

Circular 19-19

Call for Nominations for SLST Board of Directors

Attention: All Interested Members

Actioned by: Members wishing to nominate for SLST Board of Directors positions

Date: 19th July 2019

Contact: Karyn Blakey | Executive Support Officer
E: kblakey@slst.asn.au
P: 0417 333 504

Summary	<p>Nominations are invited for members and other persons wishing to nominate for the following Board of Directors positions:</p> <ul style="list-style-type: none"> • President (1 Position) • Elected Director (1 Position), current incumbent not renominating.
Strategic Goals	<ul style="list-style-type: none"> • Value members by providing them with recognition, direction and support to enable them and build capacity • 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 from the SLST 2020 Strategic Plan	<p>2.1 Provide members with a board range of opportunities and pathways within the SLS organisation</p> <p>5.1 Operational plans are aligned to our Strategic Plan, decisions and business management processes</p> <p>5.6 Resources are sustainable to match operational delivery</p> <p>5.7 Effective Governance practices and systems are in place across the organisation.</p> <p>6.6 Promote leadership opportunities to all members with identified pathways both within and external to the state.</p>
Action	<p>Nominations must be submitted on the prescribed form (attached), signed by the Nominator, Seconder and Nominee.</p> <p>Nominations must be endorsed by the Nominee's Club.</p> <p>Nominations close 5.00pm on Monday 5th August 2019.</p>

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1. ROLE OF THE SLST BOARD OF DIRECTORS

The primary function of the Board of Directors is to govern and provide leadership to SLST, affiliated Clubs, and members. The Board of Directors powers and duties are in accordance with Section 16 of the SLST Constitution adopted on the 13th September 2015.

The Board, as the State authority for Surf Lifesaving in Tasmania, is responsible for acting on all issues in accordance with SLST's objects and for the benefit of Surf Life Saving, members and the community.

The specific powers and responsibilities of the Board are:

1. provide entrepreneurial leadership and direction for Surf Life Saving in Tasmania;
2. set and monitor strategy and performance objectives;
3. review and approve systems of risk management, safety and internal compliance;
4. ensure SLST conforms with legal and ethical standards;
5. review and approve policies;
6. make, alter or repeal Regulations, except those regulating authority of the Council, Board or Standing Committees;
7. approve and monitor budgets, progress of major capital expenditure, capital management and divestitures;
8. appoint and remove the CEO;
9. monitor the performance of the organisation, including the performance of the Committees;
10. appoint Committees, Panels, Working Groups, State Officers and Advisors;
11. select and appoint the Appointed Directors;
12. perform duties in the best interests of Surf Life Saving Tasmania and in accordance with the Director's Code of Conduct.

2. DUTIES OF DIRECTORS

THE PRESIDENT: Shall:

1. be the nominal head of SLST;
2. be a Director and shall be the nominal head of the State Centre and shall be a member ex-officio of all Committees with the exception of the Selection and Judiciary Committees;
3. be the Director and representative on the National Board of Directors.

THE DIRECTOR OF FINANCE: Shall:

1. be Chairman of the Audit, Finance and Compliance Committee;
2. be responsible to the Board for the overall control and operation of the Audit, Finance & Compliance Committee;
3. work in conjunction with the SLST CEO who will attend to all minutes of meetings, routine matters and correspondence.

A DIRECTOR: Shall:

1. contribute to all matters being considered by the Board;
2. provide advice on matters for which they have special knowledge, skills and/or experience;
3. carry out specific projects for, and on behalf of, the Board from time to time;

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4. work in conjunction with the CEO or nominated staff who will attend to any administrative support required.

3. TERMS OF OFFICE

- the President shall be elected for a 3 year term.
- the Elected Director shall be elected for a 3 year term.

4. PRE-REQUISITES / SELECTION CRITERIA FOR DIRECTORS

Nominees shall:

1. be a financial member of an affiliated Club or SLST;
2. have his/her nomination endorsed by his/her Club;
3. meet the following selection criteria.

Only candidates meeting the selection criteria set out below will be qualified to stand for election:

1. very sound knowledge of, and empathy for, Surf Life Saving;
2. previous experience in organisational work from either private 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, preferably with a knowledge of risk management and the Associations Incorporation/ Corporate Laws in the areas of corporate governance and directors duties and responsibilities;
5. sound presentation and communication skills;
6. ability to demonstrate major achievements or contributions in previous roles (either professionally or in surf life saving);
7. ability to work and communicate effectively within the group and with external parties;
8. understanding the strategic planning process and ability to implement developed procedures;
9. Commitment to the role and ability to devote sufficient time and energy to the position.

5. SLST DIRECTORS CODE OF CONDUCT

Nominees must agree to and comply with the SLST Directors Code of Conduct, i.e.:

1. act honestly and in good faith in the best interests of Surf Life Saving Tasmania;
2. exercise due care, skill and diligence in preserving, protecting and advancing SLST and Surf Life Saving;
3. exercise their powers fairly and for the purposes for which they were conferred, and not misuse or profit from information obtained through their position;
4. respect confidential information obtained, and disclose any actual or potential conflict between their obligations owed to SLST and their personal interests and other duties;
5. fulfil their fiduciary obligation to SLST, including the prevention of insolvent trading;
6. adhere to SLSA and SLST policies, rules and regulations, including the acceptance and responsibility for the decisions and actions of the SLST Council;
7. provide positive and accountable leadership for SLST and affiliated Clubs, and auxiliary organisations;
8. promote SLST's primary mission for "Safer Tasmania Beaches";

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9. actively support and promote SLST's "Safer Tasmanian Beaches" strategic initiatives;
10. actively promote SLST's organisational values i.e.,
 - respect for others and ourselves
 - a spirit of camaraderie and teamwork
 - excellence and improvement in education and training
 - a healthy lifestyle and safe, secure environment
 - inter-generational and equity for all
 - diversity;
11. report to the President.

6. COMPULSORY BRIEFING

Nominees who have not recently been a SLST Director are required to attend a briefing, in person or by teleconference, with a panel of selected personnel (appointed by the Board) with respect to the applicable work role, the member's abilities and availability to carry out the duties of a Director. Failure to participate in such a briefing shall result in the nomination being rejected.

7. NOMINATIONS

A Nomination Form is attached. Please ensure the form has been completed properly i.e.:

1. signed by Nominee
2. signed by Nominator and Seconder
3. full name, addresses (postal and email), contact phone numbers, qualifications etc
4. endorsed by the Nominee's Club.

8. CLOSING DATE

Properly completed Nomination Forms (attached) must be received by hand, mail or email at SLST by 5.00pm on Monday 5th August 2019.

By Mail, marked confidential to:

Tony van den Enden
Chief Executive Officer
GPO Box 1745
Hobart, TAS 7001

Or by email to

Karyn Blakey
Executive Support Officer
kblakey@slst.asn.au

9. FURTHER INFORMATION

If any prospective Nominee is unsure of the requirements or expectations of a Director or requires copies of the SLST Constitution Rules and Regulations etc, please contact the CEO or President.

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NOMINATION FOR ELECTED DIRECTOR

NOMINATION FOR THE POSITION

NOMINEE'S NAME

Given Names:

Surname:

ADDRESS

Private:

Business:

PHONE & EMAIL

Private:

Business:

Mobile:

Email:

MEMBER OF

SLSC

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Proposed By

(Print Name)
(Date)

(Club)

(Signature)

Seconded By

(Print Name)
(Date)

(Club)

(Signature)

I agree to the nomination, and further acknowledge and accept:

1. I am not prohibited from holding office of an incorporated company or association; and,
2. I have read and understand the "Code of Conduct for SLST Directors" and agree to comply with the Code; and
3. I agree to comply with the SLSA/SLST Constitution Rules & Regulations principles, policies and procedures.

(Nominee's Signature)

(Date)

ENDORSED BY:

Club

Position

Signature

Date

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APPLICANT PROFILE

Please provide the following:

1. A brief overview of your involvement in Surf Life Saving at Club, State and/or National levels e.g., years of membership, positions held, major achievements.
2. A list of your SLSA Awards and Accreditations including the award no and date awarded.
3. A brief overview of your professional history and qualifications which should reflect the appropriate skills to assist with delivery of the SLST 2020 Strategic Plan.
4. Details of your personal interests and hobbies, including any involvement with other community groups/services.

DIRECTOR'S SKILLS & EXPERIENCE (SELECTION CRITERIA)

Please provide responses to the following questions related to the desired skills and experience of SLST Directors:

1. Previous experience in organisational leadership in the private or community sectors e.g. Committee/Board roles?
2. Awareness of legal responsibilities of governing bodies of community service and/or charitable organisations?
3. Understanding of, and involvement in, the strategic planning process and monitoring organisational performance?
4. Ability to commit sufficient time and energy to the role of Director?
5. Reasons for nominating for a Director's position, e.g. major goals and/or issues you wish to focus on?