

Circular 19-05

Attention: Presidents, Secretaries, Lifesaving Managers, Interested Members

Actioned by: Club Presidents, Club Secretary and Lifesaving Managers

Date: 8th March, 2019

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Summary	Nominations are invited for a minimum of 3 interested and experienced volunteer members for the SLST State Lifesaving Executive Committee:
Strategic Goals	<ul style="list-style-type: none">• Value members by providing them with recognition, direction and support to enable them and build capacity.• Develop a culture where innovation thrives and is shared.• Achieve greater transparency across the entire organisation.• Ensure the organisation operates as one with clear roles, responsibilities and accountabilities.• Our leadership reflects the diversity of our membership.
Key Strategies	2.1 Provide members with a board range of opportunities and pathways within the SLS organisation. 5.6 Resources are sustainable to match operational delivery. 5.7 Effective Governance practices and systems are in place across the organisation. 6.6 Promote leadership opportunities to all members with identified pathways both within and external to the state.
Action	<ul style="list-style-type: none">• Nominations must be submitted on the prescribed form (link below).• Nominations must be supported by and be endorsed by the Nominee's Club.• Nominations close at Surf Life Saving Tasmania at 5.00pm on Friday 5th April, 2019.

Lifesaving Executive Committee Calling for Nominations – 3 Positions!

Surf Life Saving Tasmania are now taking nominations from interested members wishing to make a positive contribution to Lifesaving by becoming a member of the Lifesaving Executive (LSE). The LSE have the following responsibilities;

- To develop, coordinate and implement programs, activities and policies related to lifesaving services and education (specifically the agreed priorities in the SLST 2020 Strategic Plan);
- Review and monitor lifesaving performance and implement plans (programs/ policies/ activities) to address;
- To deal with matters referred to it from time to time by the Board of Directors or Chief Executive Officer;
- To establish Special Purpose Panels or sub-committees under the control of appointed Chairmen/Advisors to deal with specific topics or projects;
- Contribute to the development and review of, and reporting against the SLST Strategic/Business Plan, particularly in those matters pertaining to lifesaving.

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The full SLST Constitution and By-Laws is available online at: <http://www.slst.asn.au/clubs-members/club-resources/>

Prerequisites

Nominees should carefully read the relevant Terms of Reference, confirm his/her eligibility, capability and capacity to partake in the LSE's activities.

LSE Committee positions available for nomination are:

State Lifesaving Officer	1 Position
Northern Representative	1 Position
Appointed Representative	1 Position

How do I nominate?

SLST are accepting nominations from members wishing to nominate for any of the above vacant roles. To nominate please complete the following application by going to this link:

[Nomination form](#)

<https://slst.wufoo.com/forms/mcsnn9w0d23l26/>

Nominations are due by 5.00 pm, Friday 5th April, 2019. After this date a selection will be made based on the nominations received and appointments will be communicated soon after.

For more information

If any prospective nominee is unsure of the requirements of a particular position or for more information, in the first instance please contact Karyn Blakey to discuss.

Surf Life Saving Tasmania Terms of Reference	
Name:	Life Saving Executive (LSE)
Created/Authorised by:	SLST Board of Directors (Board)
Authorised by:	Board – Circular Resolution December 2016
Type of Group:	Special Purpose Committee - Rule 21.1 & Regulation 2.3 (f)
End Date/Review Date:	Annually by the Board
Responsibilities:	<p>i) Develop, coordinate and implement programs, activities and policies related to SLSC lifesaving services and education (specifically the agreed priorities in the SLST 2020 Strategic Plan - Saving lives 365);</p> <p>ii) Review and monitor SLSC lifesaving performance and implement plans (programs/policies/activities) to address;</p> <p>iii) Deal with matters referred to it from time to time by the Board or Chief Executive Officer (CEO);</p> <p>iv) Establish Special Purpose Panels or sub-committees under the control of appointed chairmen/advisors to deal with specific topics or projects;</p> <p>v) Contribute to the development and review of, and reporting against the SLST Strategic/Business Plan, particularly in those matters pertaining to lifesaving.</p>
Level of Delegation (where required)	<p><u>Can make decisions on:</u></p> <ul style="list-style-type: none"> Development and implementation of lifesaving plans in accordance with agreed SLST Strategic priorities from the Board of Directors and identified operational lifesaving matters (in alignment with SLSA policies/ procedures); Appointment of relevant sub-committees, working groups and advisors to assist the LSE to fulfil its obligations. <p><u>Can make recommendations on:</u></p> <ul style="list-style-type: none"> How to address matters effecting SLSC lifesaving that are discussed or raised from other SLST ‘forums’ (i.e. SLSC’s, regional committees, Special Purpose Working Groups). Surf Life Saving Australia lifesaving topics and policy issues. <p>The authority of the Life Saving Executive of SLST, as established by the Board under Rule 21.1, to activate their decisions is limited to the extent that following its meeting, the minutes shall be distributed to all SLSCs, and should any more than three (3) SLSCs challenge any resolution, by notice in writing to the CEO, within ten (10) days of the dispatch of the minutes then that resolution shall be referred to the next meeting of the Board for determination. If a resolution is not challenged as provided it shall become binding and has effect as if it were a decision of the Board.</p>
Composition: (6)	<p>The Life Saving Executive shall comprise:</p> <p>i) State Lifesaving Officer;</p> <p>ii) Two regional lifesaving representatives;</p>

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	<p>iii) Two appointed based on skills matrix needs mapped to strategic plan;</p> <p>iv) A Youth Lifesaving representative;</p> <p>v) Operations Manager (non-voting);</p> <p>vi) Advisors as required (non-voting).</p> <p>Terms of appointment for members to be on an alternative two-year basis. The Northern Regional Lifesaving Rep and one Appointed member in year 1 and Southern Regional Lifesaving Rep, one Appointed and the Youth Rep member in year 2.</p> <p>The LSE shall appoint one its members to act as chair.</p> <ul style="list-style-type: none"> • Subject to SLSA/SLST Policies/Procedures, the LSE shall have the authority to co-opt the services of other persons including chairpersons of other Operational Committees or sub-committees, or advisor, to provide advice and / or assistance on specific matters from time to time. Anything outside of relevant policies/constitution will require consultation with the Board of Directors for approval. • Visitors and/or observers may attend meetings by prior agreement of the Chair. • Meetings shall be held at least four (4) times per year or as directed the Board: <ul style="list-style-type: none"> ○ May – review data/evidence and plan for next season with budget ○ August ○ October ○ January • State forums shall be held at least twice per year to consult with respective lifesaving members and groups. <ul style="list-style-type: none"> ○ May – review past season ○ September – communicate plans for new season • Agenda items to be called for a minimum of 6 weeks prior to the meeting with agendas circulated 3 weeks prior.
<p>Reports to:</p>	<p>To the Board and to the State Council via the CEO or nominee(s).</p>
<p>Quorum:</p>	<p>At least 2/3 members entitled to vote.</p>
<p>Voting (who/how):</p>	<p>The chairperson has a casting vote where voting is equal.</p> <p>Staff nominee to have no voting rights.</p> <p>Other members have one (1) vote on any resolution at all meetings of the LSE at which they are present in person.</p>
<p>2017-18 KPI's:</p>	<ul style="list-style-type: none"> • Conduct 2 annual state forums for Trainers, Assessors, SLSC Lifesaving Managers, interested patrolling members: <ul style="list-style-type: none"> ○ One forum to review the season, present key items from past season and seek input for priorities for the next patrolling season ○ One to present the plans for the season • Work with SLSCs on specific issues relating to their respective Lifesaving Service plans and development plans required to ensure the clubs ability to deliver its patrols. • Conduct annual moderation and professional development session for Trainers and Assessors with the support of the State Office and supporting RTO.

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- Work with Regional Lifesaving Committees and clubs to identify and mentor new Trainers and Assessors.
- Ensure annual gear and patrol assessment program is delivered.
- Support two-way communication of key lifesaving items through Regional Lifesaving Committees, Trainers, Assessors and Club Lifesaving Managers.
- Communicate pathways available for interested patrolling members to become involved in beyond the flags services, training without compromising club patrol capability.
- Through the Regional Committees support professional development of Trainers and Assessors.
- Ensure lifesaving and patrol items raised by clubs are addressed and if not escalated to the appropriate level for attention
- Share best practice and lifesaving innovation at a regional, state and national level.