

# Circular 19-06

**Attention:** Presidents, Secretaries, Surf Sports Managers, Interested Members

**Actioned by:** Club Presidents, Club Secretary and Surf Sport Managers

**Date:** 7<sup>th</sup> March 2019

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<b>Summary</b>	Nominations are invited for a minimum of 3 interested and experienced volunteer members for the SLST Surf Sports Executive Committee:
<b>Strategic Goals</b>	<ul style="list-style-type: none"><li>• Value members by providing them with recognition, direction and support to enable them and build capacity.</li><li>• Develop a culture where innovation thrives and is shared.</li><li>• Achieve greater transparency across the entire organisation.</li><li>• Ensure the organisation operates as one with clear roles, responsibilities and accountabilities.</li><li>• Our leadership reflects the diversity of our membership.</li></ul>
<b>Key Strategies</b>	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.
<b>Action</b>	<ul style="list-style-type: none"><li>• Nominations must be submitted on the prescribed form (link below).</li><li>• Nominations must be supported by and be endorsed by the Nominee's Club.</li><li>• Nominations close at Surf Life Saving Tasmania at 5.00 pm, Friday 5<sup>th</sup> April, 2019.</li></ul>

## Surf Sports Executive Committee Calling for Nominations – 4 Positions!

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

- To develop, coordinate and implement programs, activities and policies related to Surf Sports (specifically the agreed priorities in the SLST 2020 Strategic Plan);
- Review and monitor surf sport 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 surf sport.

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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 SSE's activities.

## SSE Committee positions available for nomination are:

Appointed Representative	4 Positions
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## 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/m1ycejxh1jwkmzi/)

<https://slst.wufoo.com/forms/m1ycejxh1jwkmzi/>

Nominations are due by 5.00 pm, Friday 5<sup>th</sup> 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.

<b>Surf Life Saving Tasmania Terms of Reference</b>	
<b>Name:</b>	Surf Sports Executive (SSE)
<b>Created/Authorised by:</b>	SLST Board of Directors (Board)
<b>Authorised at:</b>	Board – Circular Resolution December 2016
<b>Type of Group:</b>	Special Purpose Committee - Rule 21.1 & Regulation 2.3 (f)
<b>End Date/Review Date:</b>	Annually by the Board.
<b>Responsibilities:</b>	<p>i) Develop, coordinate and implement programs, activities and policies related to Surf Sports (specifically the agreed priorities in the SLST 2020 Strategic Plan - Active for Life (get fit, get active, get involved) and the Surf Sports &amp; Active Recreation Working Group Report 2016);</p> <p>ii) Review and monitor Surf Sports participation, performance and implement plans (programs/ policies/ activities) to address;</p> <p>iii) To 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 Surf Sports.</p>
<b>Level of Delegation (where required)</b>	<p><u>Can make decisions on:</u></p> <ul style="list-style-type: none"> <li>• Development and implementation of Surf Sports plans in accordance with agreed SLST Strategic priorities from the Board and identified operational Surf Sports matters from the Surf Sports &amp; Active Recreation Review (in alignment with SLSA policies/ procedures);</li> <li>• Appointment of relevant sub-committees, working groups and advisors to assist the SSE to fulfil its obligations.</li> </ul> <p><u>Can make recommendations on:</u></p> <ul style="list-style-type: none"> <li>• How to consult, address and communicate matters effecting Surf Sports that are discussed or raised from other SLST 'forums' (i.e. SLSC's, regional committees, Special Purpose Working Groups).</li> <li>• Surf Life Saving Australia (SLSA) Surf Sports topics and policy issues.</li> </ul> <p>The authority of the Surf Sports Executive of SLST, as established under Rule 9.4, to activate its decisions is limited to the extent that following their meeting, the minutes shall be distributed to all Clubs, and should any more than three (3) Clubs 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 was a decision of the Board.</p>

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<p><b>Composition: (9)</b></p>	<p>The Surf Sports Executive shall be comprised of a minimum of 6 members with the following skill sets:</p> <ol style="list-style-type: none"> <li>I. State Surf Sports Officer</li> <li>II. A Youth Surf Sports representative;</li> <li>III. A Junior Activities Surf Sports representative;</li> <li>IV. A Surf Boat representative;</li> <li>V. A Beach Events representative;</li> <li>VI. A Craft/ Swim Events representative;</li> <li>VII. An Officials representative;</li> <li>VIII. A Coaches representative;</li> <li>IX. Operations Manager (non-voting);</li> <li>X. Advisors as required based on skills matrix needs, mapped to the strategic plan (non-voting)</li> </ol> <p>Terms of appointment for members to be on an alternative two-year basis.</p> <p>The SSE shall appoint one its members to act as the chair.</p> <ul style="list-style-type: none"> <li>• Subject to SLSA/SLST Policies/Procedures SSE has 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.</li> <li>• Visitors and/or observers may attend meetings by prior agreement of the chair.</li> <li>• Meetings shall be held at least four (4) times per year or as directed the Board.</li> <li>• State forums shall be held at least twice per year to consult with respective Surf Sports members and groups.</li> </ul>
<p><b>Appointed By:</b></p>	<p>SLST Board</p>
<p><b>Reports to:</b></p>	<p>To the Board and to the State Council via the CEO or nominee(s).</p>
<p><b>Quorum:</b></p>	<p>At least 2/3 members entitled to vote.</p>
<p><b>Voting (who/how):</b></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 shall be entitled to one (1) vote on any resolution of recommendations to the Board at all meetings of the SSE at which they are present in person.</p>
<p><b>2018-19 KPI's:</b></p>	<ol style="list-style-type: none"> <li>1. Submit a 2 year rolling Surf Sports calendar by 27 June.</li> <li>2. Finalise surf sport event allocations by 31 July.</li> <li>3. Finalise surf sport event programs by 31 August for communication to Members.</li> <li>4. Grow participation in sport and recreational activities at a grassroots level through structured and appropriately tiered programs.</li> <li>5. Bolster developmental pathways and opportunities for our current and future athletes, coaches, officials and administrators through the stages of their sporting life.</li> <li>6. Establish best practice event management for the delivery of surf sports events.</li> </ol>

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7. Conduct 2 annual state forums for coaches, officials, age managers, team managers, SLSC Surf Sports Managers, interested members:
  - a. One post season forum to review the season, present key items from past season and seek input; for priorities for the next competition season
  - b. One preseason forum to present the plans for the season.
8. Work with SLSCs on specific surf sports development plans.
9. Conduct annual moderation and professional development session for coaches, officials and age managers with the support of the State Office.
10. Work with clubs to identify and mentor new coaches, officials and age managers.
11. Support two-way communication of key surf sports items through Regional Committees, coaches, officials, age managers, team managers and Club Surf Sports Managers.
12. Ensure Surf Sports items raised by clubs are addressed and if not escalated to the appropriate level for attention.
13. Share best practice and surf sport/event innovation at a regional, state and national level.