

Circular

Title:	Expressions of Interest for SLSWA Board Positions
Date:	10 July 2025
Document ID:	15, 2025/2026
Department:	Corporate Services
From:	James O'Toole, Chief Executive Officer Ph: 08 9207 6666 (SLSWA Office Hours Monday to Friday, 8:00am to 5:00pm) Email: jotoole@slswa.com.au
Audience:	Club Presidents & Administrators, SLSWA Club Members and Interested Parties
Summary:	EOI sought for two SLSWA Board Director position – Call for Nominations
Action:	Expression of Interest must be received by 4:00pm Saturday 9 August 2025
Attached:	Board Member Application Form Expression of Interest Form

1 SUMMARY

Surf Life Saving WA is seeking Expressions of Interest (**EOI**) for two Board Member positions. Expressions of Interest are invited from suitably qualified and experienced members of Surf Life Saving Western Australia for these two positions.

The positions will be for a 3-year term, commencing in September 2025.

Current Board Member, Mike Shaw, will be seeking re-election to the Board.

Skills Focus

All Expressions of Interest (EOIs) will be assessed for skills, experience and potential contribution to the Board.

The Board's Nominations Committee wishes to highlight that it will be specifically seeking a candidate with formal finance qualifications for at least one of the positions to complement the current Board skillset. Preferred accounting and finance qualifications for this position include CA or CPA.

The Nominations Committee will consider candidates with suitable backgrounds for the second position. Formal finance qualifications for the second position are not required, however, strong financial literacy and experience is highly desirable.

Experience serving on Boards of medium and large organisations, particularly outside of the surf lifesaving club environment, would be preferred and demonstrated experience in key areas of directorship such as risk management, governance, compliance, and strategic planning will be highly regarded.

Please note: Directors on the Surf Life Saving WA Board do not hold operational portfolios. Applicants are reminded that Directors are appointed to provide strategic oversight and governance of Surf Life Saving WA. They are not appointed to represent or advocate for individual clubs, and doing so is considered a conflict of a Director's duties.

Review Process

The Nominations Committee will review all EOIs submitted by the deadline for submission and in the required form. Candidate interviews may also be conducted to gather further relevant information.

Additional details about the key capability areas can be found in the attached Board Member Application Form.

The Nominations Committee will consider gender diversity having regard to applicable policies including those of the State Government's Department of Local Government Sport and Cultural Industries.

The Nominations Committee will provide a report to the Board that ranks all nominations in order of the Committee's preference. This report may be provided on a confidential basis to Club Presidents. If an election process is required, this will be conducted by preferential ballot of Club Presidents in accordance with the SLSWA Constitution.

Submitting an EOI

Nominations must be endorsed by the candidate's Affiliated Surf Life Saving Club. Signatures of two authorised officers of the Club are required (such as members of the Club's management committee or individuals authorised by the committee to act on behalf of the Club). Candidates must provide written consent to their nomination. See the attached Expression of Interest Form.

Candidates should complete and submit the following by the closing date indicated below:

1. Expression of Interest Form (**attached**)
2. Board Member Application Form (**attached**)
3. Resume including relevant experience

Outcome

Elected Board Members will be announced at the SLSWA Annual General Meeting, to be held at 8:00am on Saturday 6 September 2025 at SLSWA headquarters, 7 Delawney Street, Balcatta, WA 6021.

Successfully elected Board Members will be required to attend a Board induction at a time and date to be determined.

The Board Member Application Form, Expression of Interest Form with endorsement from the nominee's Affiliated Surf Life Saving Club and Resume, must be received by the SLSWA Chief Executive Officer by 4:00pm Saturday 9 August 2025.

2 OVERVIEW OF RESPONSIBILITIES & OBLIGATIONS

SLSWA is a registered charity and not-for-profit organisation. It has grown to become an organisation with significant annual revenues supporting the furtherance of its objects.

Members interested in submitting an Expression of Interest for positions on the SLSWA Board should review the SLSWA Constitution, Regulations and SLSA Policies, including SLSWA Board Governance Policy to confirm eligibility, willingness, capability and capacity to fulfill the important responsibilities associated with this position.

Directors of SLSWA are considered members of the management committee of SLSWA for the purposes of the *Associations Incorporation Act 2015 (WA)*. Accordingly, members should also familiarise themselves with the statutory duties that apply to members of management committees of incorporated associations.

The SLSA Policies are available on the SLSA Member Portal Library.

The SLSWA documents are available on the SLSWA website <https://www.mybeach.com.au/about/governance/>.

Composition of the Board

The Board comprises the State President and six Board Members who must all be Individual Members, together with the Chief Executive Officer.

There are no regulations established by the Board to hold operational portfolios/directorships.

The following is a summary of primary responsibilities for these positions.

Board Role

The Board's role on behalf of its affiliated clubs and stakeholders is to ensure SLSWA achieves its core purpose and strategic goals, and in doing so, meets all legal and moral responsibilities and requirements.

The Board of Directors is responsible for:

1. **Setting Surf Life Saving WA's strategic direction and priorities** ensuring they are both appropriate and achievable;
2. **Safeguarding the financial viability and long-term sustainability** of Surf Life Saving WA;
3. **Establishing the policy and regulatory framework** necessary for effective governance of the organisation;
4. **Monitoring compliance** with all relevant legislation, regulations, and governance standards; and
5. **Identifying and assessing organisational risks** and appointing committees and honorary officers to support the execution of the Board's responsibilities.

The Board generally meets monthly, with attendance at the SLSWA AGM and two Club President Forums expected. In addition, Board Members are expected to attend significant SLSWA functions such as the Awards of Excellence, State Championships and some Club annual dinners.

3 CLOSING DATE

The Board Member Application Form, Expression of Interest Form with endorsement from Affiliated Surf Life Saving Club and Resume, must be received by the SLSWA Chief Executive Officer by **4:00pm Saturday 9 August 2025** by post or email at:

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

4 NEED ADVICE OR HELP?

Prospective nominees can contact the SLSWA Chief Executive Officer if any clarifications or explanations are required.

A handwritten signature in black ink, appearing to read "J. O'Toole".

James O'Toole
Chief Executive Officer