene the club's constitution, policies, or New Zealand law.
- Purchase major equipment items without specific Board approval, even if within the overall budget.

## 6. Budget and Financial Management

The Equipment Manager will operate within an annual budget approved by the Governance Board. All financial transactions must adhere to the club's financial policies and procedures. Any requests for additional funding or significant unbudgeted expenditure must follow the process outlined in the club's Delegation of Authority Policy, involving initial discussion with the Board Buddy and formal proposal to the Board.

7. Review and Amendment These Terms of Reference will be reviewed annually by the Governance Board in consultation with the Equipment Manager and may be amended as required to reflect changes in club strategy, operational needs, or regulatory requirements. Any amendments must be approved by the Governance Board.



