



Surf Life Saving Australia – Circular

August 2009

Nominations for SLSA Director of Lifesaving & Director of Surf Sports Positions

Document id	20/09-10
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Department	Brett Williamson OAM Chief Executive Officer
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Audience	Presidents & Secretaries - State/Territory Centres, Branches & Clubs. SLSA Directors (AC), Advisors, Committee Chairs & Officers. SLSA Boards & Committee Members, SMG. Interested Parties
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Summary

Nominations are invited from suitably qualified and experienced members for the Surf Life Saving Australia honorary positions of **Director of Lifesaving** and **Director of Surf Sports**.

Both positions will be for 2 year terms, ie, 2009/2010 and 2010/2011.

Nominations must be submitted on the prescribed form, which is attached (SLSA Form 58/03/A), signed by the Nominator, Secunder and Nominee. Nominations must also be endorsed by the Nominee's Club, Branch (for NSW and QLD), and State/Territory Centre.

Elections of these positions will take place at the SLSA Ltd Annual General Meeting, to be held in Adelaide, at 4.00pm on Friday, 23 October 2009.

Nominations close at State/Territory Centres (c/- General Manager/Chief Executive Officer) at 5.00pm Friday, 18 September 2009.

Nominations, with endorsement or otherwise from State/Territory Centres, must be received by the SLSA Chief Executive Officer by 5.00pm Friday, 25 September 2009.

Note: Separate circulars have been issued inviting nominations and/or expressions of interest for other SLSA positions eg, National Officers/Advisors, Boards, Committees and Chairs of Committees.

OVERVIEW OF RESPONSIBILITIES & OBLIGATIONS

Members interested in nominating for these positions should carefully read the SLSA Constitution, Regulations and policies, including SLSA's Governance Policy, to confirm his/her eligibility, willingness, capability and capacity to fulfill the important responsibilities associated with these positions.



Interested persons are strongly encouraged to discuss the roles and expectations (in confidence if desired) with the SLSA Chief Executive Officer.

All these documents are available on the SLSA website www.slsa.com.au, or from the SLSA CEO by phoning (02) 9300 4002.

The following is a summary of primary responsibilities for these positions:

The SLSA Director of Lifesaving shall:-

- a) In consultation with officers and appropriate staff, overview a Lifesaving Development Strategy Plan and update existing plans, which shall be presented to the Board of Lifesaving (BOLS) for promulgation to the Council.
- b) Through the respective officers, appropriate staff and members, supervise and monitor the programs of lifesaving services, lifesaving awards, lifesaving instruction and examination and like activities throughout Australia.
- c) Advise the Council upon reports and recommendations received from officers, appropriate staff, members and other forums established from time to time, to consider and recommend upon lifesaving matters.
- d) Supervise the convening and reporting by officers and appropriate staff of the BOLS meetings.
- e) Act as chairperson of the BOLS, national conferences and forums called together to consider lifesaving matters.
- f) Whilst respecting and observing the formal authority and communication links between the national officers, appropriate staff and the Chief Executive Officer and other persons, the Director of Lifesaving should be aware of the progress of all programs affecting lifesaving.
- g) Be prepared to undertake programs or give advice when so requested by the Council, the President or the Chief Executive Officer, and as far as possible, observe such time frames and criteria as defined.
- h) Be prepared to attend as far as possible, all Council, Board of Management (BOM) and other national meetings, conferences and forums that are convened and have effect upon lifesaving.
- i) Be a Director of SLSA Limited and comply with the Skill Base in Clause 1.2 of the SLSA Governance Policy.

The SLSA Director of Surf Sports shall:-

- a) Comply with the Skill Base in Clause 1.2 of the SLSA Governance Policy and be a SLSA Bronze Medallion holder.
- b) In consultation with officers and appropriate staff, overview a Surf Sports Strategy and Business Plans, update existing plans, which shall be presented to the Board of Surf Sports (BOSS) for promulgation to the Council.
- c) Through the respective officers and appropriate staff and members, monitor the surf sports activities throughout Australia.
- d) Advise the Council upon reports and recommendations received from the BOSS and its supporting Committees.



- e) Supervise the convening and reporting by officers and appropriate staff of the BOSS and supporting Committee meetings.
- f) Act as chairperson of the BOSS, national conferences and forums, called together to consider competition matters
- g) While respecting and observing the formal authority and communication links between the national officers, appropriate staff and the Chief Executive Officer and other persons, the Director of Surf Sports shall be ex officio on all SLSA special purpose committees and subcommittees relevant to surf sports and surf sports event project teams
- h) Be prepared to undertake programs or give advice when so requested by the Council, the President or the Chief Executive Officer and, as far as possible, observe such time frames and criteria as defined.
- i) Attend as far as possible, all Council, and other national meetings, conferences and forums that are convened and have effect upon surf sports.
- j) Be a Director of SLSA Limited.
- k) Be ex officio on all Surf Sports committees' and act as Chairperson of the Surf Sports Advisory Forum

PREREQUISITE SKILL BASE

In accordance with SLSA rules, nominees for these SLSA Directors' positions should demonstrate the following:

- Extensive knowledge of surf life saving in general.
- Previous experience in organisational work from either business or community activities. Ideally this experience has been gained as a committee member or board member.
- Demonstrated ability to understand a wide scope of community issues, including requirements and objectives of governing charitable bodies.
- Management or administration skills, including financial management, and a good knowledge of the Corporations Act in the areas of corporate governance and directors duties and responsibilities.
- Sound professional or commercial background including any specialised areas of expertise (eg commerce, finance, marketing, law, sport or business) that can benefit the Company.
- Excellent presentation and communication skills.
- Sound understanding of strategic planning processes and ability to implement developed procedures.

NOMINATION FORM & RESUME

Nominees are required to submit a properly completed form (SLSA Form 58/03A), which is attached or can be found under the [Admin & Resources/SLSA Forms/Australian Council](http://www.slsa.com.au) section on the website at www.slsa.com.au.



Nominees for these SLSA Directors' positions are also required to provide a written resume of experience relevant to the position being nominated for, plus a description of the nominee's future goals and objectives. [Note: Directors seeking re-election are required to submit a properly completed form and a description of the nominees' future goals and objectives. A written resume is desirable but not essential].

Failure to provide a properly completed form, inclusive of future goals and objectives, will result in non-acceptance of the nomination.

CLOSING DATES

Properly completed forms and resumes must be received by hand, mail or fax at the nominee's respective State/Territory Centre by 5.00pm Friday, 18 September 2009.

State/Territory Centres must forward all nominations, with endorsement or otherwise, to SLSA Chief Executive Officer. Such nominations must be received by SLSA CEO by 5.00pm Friday, 25 September 2009.

NEED ADVICE OR HELP?

Prospective nominees can contact the SLSA Chief Executive Officer if clarification or explanations are required.

Enc.



Nomination for Director

- ✓ Please print clearly.
- ✓ Please attach additional information if space is not sufficient.

Privacy

These personal details are being collected by Surf Life Saving Australia for the purpose of electing office bearers for Surf Life Saving Australia Limited. The personal information will be disclosed to the Australian Council and Surf Life Saving Australia staff. If elected, the personal information will be held on the SLSA Database and published in the SLSA Directory. Details from the SLSA Database will not be disclosed to any further parties unless such disclosure is required as part of the normal and proper business of SLSA or the law. You have the right to access the information held about you by Surf Life Saving Australia.

This **nomination for Director** of Surf Life Saving Australia Limited is made on behalf of:

_____ for the position of: _____
(Nominees Name)

Proposer: _____ (Name)	Signature: _____
Position: _____	Date: _____
Seconder: _____ (Name)	Signature: _____
Position: _____	Date: _____

Nominees details

First Name _____	Last Name _____
Spouses Name _____	Frequent Flyer No. _____
Club _____	SLSC _____
Date of birth _____	Male / Female (please circle)
Address _____ _____	
Town _____	State _____ Postcode _____
Phone (H) _____	Phone (W) _____
Phone (M) _____	Fax _____
Email _____	



Nominee's awards/accreditations gained

Award _____	Award number _____	Date _____
Award _____	Award number _____	Date _____
Award _____	Award number _____	Date _____
Award _____	Award number _____	Date _____
Award _____	Award number _____	Date _____
Award _____	Award number _____	Date _____

Nominees Endorsement

I, _____ agree to my nomination to the office of _____
 and further acknowledge and agree to comply with the duties, responsibilities and codes of conduct of
 this position and SLSA.

 (Signature)

 (Date)

Club Endorsement

Club name _____	Name, and position of club contact	_____ Name	_____ Signature
		_____ Position	_____ Date

Branch Endorsement

Branch name _____	Name, and position of branch contact	_____ Name	_____ Signature
		_____ Position	_____ Date

State Endorsement

State name _____	Name, and position of state contact	_____ Name	_____ Signature
		_____ Position	_____ Date

Office use only (This section must be completed by state centres before being forwarded to SLSA)

Nomination received on: _____	Necessary Parties notified (please circle)	Yes/No
Membership Category _____	Membership Approved (please circle)	Yes/No



Skills & Experience

Please provide personal details relating to the following skills and experience expectations for Directors of SLSA (as per SLSA's Governance Policy). Additional pages may be attached if there is insufficient space on this form.

1. Extensive knowledge of surf life saving in general:

2. Previous experience in organisational work from either business or community activities. Ideally this experience has been gained as a committee member or board member:

3. Demonstrated ability to understand a wide scope of community issues, including requirements and objectives of governing charitable bodies:

4. Management or administration skills, including financial management, and a good knowledge of the Corporations Act in the areas of corporate governance and directors duties and responsibilities:

5. Sound professional or commercial background including any specialised areas of expertise (eg commerce, finance, marketing, law, sport or business) that can benefit the Company:

6. Excellent presentation and communication skills:

7. Sound understanding of strategic planning processes and ability to implement developed procedures:
