



Circular

Title:	Expression of Interest for SLSWA Standing Committees (2020/21)
Date:	06 May 2020
Document ID:	02, 2020/21
Department:	Corporate Services
From:	James O'Toole, Chief Executive Officer Ph: 08 9207 6666 (SLSWA Office Hours Monday to Friday, 8.30am to 5pm)
Audience:	Interested Member, Club Notice Board, Club Administrators
Summary:	EOI sought from individuals to be considered for the positions of Chair and Committee Members to our four (4) General Standing Committees in the area of Lifesaving, Sports, Development, Education and the SLSWA Australian Honours and Awards Committee. The General Standing Committee appointments when made will continue until May 2021. The SLSWA Australian Honours and Awards Committee appointments when made will continue until May 2022.
Action:	Nominations must be forwarded to the SLSWA Chief Executive Officer and must be received by 4.00pm 29 May 2020 .
Attachment:	Nomination Form

SLSWA is calling for Expressions of Interest from those members wishing to serve on one of SLSWA's Standing Committees:

- **Lifesaving Committee**
- **Sports Committee**
- **Development Committee**
- **Education Committee**
- **SLSWA Australian Honours and Awards Committee**

These Expressions of Interest will be assessed by the Nominations Committee and members with specific skillsets to meet the committee objectives, as outlined in the section: General Standing Committee Objectives will be sought. The appointment to the SLSWA Standing Committees is a member development opportunity and this will be taken into consideration as part of the selection process.

These appointments when made will continue until May 2021. The SLSWA Australian Honours and Awards Committee appointment when made will continue until May 2022.

Expressions of Interest for these positions should be submitted on the prescribed nomination form, which is attached, signed by the Nominee. Nominations must also be endorsed by the Nominee's Club.

Nominations must be received by the SLSWA Chief Executive Officer by **4.00pm 29 May, 2020** by post or email at:

James O'Toole
Chief Executive Officer
PO Box 700, Balcatta WA 6914
jotoole@slsa.com.au

James O'Toole
Chief Executive Officer



Roles and Responsibilities

General Standing Committees

Authorities and Responsibilities

- a) Standing committees are constituted by Para 33 of the SLSWA Constitution.
- b) Regulation 4.1 applies to the General Standing Committees comprising the Development Committee, the Sports Committee, the Lifesaving Committee and the Education Committee.
- c) Each General Standing Committee exists and acts independently of the other General Standing Committees.
- d) The role of each General Standing Committee is to support the Chief Executive Officer by providing advice in relation to the various objectives of that respective General Standing Committee.
- e) General Standing Committees will be appointed by the SLSWA Board on an annual basis in [May] of each year.
- f) At the commencement of tenure of the General Standing Committee the SLSWA Board will (at its discretion) set the objectives (being a minimum of three (3) and maximum of five (5) objectives) for the General Standing Committee for that year (which objectives may include a continuation of any of the previous years' incomplete objectives).
- g) Meetings of each General Standing Committee will be held bi-monthly with a minimum of 4 meetings per year.
- h) Each General Standing Committee Chairman shall represent SLSWA on the relevant equivalent SLSA Committee.
- i) No General Standing Committee has the authority or power to make decisions binding on SLSWA or commit SLSWA to expenditure.
- j) Each General Standing Committee are responsible to and will report to the SLSWA Board.

Composition

- a) Each General Standing Committee shall be comprised of a Chairman, the Chief Executive Officer (or his nominee), and a minimum of two (2) and maximum of four (4) additional appointed persons.
- b) Each General Standing Committee, when in session, shall have a minimum of four committee members.
- c) The Board shall appoint (at its absolute discretion) the Chairman and committee members of each General Standing Committee in [May] of each year based upon particular expertise and merit in direct correlation with the objectives of that year.

General Standing Committee Chairmen

Appointment

- a) This position is constituted by Para 33 of the SLSWA Constitution.
- b) The Board shall appoint the Chairman in May annually
- c) The Chairman may be re-appointed.
- d) Expressions of interest shall be called
- e) The Board may at any time revoke the appointment.

Role and Authority

- a) The position does not have the authority or power to make decisions binding on SLSWA or commit SLSWA to expenditure.
- b) The position reports to the Chief Executive Officer.

Responsibilities

- a) Chair the respective Committee
- b) Advise the Board and Chief Executive Officer on progress of the relevant objectives of the committee.
- c) Be SLSWA's representative on the equivalent SLSA committee.
- d) Provide feedback to the committee on national matters.
- e) Input into the strategic direction of SLSWA.

SLSWA Australian Honours and Awards Committee

Role and Authorities

- a) The committee is constituted by Para 33 of the SLSWA Constitution.
- b) For the purposes of this Regulation, Australian Honours includes the Order of Australia, Meritorious Award, Military Awards and Bravery decorations (Australian Honours).
- c) Its role is to make recommendations for Australian Honours, SLSA and SLSWA Life Membership and other related awards.
- d) The committee shall have the authority to co-opt the services of other persons to provide advice and assistance on specific matters from time to time.
- e) The committee does not have the authority or power to make decisions binding on SLSWA or commit SLSWA to expenditure, except where specifically stated.
- f) The committee reports to the Board through the Chief Executive Officer.

Composition

- a) The committee shall comprise a chairman and a minimum of three appointed persons who shall have the experience necessary to assess recommendations for Australian Honours and the various surf life saving Awards
- b) The committee, when in session, shall have a minimum of three committee members.
- c) The Board shall appoint the Chairman and committee members in May of each even year based upon the criteria stated in (a), expertise and merit with due consideration to geographic and technical knowledge.

Responsibilities

- a) Convene as required by the Chairman, or as decided by committee members.
- b) Using criteria outlined in these regulations, the SLSWA Life Membership Policy (SLSWA Life Membership Policy) and relevant nomination forms (as appropriate),, regularly review the achievements of members who have rendered outstanding service to surf life saving and make recommendations on behalf of individual members for Australian Honours, SLSA and SLSWA Life Membership and other related awards.
- c) With the exception of nominations for Australian Honours which shall be approved by the Chairman of the SLSWA Australian Honours and Awards Committee, all recommendations shall be forwarded to the SLSWA Board for endorsement.
- d) Report committee meetings, including any determinations and recommendations, to the Chief Executive Officer.

General Standing Committee Objectives

Surf Sports Committee

1. Awards of Excellence - Assist with the selection of applicable Surf Sports awards in accordance with selection criteria (Youth Athlete, Open Athlete, Coach, Official and Bernie Kelly Medal).
2. Western Suns Representative Teams - Assist with selection of teams in accordance with the selection criteria.
3. Club Coaching Guidelines - Conduct a review of the coaching structures of all clubs, identify successful structures (multi or single disciplines) and then develop a club coaching guide for distribution to all clubs.
4. Surf Sport Development Camp - Assist with the development of a structure for a proposed SLSWA Surf Sport Development Camp to be held annually at the new SLSWA Development Centre in Margaret River. Ideally the camp will facilitate the development of multiple stakeholder groups including Athletes, Coaches, Officials and Host Clubs

Development Committee

1. Nipper & Youth Awards - Selection of the Nipper of the Year, Youth of the Year, U15 Lifesaver of the Year & Youth Official of the Year in accordance with the selection criteria.
2. Awards of Excellence - Selection of the Woodside Nippers Club of the Year, Woodside Nippers Program Coordinator of the Year, Woodside Nippers Program Volunteer of the Year, Age Group Manager of the Year and Young Volunteer of the Year in accordance with the selection criteria.
3. Young Leaders Survey - Develop and conduct a survey of 17 – 25 year old members to establish what they wish to achieve from their involvement in SLS and compile results for presentation at the June 2021 Forum.
4. SLS specific teamwork and leadership activities - Development of specific youth related activities, that can be used by clubs, that develop teamwork and provide leadership growth and development for potential delivery by SLSWA and clubs at the SLSWA Development Centre.
5. Club Initiatives - Develop guidelines to assist club with the delivery of additional club based initiatives for their youth (u14-u17) and young leaders (17-25yrs)

Education and Training Committee Objectives

1. Awards of Excellence - Participate in Awards of Excellence selection of finalists and winners
2. Training and Education Development Camp(s) - Assist with the development of a structure for SLSWA Training and Education Development Camp(s) to be held at the new SLSWA Development Centre in Margaret River. Ideally the camp(s) will facilitate the development of multiple stakeholder groups including (but not limited to) new members, Trainers/Assessors, advanced lifesaving opportunities and power craft (RWC and IRB).
3. Review of SLSWA trainer and assessor requalification requirements. - The current SLSWA trainer requalification requirements have now been in place for two seasons. The Committee to review the process and determine the success and/or potential need for amendments.
4. Distance Learning Opportunities - Review suitability for online/virtual distance learning options for SLSWA awards with a focus on regional clubs. Identify which training is appropriate for online learning options and propose initiatives and techniques for delivery of remote learning.

Lifesaving Committee Objectives

1. Awards of Excellence - Selection of Lifesaver of the Year, Youth Lifesaver of the Year and Patrol Club of the Year and any other lifesaving awards as required
2. Develop a framework that articulates strategies affiliated Clubs can apply to increase / maximise the flexibility for patrolling members to complete patrol requirements / attend rostered patrols.
3. Assist with the development of a structure for a proposed program to be held annually at the new SLSWA Development Centre in Margaret River. Ideally the program will facilitate the growth of Support Operations and Emergency Response Teams within the Lifesaving pillar. Achieving interoperability between these teams and with external agencies must be considered. The capacity of the Development Centre allows for a holistic approach to developing lifesaving in WA.
4. Consolidate and finalise a framework that articulates the minimum obligations and capabilities affiliated Clubs should achieve and provide for lifesaving services (continuation and consolidation of Action 3 and Action 4 from 2019/2020)

Expression of Interest: SLSWA Standing Committee Chairs SLSWA Standing Committee Members

Selection Process

The SLSWA Nominations Committee will recommend appropriate candidates to the SLSWA Board for endorsement. The SLSWA Nomination Committee may interview applicants as part of this process. EOI must be submitted by **4pm, 29 May 2020**.

Appointment of these positions will be made by the SLSWA Board. The Nomination Committee will determine the suitability of all nominations based on the skills and experience required to meet the committee objectives as outlined in Circular 02-2020/21. The appointment to the SLSWA Standing Committee is a development opportunity and this will be taken into consideration as part of the selection process.

This **Expression of Interest** is made on behalf of:

(Nominees Name)

Position you wish to be considered for:

(Please tick appropriate box)

<input type="checkbox"/> Chairman - Lifesaving Committee <input type="checkbox"/> Chairman - Sports Committee <input type="checkbox"/> Chairman - Development Committee <input type="checkbox"/> Chairman - Education Committee <input type="checkbox"/> Chairman – SLSWA Australian Honours and Awards Committee	<input type="checkbox"/> Committee Member - Lifesaving Committee <input type="checkbox"/> Committee Member - Sports Committee <input type="checkbox"/> Committee Member - Development Committee <input type="checkbox"/> Committee Member - Education Committee <input type="checkbox"/> Committee Member – SLSWA Australian Honours and Awards Committee
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Nominees details

First Name _____	Last Name _____
SLS _____	Club _____
Date of Birth _____	Male / Female (please circle)
Address _____ _____	
Town _____	State/Post Code _____
Phone(H) _____	Phone (W) _____
Phone (M) _____	
Email _____	

Background/Experience

Please provide an overview of your background/experience in Surf Life Saving and skills with respect to the relevant objectives.

Nominee's 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 SLSWA.

(Signature)

(Date)

Club Endorsement

Club Name _____	Name, and position of club contact. _____ <p style="text-align: center;">Name</p> _____ <p style="text-align: center;">Position</p>	_____ <p style="text-align: center;">Signature</p> _____ <p style="text-align: center;">Date</p>
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Skills and Experience

Please provide responses to the following questions related to skills and experiences for the position.
Additional pages may be attached if there is insufficient space on this form.

1. Skills, qualifications and experiences for the position:

2. Experience and ability to provide regular reports and action recommendations:

3. Ability to commit sufficient time and energy to the role:



Future Goals & Objectives

Please outline the key goals and objectives you will bring to the role and SLSWA if you are appointed.

Resume

Optional – Please attach a personal resume.