

# **SURF LIFE SAVING FAR NORTH COAST BRANCH INC**



## **Duties and Responsibilities**

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**SURF LIFE SAVING FAR NORTH COAST BRANCH INC**  
**DUTIES AND RESPONSIBILITIES**  
**FOR EXECUTIVE, OFFICERS, ADIVERS, BOARDS AND COMMITTEES**

**THE PRESIDENT**

Shall:

- a) Be aware of SLSA and SLSNSW Policies, Directions and Constitutions and ensure that the Branch adhered to these.
- b) Be Responsible to the Branch Council and ensure that all Officers carry out their duties in accordance with the Rules;
- c) Be responsible for all affairs of the Branch and shall chair all meetings appertaining to the administration of the Branch (except as may be provided for in "The Rules") and provide a report in writing to all Branch Council Meetings;
- d) Be Ex-Officio on all Branch Boards and Committees.

**DIRECTOR OF ADMINISTRATION**

Shall:

- a) Be responsible to the Branch Council;
- b) Conduct the correspondence of the Branch and be responsible for the clerical administration of the Branch and ensure that records are kept of the business of the Branch including the minutes of all Branch Council, Executive and any other meetings These records shall be held in the custody of the Director of Administration;
- c) Be responsible to record the Minutes of all Branch Council and Executive meetings and any other Branch meetings as requested by the Branch Council or Executive;
- d) Be responsible to have all Minutes circulated within fourteen (14) days of the meetings to Executive, Delegates and Clubs;
- e) Prepare notice of meetings and after consultation with such Executive, Officers, Advisers as necessary, cause the due notice to be sent to all Executive, Delegates and Clubs;
- f) Be responsible to carry out the procedures hereafter provided in respect of matters to be decided by a mail, facsimile or electronic and maintain a record of such votes;
- g) Maintain a record of all transfers approved or otherwise, affecting clubs within the Branch;
- h) From information supplied by clubs, maintain a record of all penalties, expulsions and suspensions and advise upon same where necessary;
- i) Compile or cause to be compiled the Annual Report for printing and distribution;
- j) Keep in custody or under control all Administrative records, books and other documents relating to the Branch Council;
- k) Work towards the achievement of the current Branch Business Plan.

## **DIRECTOR OF FINANCE**

Shall:

- a) Be responsible to the Branch Council;
- b) Ensure that all money due to the Branch is collected and banked promptly and that all payments authorised by the Branch are made and correct books and accounts are kept showing the financial affairs of the Branch including full details of all receipts and expenditure connected with the activities of the Branch;
- c) Before each Council Executive Meeting as requested by the Branch Council or Executive , prepare statements showing details of receipts and expenditure and particulars relating to accounts payable for the period since the previous statement and arrange to produce such statements to the Annual General Meeting and meetings of the Council together with cheque books, statements and reconciliation reports;
- d) Keep or cause to be kept, proper books of record and also prepare books of account showing all receipts expenditure, assets and liabilities of the Branch;
- e) Prepare and maintain a schedule of assets and liabilities of the Branch;
- f) Prepare a statement of income and expenditure, together with a Balance Sheet showing the position of the Branch as at the date of the close of the financial year and include it in the Annual Report;
- g) Supervise the purchasing and insurance activities of the Branch;
- h) Be the Chairman and Convenor of the Branch Finance Committee and shall make their recommendations to the Branch;
- i) Maintain an Assets Register of the property of the Branch;
- j) Request budgets from the Directors to enable the Director of Finance to prepare a Branch Budget for consideration by the June Branch General Council Meeting;
- k) Work towards the achievement of the current Branch Business Plan.

## **PUBLIC OFFICER**

Immediately after the Branch Annual General Meeting the Executive shall appoint a Public Officer who may attend any Branch Meetings and shall have voting rights;

Shall:

- a) Be 18 years of age or older and shall be a resident of NSW;
- b) Be required to notify the Department of Fair Trading by the prescribed form concerning;
  - I. The appointment of the Public Officer within 14 days of the Branch Annual General Meeting;
  - II. A change of residential address of the Public Officer within 14 days;
  - III. A change in the Branch's Rules within 14 days after adoption;
  - IV. The Branch's financial affairs within one month after the Annual General Meeting;
  - V. A change in the Branch's name within one month;
  - VI. Any other matter as is required by the Corporate Affairs Commission.

- c) The Executive Committee may at any time remove the Public Officer and appoint a new one. When a vacancy occurs in the position of Public Officer, the Executive Committee shall within fourteen (14) days notify the Department of Fair Trading on the prescribed form and appoints a new Public Officer.
- d) Service of legal documents on the Branch is affected by serving them on the Public Officer or by serving them personally on any two members of the Executive Committee.

## **DIRECTOR OF LIFESAVING**

Shall:

- a) Be responsible to the Branch Council;
- b) Hold a minimum of a bronze medallion or Cert II in Public Safety (Aquatic Rescue);
- c) Liaise with all Branch Directors as required;
- d) Negotiate and agree to the "Lifesaving Service Agreements "with all Branch Clubs and affiliated bodies in the required time;
- e) Be responsible for implementing all the criteria relating to surf lifesaving matters within the Branch Business Plan;
- f) Submit a written report on the activities of the Board of Lifesaving to the Branch Executive and Branch Council as required;
- g) Implement all SLSA, SLSNSW and Branch Policies, Procedures, Circulars and Bulletins relating to lifesaving;
- h) Be responsible to assist the Board of Lifesaving Officers for the maintenance of lifesaving standards;
- i) Immediately report to the Branch Executive any breaches of lifesaving agreements and implement procedures to rectify problems to ensure that specific lifesaving procedures are adhered to;
- j) As required attend SLSNSW meetings on lifesaving and related matters. If unable to attend such meeting a recommended proxy be appointed by the Branch Executive;
- k) As required represent the Branch on surf lifesaving matters as the delegate or appoint a proxy to the Northern Rivers District Emergency Management Committee;
- l) Convene and Chair all meetings of the Board of Lifesaving.

## **DIRECTOR OF SURF SPORTS**

Shall:

- a) Be responsible to the Branch Council;
- b) Be the holder of current SLSA accreditation for officials or coaching minimum Level 2;
- c) Liaise with all Branch Directors as required;
- d) Be responsible for implementing all the criteria relating to surf sports matters within the Branch Business Plan;
- e) Submit a written report on the activities of the Board of Surf Sport to the Branch Executive and Branch Council as required;
- f) Be responsible to assist the Board of Surf Sports Officers, for the maintenance of surf sports standards;
- g) As required attend SLSNSW Surf Sports meetings and related matters. If unable to attend such meeting a recommended proxy maybe appointed by the Branch Executive;
- h) Administer and plan the competition and coaching activities of the Branch;
- i) Coordinate the recruitment, retention and ongoing accreditation of surf sports officials, coaches and scrutineers;
- j) Coordinate and be responsible for the conducting of all Branch Surf Sports Carnivals, Displays Competitions and Special Events;
- k) Develop Surf Sports Officials, coaches and scrutineers career pathways within the Branch;
- l) Convene and Chair all meetings of the Board of Surf Sports.

## **DIRECTOR OF EDUCATION**

Shall:

- a) Be responsible to the Branch Council;
- b) Be the holder of the qualifications as specified in Australian Lifesaving Academy NSW Education Officer's Guide;
- c) Liaise with all Branch Directors as required;
- d) Be responsible for implementing all criteria relating to education matters within the Branch Business Plan;
- e) Coordinate all Branch assessments, training and proficiencies as stipulated under the current Australian Lifesaving Academy NSW handbook and appoint a relevant accredited/endorsed Facilitators for all Branch Facilitator Courses;
- f) Coordinate the dissemination of rules, policies, procedures, alterations and amendments relating to education matters;
- g) Communicate correspondence from SLSNSW to members regarding educational matters;
- h) Ensure the Registered Training Organisation Compliance is maintained in consultation with the Academy Support Officer;
- i) Maintain training documents as per the Standard Operating Procedures

(Training Division);

- j) Develop, coordinate and promote the Branch Education Training Calendar;
- k) Ensure all education documents and data are used in accordance with the relevant SLSA procedure;
- l) Ensure Surf Guard is up to date for trainers, assessors and facilitators regarding awards and proficiencies;
- m) Undergo training requirements in the application of the Standard Operating Procedure (Training Division) or as directed by SLSNSW, Branch Council or Board of Education;
- n) Coordinate Branch Education induction training and orientation;
- o) Stop any training or assessment activity which the Director is aware does not conform with the Standard Operating Procedure (Training Division);
- p) Adopt a continuous improvement approach and carry out all activities related to education matters;
- q) Participate in organisational learning activities;
- r) Ensure all training and assessment environments used meet all requirements conducive to learning as per Standard Operating Procedures(Training Division);
- s) Comply with the requirements of all Quality System Documentation as per the Standard Operating Procedures(Training Division);
- t) As required attend SLSNSW meetings on education and related matters and coordinate input to education manuals. If unable to attend such meeting a recommended proxy be appointed by the Branch Executive;
- u) Ensure all trainers, assessors and facilitators are familiar with the Occupational Health and Safety Regulations while conducting courses;
- v) Advise all trainers, assessors and facilitators when re-accreditation is due and assist with the document required;
- w) Convene and Chair all meetings of the Board of Education.

## **DIRECTOR OF MEMBER SERVICES**

Shall:

- a) Be responsible to the Branch Council;
- b) Liaise with all Branch Directors;
- c) Be responsible for implementing all the criteria related to member services matters within the Branch Business Plan;
- d) Be responsible for the activities of junior members, age managers and Age Awards;
- e) Submit a written report of the activities to the Board of Member Services to the Branch Executive and Council as required;
- f) As required attend SLSNSW meetings on member services and relative matters. If unable to attend such meeting a recommended proxy be appointed by the Branch Executive;
- g) Be responsible for the selection and procedure for the Junior Lifesavers of the Year, Lifesaver of the Year, Volunteer of the Year and Club of the Year, as well

- as the finalists and winners of the Branch Awards of Excellence;
- h) Be responsible for ensuring successful conferences and developments camps are conducted as required and consultation with relevant interested parties;
- i) Be responsible for the organisation of the Branch Annual Awards of Excellence Dinner;
- j) Be required to prepare a financial budget for all organised events and activities and submit it for consideration by the Branch Executive;
- k) Convene and chair all meetings of the Board of Member Services.

## **BRANCH REGISTRAR**

Shall:

- a) Be responsible to the Branch Council and liaise with all clubs;
- b) Maintain a database of all existing members qualifications including honours and Life Membership and any other relevant Branch information;
  - Liaise between the database provider and the clubs in the area of induction to database usage and updating database knowledge and ongoing use by clubs;
- c) Compile improvements required from clubs relating to database and forward to the relevant personnel;
- d) Liaise with clubs regarding milestones and achievements of club members in relation SLSA Awards or any other area for recognition.

## **DISTRICT SUPERVISORS**

The District Supervisors are responsible for ensuring lifesaving and education policies, procedure and directions are carried out uniformly across the Branch.

Shall:

- a) Be responsible to the Directors of Lifesaving and Education for all awards, assessments and annual proficiency testing of clubs and affiliated bodies within their respective district or as directed;
- b) Be a member of the Boards of Lifesaving and Education and be a current Assessor as prescribed in Standard Operating Procedures(Training Division) SLSNSW;
- c) Liaise with the clubs' Chief Training Officers regarding all award assessments in their respective district;
- d) Appoint Branch Assessors for appropriate award assessments;
- e) Assist clubs arrange and conduct annual proficiency testing;
- f) Assist the Director of Education to recruit trainers, facilitators and assessors from within the clubs and affiliated bodies within their district;
- g) Monitor club's patrols within their respective district and assist where appropriate. Be the initial point of contact for any lifesaving or training issues the clubs and affiliated bodies may have;
- h) Give monthly reports or as required to the Directors of Lifesaving and Education on activities of lifesaving education matters being undertaken.



## **SUPPORT OPERATIONS OFFICER**

Shall:

- a) Be responsible to the Director of Lifesaving and liaise with the Director of Surf Sports;
- b) Be a member of the Board of Lifesaving and being in the process of gaining a Cert III in Beach Management or as stipulated by SLSNSW;
- c) Be responsible for the co-ordination of the Jet Rescue Boat (JRB), Inflatable Rescue Boats (IRBs), Rescue Water Craft (RWCs) and All Terrain Vehicle (ATVs);
- d) Be responsible for the coordination of all actions necessary with all other Rescue and Emergency Services;
- e) Be responsible for and coordinate the “call out” of Surf Lifesaving facilities within the Branch;
- f) Ensure that all JRBs, IRBs, RWCs and ATVs are recorded on SurfGuard and that they are correctly registered and insured;
- g) Ensure that all operators are currently competent to the level of their qualification and advise the Directors of Lifesaving and Education of any discrepancies;
- h) Convene and Chair all meetings of the Support Operations Committee.

## **DUTY OFFICERS**

Shall:

- a) Be responsible to the Branch Support Operations Officer;
- b) Have a minimum level of a Silver Medallion (Basic Beach Management) and be currently proficient in Bronze Medallion Cert II (Public Aquatic Rescue) and Advanced Resuscitation Techniques Certificate;
- c) Liaise with rescue emergency services during major incidents;
- d) Co-ordinate debriefings as required;
- e) Liaise with club personnel to assist with arranging counselling as required;
- f) Represent the Branch on surf lifesaving matters at Local Area Emergency Management Committees as required;
- g) Coordinate rescue services outside normal patrol hours and at unpatrolled beaches.

## **COMUNICATIONS ADVISER**

Shall:

- a) Be responsible to the Director of Lifesaving for all radio activities within the Branch;
- b) Be a member of the Board of Lifesaving and the holder of SLSA qualifications and or other relevant qualifications;
- c) Be responsible to the Director of Lifesaving for all radio activities within the Branch;
- d) Be responsible for the operations of the Communications Centre (SurfCom);

- e) Be responsible for the coordinating of documents relating to all incidents, searches, rescue reports and log entries;
- f) Be responsible for the education, training and operations of all SurfCom operators so that they meet the current minimum standards as prescribed by SLSA;
- g) Make all SurfCom operators aware of all the relevant SLSA Policies;
- h) Work to the relevant SLSNSW Standard Operating Procedures for Lifesaving;
- i) Liaise with the Branch Director of Finance regarding all repairs and maintenance of all SurfCom equipment to ensure the efficient operation at all times;
- j) Be required to submit reports to the Branch Director of Lifesaving and an annual budget for the ongoing operation to the Branch Director of Lifesaving;
- k) Convene and Chair all meetings of the Communications Committee.

### **FIRST AID ADVISER**

Shall:

- a) Be responsible to the Directors of Lifesaving and Surf Sports for matters associated with first aid activities and equipment in the Branch;
- b) Be a member of the Boards of Lifesaving and/or Surf Sports and a holder of the relevant SLSA First Aid Accreditation or similar approved qualifications;
- c) Liaise and communicate with clubs within the Branch on first aid equipment and activities;
- d) Coordinate the maintenance of the standard of First Ai Rooms and equipment as pr SLSA Documentation through inspection at least on an annual basis, in conjunction with the Chief Scrutineer.

### **CHEIF SCRUTINEER**

Shall:

- a) Be responsible to Directors of Lifesaving and Director of Surf Sports;
- b) Be a member of the Boards of Lifesaving and/or Surf Sports and a current licensed SLSA Scrutineer;
- c) Be responsible to Directors of Lifesaving and Director of Surf Sports;
- d) Be responsible for the maintenance of all measuring equipment;
- e) Be aware of and check specifications and requirements as set by SLSA, SLSNSW and the Branch;
- f) Be aware of all SLSA Policies, Bulletins and Circulars issued relating to competition and lifesaving equipment and craft;
- g) Maintain an up to date specifications at the Branch office of all SLSA lifesaving and surf sports craft and equipment;
- h) Ensure that the Branch is made aware of changes in specifications and safety rules and when required ensure that the changes are implemented;
- i) Ensure that the Branch has sufficient competent scrutineers to carry out carnival craft and equipment scrutineering and ensure that lifesaving rescue equipment meets safety and SLSA specifications;

- j) Report to the Directors of Lifesaving and Surf Sports as required on matters relating to scrutineering within the Branch;
- k) Arrange training of Branch Scrutineers and licensing;
- l) Keep records of equipment, craft and gear scrutineered;
- m) Following a scrutineering program (carnival and gear inspection) submit a report with recommendations to the responsible Director;
- n) Provide the Directors of Lifesaving and Surf Sports annually with a list of licensed Branch Scrutineers;
- o) Be available to advise the Branch on any dispute relating to scrutineering;
- p) Coordinate the assessment process when new craft, gear and equipment is being trialled within the Branch.

### **TEAM MANAGER (When Appointed)**

Shall:

- a) Be responsible to the Branch Executive for the conduct of all teams and groups of members meeting for lifesaving, competition, education and development activities;
- b) Be required to prepare a financial budget for team expenses and submit it for consideration by the Branch Executive Committee;
- c) Be responsible to arrange and assist in the funding for the team;
- d) Be responsible to submit an itinerary of proposed tours to the Branch Executive
- e) Be required to organise the transportation for all the team's competition equipment;
- f) Be required to liaise with the Branch Coach and Selectors;
- g) Be required to ensure that the team is correctly registered or entered for all competitions and activities
- h) Be responsible for the conduct, transportation, accommodation and welfare of the team whilst competing and on tour;
- i) Be responsible to communicate all necessary information and advise all team members prior to, during and post tour;
- j) Be required to submit a report and financial statement to the Branch Executive within fourteen (14) days after completion of the tour;
- k) Be required to ensure that all the team members, coaches, assistant managers and chaperons are aware of the relevant SLSA rules and policies and that they be acted upon accordingly;
- l) Be responsible for the appointment and conduct of all chaperons, without whom the tour will not proceed;
- m) Ensure that all current insurance necessary to cover team personnel, team equipment and team gear is in place;
- n) Be aware of SLSA Members Wellbeing Safety Policy and SLSA Code of Conduct.

## **TEAM COACH**

Shall:

- a) Hold the relevant current SLSA minimum Level 1 Coaching Accreditation;
- b) Be responsible to the Branch Executive;
- c) Liaise and assist with the Branch Team Manager;
- d) Assist the Team Manager with the conduct and welfare of the Team;
- e) Be responsible for the competitors during competition;
- f) Be aware of and apply SLSA Policies and Rules;
- g) Select team members in conjunction with the Team Manager and the respective Team Captain in relation to events;
- h) Be required to submit a report to the Branch Executive within fourteen (14) days after completion of the tour;
- i) Assist with the transportation of the Team Members and competition gear and equipment;
- j) Be required to ensure the Team is aware of their competition program;
- k) Be aware of SLSA Members Wellbeing and Safety Policy and SLSA Code of Conduct.

## **COACHING ADVISER**

Shall:

- a) Be responsible to the Director of Surf Sports and shall allocate duties and responsibilities and hold a minimum Level 1 Coaching Accreditation;
- b) Liaise as required with the Branch Team Manager, Coach and Selectors on coaching matters;
- c) Be responsible for advising the Director of Surf Sports on all matters associated with coaching of individuals and teams;
- d) Develop a Coaching Development Plan.

## **MEDIA OFFICER**

Shall:

- a) Be responsible to the Branch President and work in cooperation with the Branch Executive, Officers and Advisors where necessary;
- b) Be responsible for all contact with the media in relation to Branch activities, incidents and events, this will be undertaken after consultation with the Branch President;
- c) Have a working knowledge and interest in the media;
- d) Work proactively in generating positive and professional media coverage for the Branch and Clubs;
- e) Maintain a current Media Contact List of those who may be of assistance to and can be contacted by the Branch. This list should be regularly updated and a copy kept on site at the Branch Office;

- f) Develop a working relationship with those contained on the Media Contact List;
- g) Be prepared to attend Branch Council, Executive and Board Meetings as required;
- h) May liaise with SLSA, SLSNSW or any other Clubs or similar entity when required in relation to Marketing and Public Relations matters on behalf of the Branch and Clubs;
- i) After following current procedures be responsible for writing and distribution of Media releases on behalf of the Branch;
- j) Refer any matter of a contentious or derogatory nature to the Branch President.

## **OCCUPATIONAL HEALTH AND SAFETY ADVISER**

Shall:

- a) Be responsible to the Branch Executive. It is desirable that the appointee have minimum qualifications of Certificate III Occupational Health and Safety and/or experience in the area of Occupational Health and Safety;
- b) Be responsible to ensure that Branch and Clubs all comply with processes of all health and safety regulations as set out by current SLSA Policies and Government agencies as required from time to time;
- c) Be responsible to ensure that the Branch and Clubs are kept aware of their responsibilities in areas of health and safety and are kept informed of any changes to Policies and the Regulations which may affect them;
- d) Liaise with clubs and affiliated Body so that all clubs and bodies appoint an Occupational Health and Safety Officer and they are properly educated and kept current in all aspects of health and safety requirements;
- e) Immediately report any breaches of Occupational Health and Safety within the Branch to the Branch Executive;
- f) Keep a record of the names and addresses of all Clubs' Occupational Health and Safety Officers or similar.

## **GRIEVANCE ADVISER**

Shall:

Be responsible to the Branch Executive and shall carry out the grievances process and duties as defined in current SLSA Policies as required.

## **TRAUMA ADVISER**

Shall:

Be responsible to the Branch Executive and shall carry out the trauma process and duties as defined in the current SLSA Policies as required.

## **YOUTH ACTIVITIES CO-ORDINATOR:**

Shall:

- a) Be responsible to the Director of Member Services and shall be the nominal head of the Youth Activities Committee;
- b) Be elected by the members of the Youth Activities Committee at the Committee's Annual General Meeting which shall be conducted prior to the Branch Annual General meeting;
- c) Be responsible for ensuring all members of the Youth Activities Committee perform their duties in accordance with the Rules of SLSA, SLSNSW and the Branch;
- d) Ensure that the relevant Surf Education Certification is achieved by youth members as per SLSA and SLSNSW Directives;
- e) Convene and Chair all meetings of the Youth Activities Committee.

## **BOARDS**

### **Boards of Lifesaving**

Shall:

- a) Consist of the Director of Lifesaving who shall be Convener and Chairman, the Club Captain from each Branch Club or his/her representative, the Support Operation Officer, Communications Officer, First Aid Officer, representative from the Ballina Jet Boat Rescue Service. Any member who is qualified in the field of lifesaving may attend the meeting and speak with the Chairman's permission, but shall not be entitled to vote;
- b) Deal with all matters relevant to lifesaving within the SLSFNC;
- c) Action all relevant lifesaving matters contained in the SLSFNC Business Plan;
- d) Promote and ensure SLSNSW Standard Operating Procedures (Lifesaving Services) are followed and understood by members;
- e) Ensure required level of proficiencies are maintained and lifesavers are suitably qualified;
- f) Make recommendations to promote surf lifesaving activities in SLSFNC;
- g) Test new lifesaving gear, equipment and lifesaving methods which may be brought before it and make recommendations to the Branch Council;
- h) Supervise lifesaving operations and use of gear and equipment used in all areas under the control of SLSFNC;
- i) Carry out inspections as required of all surf lifesaving services and gear to ensure it complies with SLS standards and safety requirements;
- j) Have a quorum of at least eight (8) members including the Director of Lifesaving and at least six (6) affiliated clubs.

## **Board of Surf Sports**

Shall:

- a) Consist of the Director of Surf Sports who shall be Convener and Chairman, and an accredited surf sports representative from each affiliated club. Any members who are qualified or probationary in the field of Surf Sports may attend the meeting and speak with the Chairman's permission, but shall not be entitled to vote.
- b) Deal with all matters relevant to surf sports within the SLSFNC;
- c) Action all relevant surf sports matters contained in the SLSFNC Business Plan;
- d) Promote and ensure SLSA Competition Manual Standard are followed and understood by members;
- e) Ensure required level of proficiencies are maintained and officials are suitably qualified;
- f) Have a quorum of at least seven (7) members including the Director of Surf Sports and at least six (6) affiliated clubs.

## **Board of Education**

Shall:

- a) Consist of the Director of Education who shall be Convener and Chairman, the Chief Training Officer or his/her representative from each affiliate club. All Trainers, Assessors and Facilitators and other interested person may attend the meeting and speak, with the Chairman permission, but shall not be entitled to a vote;
- b) Deal with all matters relevant to member senior lifesaving education within the SLSFNC;
- c) Conduct trainers and facilitators recruitment, retention and recognition initiatives;
- d) Make recommendations to promote lifesaving activities in SLSFNC;
- e) Ensure that the Branch and its Clubs operate within SLSA and SLSNSW Lifesaving Policies;
- g) Make recommendations to promote lifesaving activities in SLSFNC;
- h) Test new education gear and equipment which may be brought before it and make recommendations to the Branch Council;
- i) Supervise lifesaving operations and the use of gear and equipment used in all areas under the control of SLSFNC;
- j) Carry out inspections as required of all education gear to ensure it complies with SLSNSW Standards and Safety requirements;
- k) Have a quorum of at least seven (7) members including the Director of Education and at least six (6) affiliated clubs.

## **Board of Member Services**

Shall:

- a) Consist of the Director of Members Services who shall be Convener and Chairman, Youth Activities member from each club or his/her representative. All Trainers, Assessors and other interested person may attend the meeting and speak, with the Chairman permission, but shall not be entitled to a vote;
- b) Deal with all matters relevant to youth member education within the SLSFNC;
- c) Conduct member recruitment, retention and recognition initiatives;
- d) Make recommendations to promote member services activities in SLSFNC;
- e) Ensure that the Branch and its Clubs operate within SLSA and SLSNSW Policies;
- f) Have a quorum of at least seven (7) members including the Director of Member Services and at least six (6) clubs.

## **COMMITTEES**

All decisions of the Committees shall only be recommendations to a Council Meeting unless previous power to act has been approved by the Branch.

### **Constitution Committee**

All special resolutions affecting the Rules of the Branch shall be referred to this Committee for recommendations

Shall:

- a) Consist of five (5) members elected at the Branch Annual General Meeting. One (1) of such members shall be the President who shall be the Chairman/Convener and four (4) other members to act under and in pursuance of "the Rules";  
  
Have all special resolutions affecting the Rules of the Branch shall be referred to this Committee for recommendations;
- b) Three (3) members shall form a quorum one of whom shall be the Branch President.

### **Honours and Life Membership Committee**

Shall:

- a) Consist of five (5) members elected at the Branch Annual General Meeting. One (1) of such members shall be the Branch President, who shall be Chairman and Convener and four (4) other members who shall be Life Members of the Branch;
- b) Three (3) shall form a quorum one of whom shall be the Branch President.



## **Finance Committee**

Shall:

- a) Consist of five (5) members elected at the Branch Annual General Meeting. One (1) of such members shall be the Branch Director of Finance who shall be the Convenor and Chairman;
- b) The Committee shall deal with matters concerning Branch finances and any other financial matters that have been referred by the Branch Council, Executive or the Public Officer;
- c) Three (3) shall form a quorum one of whom shall be the Director of Finance.

## **Meritorious Awards Committee**

Shall:

- a) Consist of five (5) members elected at the Branch Annual General Meeting. One (1) of such members shall be the Director of Lifesaving and Education, who shall be the Convenor/Chairman and four (4) others who shall be a current Assessors as prescribed in SLSNSW SOPs (Training Division);
- b) The duties of the committee shall be to inquire into and report on all claims emanating within the Branch for recognition under the rules governing the issue of Meritorious Awards of SLISA;
- c) Three (3) members shall form a quorum one of whom shall be the Director of Lifesaving and Education.

## **Support Operations Committee**

Shall:

- a) Consist of five (5) members elected at the Board of Lifesaving Annual General Meeting. One of such members shall be the Support Operations Officer, (who shall be Chairman and Convener), Director of Lifesaving, the Ballina Jet Boat, the Duty Officers and Surfcom and shall hold a minimum of two (2) meetings each season. The minutes of all meetings shall be referred to the Board of Lifesaving;
- b) Develop callout and operational procedures for the improvement of lifesaving services;
- c) Develop strategic plans for Support Operations within the Branch;
- d) Liaise with other emergency services for improvement of surf lifesaving services;
- e) Three (3) shall form a quorum one of whom shall be the Support Operations Officer.

## **Communication Committee**

Shall:

- a) Consist of five (5) members elected at the Board of Lifesaving Annual General Meeting. Two (2) shall be qualified Radio Operators and hold a minimum of the Surf Lifesaving Radio Operator's Certificate;
- b) Two (2) of such members shall be the Communications Adviser (who shall be Chairman and Convenor) and the Support Operations Officer;
- c) Three (3) shall form a quorum and one of whom shall be the Communications Adviser.

## **Selection Committee**

Shall:

- a) Consist of five (5) members elected at the Board of Surf Sports Annual General Meeting;
- b) Consist of the Director of Surf Sports (who shall be Chairman and Convenor), the Branch Manager and Coach and two (2) other members who shall be accredited officials;
- c) Their duties shall be to select all members and/or teams in accordance with the current Branch Selection Policy as may be required to represent the Branch;
- d) Three (3) shall form a quorum one of whom shall be the Director of Surf Sports.

## **Youth Activities Committee**

Each club shall be entitled to one (1) delegate who will be part of the Youth Activities Committee;

Shall:

- a) Consist of the Directors of Member Services, Lifesaving, Surf Sports, Education and the Youth Activities Committee Coordinator;
- b) Prepare youth activity members for the eventual transition to patrol involvement of the association;
- c) Be responsible for the conduct and co-ordination of all matters relating to youth surf sports;
- d) Provide members with education experience in matters related to surf sports, surf awareness and safety in aquatic environment;
- e) Six (6) affiliated clubs shall form a quorum one of whom shall be the Youth Activities Coordinator.