



NOMINATIONS OPEN FOR EXECUTIVE BOARD POSITIONS

Document ID:	202302-01
Issue Date:	27 th February 2023
Portfolio:	All
Audience:	Club Executive Committees, Life Members

Surf Life Saving Sydney Northern Beaches is calling for nominations for the following Director Positions due for re-election in May 2023, for a two-year term.

- Deputy President
- Director of Finance
- Director of Lifesaving

Candidates interested in expressing an interest for any position should submit the attached signed and endorsed nomination form, along with a typed copy of their resume/CV (1 page maximum) which details credentials and relevant experience for the positions.

Form should be emailed to jen@surflifesaving.net.au

Nominees will be published on the 4th April 2023 and voting will take place at the Election General Meeting on 2nd May 2023.

The attached nomination form and a 1 page resume/CV needs to be received by Branch Manager at the above email address by no later than 10am Tuesday 4th April 2023

Regards

Jen Huston
Branch Manager

**Nominations Form for SLSSNB Director Positions
Surf Life Saving Sydney Northern Beaches**

2023/2024 and 2024/2025 Seasons

Nominations must be received at the Branch Office by no later than 10am Tuesday April 4th 2023 *and must include a one page CV with this signed and endorsed nomination form*
EMAIL: jen@surflifesaving.net.au

*Please include a ONE page CV with this nomination form if you are a new nominee,
not required for re standing Directors*

Name:		
Address:		
Suburb:	State:	Post Code:
Email:		
Mobile Phone:	Work Phone:	
Club/s:		

- I wish to nominate for the position of Deputy President
- I wish to nominate for the position of Director of Finance
- I wish to nominate for the position of Director of Lifesaving

Please note that all positions are for a 2-year term, commencing 3 May 2023 and ending May 2025.

Nominee Signature:	Date:
Club Endorsement:	Date:

CHECKLIST

- Form signed by nominee
- Form endorsed by Club Officer
- One page CV included with nomination (if a new nominee)

DEPUTY PRESIDENT

ATTRIBUTES:

- Strategic expertise – sound understanding of strategic planning processes.
- Sound leadership skills
- Sound oral and written communication skills
- Public speaking ability
- Ability to work in a team environment
- Risk Management – experience in managing areas of major risk to an organisation
- Efficient people management skills
- A sense of justice
- Ability to follow SNB objectives

RESPONSIBILITIES:

- Support the role of President
- Chair and preside at BoM and Executive Meetings in the President's absence
- Attend SLSNSW and SLSA meetings in the President's absence
- Assist the President with special projects especially strategic initiatives
- Assist the President represent SNB to key stakeholders including Councils, State and Federal Members of Parliament
- Oversee disciplinary issues and confidential matters within the Branch
- Oversee Constitution and Regulation changes
- Internal communications

STATEMENT OF DUTIES:

- Assist the President and Branch Manager in providing good governance, leadership, and strategic direction for the Branch
- In consultation with Directors and appropriate staff, contribute to the development and delivery of the SNB strategic plan
- Be prepared to attend all Branch and other SLSA, conferences and forums which are convened and will affect upon SNB
- Attends SLSNSW and SLSA Meetings if required to determine future direction of Surf Life Saving
- Supervise disciplinary hearings and investigations
- Set the agenda for the Rules and Constitution Committee
- Drive improvements to internal communications

TIME COMMITMENT

The position of SNB Deputy President is a voluntary position which requires a commitment of time and energy required to complete the duties of the position.

DIRECTOR OF FINANCE

RESPONSIBILITIES:

The overall responsibility of the Director of Finance is to take steps to ensure that he or she are able to confidently sign the Annual Report, in which the Executive give an opinion of the truth and fairness of the Financial Statements, and on the ability of the organisation to meet its financial obligations.

In order that this statement can be made, the Director of Finance should ensure that the following areas are being addressed by the appropriate staff or committees and those matters of significance are being addressed promptly and effectively:

- Report monthly on the financial reports of SNB
- Ensures systems and procedures are in place to protect the reliability and integrity of accounting, financial reporting and disclosure practices
- Develops with the CEO/Branch Manager internal control systems and procedures to safeguard assets
- Adopts practices which protect short-term solvency and long-term financial viability of the organisation
- Develops initiatives for the purpose of supporting all entities in the areas of finance
- Ensures procedures which ensure compliance with both legal and organisational rules and regulations.
- Ensures that SNB major assets are being managed and maintained.
- Prepares and manages approved budgets in conjunction with Branch Manager.

In doing this, the Director of Finance will be ensuring that all matters are being addressed in accordance with the strategic plan, to manage and grow the financial sustainability of the organisation.

In addition to this, the Director of Finance will be required to Chair the Finance Committee.

ADDITIONAL DESIRABLE ATTRIBUTES:

- Sound computer skills
- Sound financial knowledge
- Sound understanding of corporate governance requirements.

STATEMENT OF DUTIES:

- Through the appropriate officers and staff, oversee the accounting, finance and compliance activities of the organisation
- Report to the Executive and BoM on finance and compliance matters as required
- Facilitate the communication and implementation of recommendations made by the Finance Committee, and be instrumental in the meeting of its objectives insofar as the Executive is concerned
- In consultation with Directors and appropriate staff, oversee the formulation of the SNB budgets and financial plan and update existing plans which shall be presented to the Directors for the promulgation to the BoM
- Advise SNB upon reports and recommendations received from officers, appropriate staff, members and other forums, established from time to time to consider and recommend upon financial matters
- Attend Executive meetings and advise, by standard reporting protocol, of strategic recommendations relative to the management of the SNB Business Plan
- Be prepared to undertake programs to give advice when so requested by the SNB, the President or the Branch Manager
- Be able and prepared to attend all BoM, Executive and other meetings (if required), conferences and forums which are convened and will affect finance.
- In conjunction with the Branch Manager, prepare and manage approved budgets.

TIME COMMITMENT

The position of SNB Director of Finance is a voluntary position that requires a commitment of time and energy required to complete the duties of the position.

DIRECTOR OF LIFESAVING

RESPONSIBILITIES:

- Represent SNB on the SLSNSW Board of Lifesaving
- Ensure implementation of all SLS and SNB policies relating to Lifesaving
- Approve annual club lifesaving agreements in consultation with the clubs and SLSNSW
- Ensure clubs prepare and implement effective Beach Management Plans
- Ensure effective management of Lifesaving in all of its operations
- Oversee an effective Support Operations group – Duty Officers, RWC, SurfCom and TIPS.
- Prepare and manage approved budgets.

STATEMENT OF DUTIES:

- In consultation with BoLS and appropriate staff, overview the Lifesaving component of the SNB Strategic plan and update existing plans which shall be presented to the Directors for the promulgation to the BoM
- Advise SNB 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
- Act as Chairperson of conferences and forums, called together to consider lifesaving matters
- Act as Chairperson at BoLS meetings
- Attend BoLS meetings and advise, by standard reporting protocol, of strategic recommendations relative to the management of the SNB plan.
- Be prepared to undertake programs to give advice when so requested by the SNB, the President or the Branch Manager
- Be prepared to attend all BoM and other SLS and Executive meetings (if required), conferences and forums which are convened and will affect upon lifesaving
- Oversee the effective operations of SurfCom
- Coordinate and allocate Duty Officers to ensure effective coverage.
- Develop and effectively manage SNB audits to ensure high levels of compliance

TIME COMMITMENT

The position of SNB Director of Life Saving is a voluntary position that requires a commitment of time and energy required to complete the duties of the position.