COOLUM BEACH SURF LIFESAVING CLUB INC

BY-LAWS

October 24th 2024

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APPLICATION

The By-laws are to be read in conjunction with the Coolum Beach SLSC Inc Constitution (the Constitution).

To the extent that any part of these By-laws are inconsistent with the Constitution, that part of these By-laws will be null and void and the Constitution will prevail.

The definitions included in the Constitution apply to these By-laws.

SECTION 1 - THE CONSTITUENTS

1.1 Directors

a. Directors of the Club shall be elected from the members of the Club.

b. Nominees for these positions shall confirm, as part of the nomination process, that they have read, understand, and will act in accordance with the following:

   i. The Clubs Constitution

   ii. The Clubs By-laws

   iii. The Clubs Policies

   iv. The applicable Role Description (see Appendices)

The following Directors shall be elected at the Annual General Meeting as provided for in Clause 30.3 The Board shall comprise of five (5) Directors:

1.2 Statutory Directors

A President, Director of Administration (Secretary) and Director of Finance (Treasurer).

1.3 Other Directors and Officers

a. In addition to the Statutory Directors, two other Directors shall be elected at the Annual General Meeting. These Directors are the Deputy President and the Director of Life Saving (Director of Lifesaving).

b. Only current proficient Certificate II in Public Safety (Surf Bronze Medallion) awardees shall be eligible for election to Director of Life Saving.

c. Only Members who are Award members or who current proficient Certificate II in Public Safety (Surf Bronze Medallion) awardees shall be eligible for election to President.

d. Three (3) of the Directors must be an Award member (or higher).

1.4 Functional Officers (Surf Life Saving association requirements)

a. All or any of the following Officers may be elected at the Annual General Meeting:

b. Chief Training Officer; Surf Sports Officer, Member Officer, Transport Officer, Radio Officer, First Aid Officer, Cadet and Youth Officer, Gear Steward,

Powercraft Officer, Complaints Manager, MPIO/s, Judiciary Committee members, Surf Boat Captain, Board and Ski Captain, IRB Captain.

c. In addition to the required SLSA awards only current proficient Certificate II in Public Safety (Surf Bronze Medallion) award Members shall be eligible for election to the following positions:

   v. Director of Lifesaving
   vi. Chief Training Officer
   vii. Surf Sports Officer
   viii. Powercraft Officer
   ix. Any deputies to these positions.

d. Nomination/s for Junior Activities Officer may be with or without a recommendation of the Junior Activities Committee. The appointment is solely subject to election by the Board and the Club Council at the Annual General Meeting.

The Board may appoint other Officers as it sees fit.

1.6 Honorary Roles

a. All or any of the following may be appointed as needed:

   i. Patron and Vice-Patron
   ii. Club Honorary Solicitor.

People appointed to the above positions must consent to the appointment prior to being appointed.

1.7 Role Descriptions of Directors, Officers and Others

The Club has adopted the following Roles Descriptions as set out in Appendix H

1. President
2. Deputy President
3. Director of Administration
4. Director of Finance
5. Director of Life Saving
6. Surf Sports Officer
7. Chief Training Officer
8. Member Officer
9. Junior Activities Officer (JAO)

SECTION 2 - MEMBERSHIP

2.1 General

Subject always to the Constitution **Clause 12** and the SLSA membership directives in Part 6 of the SLSA Regulations, the Association is authorised to establish such categories of members as it requires and considers necessary in the context of the Association and the requirements of SLSQ.

2.2 Composition

The composition of the Club shall consist of its Directors, Officers, Active Members, Past Active Members, Reserve Active Members, Award Members, Long Service Members, Life Members, Life Governors, Cadet Members, Associate Member, Junior Activity Members, Probationary Members; Members of the Association, all of which categories are defined in the Constitution or these By-Laws and membership shall be unlimited.

2.3 Membership

The membership of the Club shall consist of the following primary categories of individual membership:

a. Junior Membership which includes the following sub-membership categories:

i. Junior Activities Members (Nipper)

A Nipper shall be a person who shall be a minimum age of five (5) years up to a maximum age of fourteen (14) years and such person shall be required to gain the relevant Surf Education Certificate for that person's age group. Nipper Members shall not have voting rights.

The key focus for five and six-year old Nippers will be play participation and fun. Guidelines which support this focus will include:

- Beach activities that emphasise games and group activities;
- Water activities to be limited to shallow water near the water's edge; and
- No competition for these age groups other than that involved in fun games.

ii. Cadet Members

A Cadet Member shall be a Member of the age qualification as defined in SLSA's Manuals (i.e. under 15) and, who has obtained the Surf Rescue Certificate or has passed an annual Skills Maintenance test. Cadet Members shall not have voting rights.

b. Active Membership which includes the following sub-membership categories:

i. Active Members

Where Active Members shall:

- Be a Bronze Medallion holder;
- Fulfil patrol and Club obligations, as provided by SLSA and the Clubs Constitution;

- Qualify in an annual Skills Maintenance test unless the Member has obtained their Bronze Medallion in that season;
- Have the right to be present, to debate and to vote at General Meetings.

ii. Reserve Active Members

Reserve Active Membership may be granted to Active Members who have satisfactorily completed (from the gaining of the Bronze Medallion) at least eight (8) years of patrol and Club obligations as provided by SLSA and the Club Constitution. Reserve Active Membership shall not be automatic but shall be granted by resolution of the Board.

- Reserve Active Members shall perform a minimum of 20 patrol hours and further patrol duties at the discretion of the Board.
- Reserve Active Members shall have the right to be present, to debate and to vote at General Meetings.

iii. Award Members

Award Membership may be granted to persons who hold an SLSA award of one, or more, of the following qualifications: Surf Rescue Certificate, Radio award/s, First Aid Certificate, ART Certificate, Emergency Care awards (or equivalent).

- Award Members may be called upon to perform patrol and/or other Club obligations within the scope of their qualifications.
- Such Members shall have the right to be present at general meetings.
- Award Members shall have voting rights.

c. Associate Membership which includes the following sub-membership categories:

i. Associate Members

- Associate Membership may be granted to persons who may or may not hold an SLSA award.
- Associate Members shall not have voting rights unless elected to office or to a position which is provided with voting rights by these by-laws.
- Associate Members shall have the right to be present at general meetings.

ii. Probationary Members

Probation Membership shall be the designation of any person for the time period between applying for membership and the gaining of an award and/or pending the granting of another formal category of membership by the Board. Probationary Members shall not have voting rights.

d. Honorary and Service Membership which includes the following sub-membership categories:

i. Long Service Members

Eligibility

- Long Service Silver Membership may be granted to Members who have completed ten (10) years active service, or to Members who have completed eight (8) years active service plus four (4) years Reserve Active service.
- To be eligible for Long Service Membership, Members must have completed 400 hours of patrols with the Club.

Relevant Service

- Long Service Members are expected to contribute a minimum of 10 hours of Relevant Service as endorsed by the Board.
- "Relevant Service" may include, but is not limited to:
  - Patrol hours;
  - Club role – including Board, Officer, Committee, or Subcommittee role;
  - Fundraising activities;
  - Surf Sports assistance (e.g., Official, Team Manager);
  - General club assistance (e.g., assisting with gear shed clean up);
  - Member event assistance (e.g., member BBQs).

Discretion of the Board

- The Board will have discretion to either waive or relax the Relevant Service expectation on a case-by-case basis where it determines that Relevant Service is not reasonable, having regard to the Long Service Member's individual circumstances.

Recognition of External Long Service

- Should a Member join from another Surf Life Saving Club where they hold Long Service Membership, such membership may be recognised by the Club subsequent to the completion of two (2) years of patrol duties (80 hours) with the Club.

Rights of Long Service Members

- Long Service Members shall have the right to be present, to debate, and to vote at General Meetings.

ii. Past Active Members

Past Active Membership may be granted to a Member who has held an SLSA Bronze Medallion and been an active patrol member for a minimum of three (3) years.

- Such Members shall have the right to be present at general meetings.
- Past Active Members shall not have voting rights.

iii. Life Members

The Life Membership award shall be awarded to a Member who demonstrates sustained, outstanding and/or special service over an aggregate period of 20 years for the Club. Life Members shall be nominated, assessed and approved in accordance with the procedures outlined in the Honours and Awards Appendix.

The Board may notify at the Annual General Meeting the appointment to Life Member of any member who has rendered long and distinguished service to the Association, the Club and Surf Lifesaving, where such service is deemed to have assisted the advancement of the Club and Surf Lifesaving in an active and/or administrative capacity during the minimum period of twenty (20) years. Such appointment will be progressed and approved in accordance with the procedures detailed in the Honours and Award Appendix.

Life Members shall receive special recognition, for example, a Life Members' badge (Appendix F) and/or certificate and be afforded special privileges to acknowledge their Life Member status, such as not having patrol or officer requirements to retain membership.

Life Members shall have the right to hold office, to be present, to debate and to vote at General Meetings.

iv. Life Governors

The Life Governor award shall be awarded to a Life Member who demonstrates ongoing sustained, outstanding and/or special service over for the Club. Life Governors shall be nominated, assessed and approved in accordance with the procedures outlined in the Honours and Awards Appendix.

The Board may notify at the Annual General Meeting the appointment to Life Governor of any Life Member who has rendered long and distinguished service to the Club and Surf Lifesaving, where such service is deemed to have assisted the advancement of the Club and Surf Lifesaving in an active and/or administrative capacity such appointment will be progressed and approved in accordance with the procedures detailed in the Honours and Award Appendix.

2.4 Voting Rights

Membership voting rights shall be limited to Active, Reserve Active, Long Service, Life Members, Life Governors and Award members who are current financial members of the Club.

2.5 Duties and privileges of membership

All financial Members shall have access to all Club facilities.

All Active and Cadet Members may apply in writing for leave of absence from their duties, stating the reasons and time for such leave.

All Members shall abide by the Constitution, By-Laws, Policies and Rules of the Club and the Association.

2.6 Membership Renewal

Pursuant to clause 14.4 and clause 14.5 of the Clubs Constitution, any renewing Member shall not be denied membership unless;

- that member has been the subject of a proven disciplinary process (conducted in accordance SLSQ and SLSA Complaints Management Policies and Procedures) in the previous season, and
- the Board is satisfied that there is a reasonable basis for rejecting the members application renewal of membership having regard to the legitimate interests of the Club.

SECTION 3 – ROLE OF THE BOARD

3.1 Directors and Charity compliance

The Directors shall be responsible to ensure the Club, fulfills their endorsed charitable purpose and acts in compliance with that purpose, fully complies with Australian Charities and Not-for-Profit Commission (ACNC) requirements and, at all times, meets the *SLSQ Governance Standards,* which encapsulate the *ACNC Governance Standards*.

Further, Directors shall be responsible to ensure that all Auxiliary Organisation's operate in a manner compliant with the Club's charitable purpose, ACNC requirements and *SLSQ Governance Standards,* which encapsulate the *ACNC Governance Standards.*

3.2 Directors and Officers responsibilities

All Directors and Officers of the Club shall be required to understand the needs of the Club and their legal responsibilities as Directors and Officers. Club Directors and Officers owe a fiduciary duty to the Club and shall exercise their rights and powers in good faith and for the benefit of the Club;

a. All Directors and Officers shall comply with all statutory and common law duties including (et al) the key principles below:
    i. to act honestly and in good faith in the interests of the Club.
    ii. to exercise a degree of care, skill and diligence that a reasonable person in a like position would exercise in the Club's circumstances.
    iii. to exercise powers honestly and for the purposes for which they were conferred and not for collateral purposes.
    iv. to avoid any actual or potential conflict between their obligations owed to the Club and their personal interests and other duties.
    v. to keep confidential information obtained, and not to disclose advantage or business opportunities acquired, in the course of that office.
    vi. to prevent insolvent trading by the Club.

b. For the purposes of this clause Serious Misconduct is defined as conduct that;
    i. is a breach of statutory or common law, or
    ii. is fraudulent, or
    iii. breaches a Directors fiduciary duties; or
    iv. risks the safety (either physical or mental) of another Member and
    v. such conduct brings, or has the potential to bring, the Club or the Association into disrepute

c. In the event of an alleged breach of any relevant policies or of the foregoing duties deemed to be Serious Misconduct, the matter will be dealt with as per clause's 17.2 and 31 of the Club's Constitution and relevant SLSQ and SLSA policies, including but not limited to the below:

i. SLSA Policy 6.24 Anti-corruption and Fraud

ii. SLSA Policy 5.02 Australian National Anti Doping

iii. SLSA Policy 6.01 Intellectual Property

iv. SLSA Policy 6.02 Privacy

v. SLSA Policy 6.04 Child Safe

vi. SLSA Policy 6.05 Member Protection

vii. SLSA Policy 6.16 Criminal Conviction

viii. SLSA Policy 6.20 Use of Social Media

ix. SLSA Policy 6.23 Improper Use of Drugs and Medicine in Sport

d. In the event of an alleged breach (other than Serious Misconduct) of any of the foregoing duties, the Director or Officer will be given a formal notice of improvement. Should the behavior continue a notice in writing shall be issued from the Secretary (or other Director as required) specifying the breach of duty and requiring the Director or Officer to show cause within 7 days why they should not be immediately suspended from the office they hold, until the Board is able to determine their suitability to continue to hold that office. After the expiry of the 7-day period the Board shall convene to consider the matter. In the event that the Board is satisfied that the alleged breach occurred, The Board may suspend or dismiss the Officer by a majority vote.

3.3 Interests and Disclosure of interests

a. Interests

A Director shall not hold any place of profit or position of employment within the Club, or in any company or incorporated association in which the Club is a shareholder or otherwise interested, or from contracting with the Club either as a vendor, purchaser or otherwise except with the express resolution or approval of the Club Council. Any such contract or arrangement entered into by or on behalf of the Club in which a Director is in any way interested will be voided for such reason;

b. Disclosure of interests

The nature and interest of a Director must be declared by such person at the meeting at which the contract or arrangement is first taken into consideration if the interest exists or in any other case at the first meeting of the Club Council after the acquisition of the interest. If a Director becomes interested in a contract or arrangement after it is made or entered into, the declaration of the interest must be made at the first meeting of the Club Council or Board held after the Director becomes so interested;

c. General disclosure

A general notice that a Director is a member of any specified firm or company and is to be regarded as interested in all transactions with that firm or company is sufficient declaration. After such general notice it is not necessary for such Directors to give a special notice relating to any particular transaction with that firm or company.

i. Recording disclosures
It is the duty of the Director of Administration to record in the minutes any declarations made.

ii. Where conflicts are present:

- A Director notwithstanding an interest, may be counted in the quorum present at any meeting, but cannot vote in respect of any contract or arrangement in which the Director is interested.
- A Director shall not sign a document where the Director is interested in the contract or arrangement to which the document relates.
- A Director shall remove themselves from the room and not participate in any discussion of the matter for which the conflict of interest exists.

SECTION 4 - DELEGATIONS OF AUTHORITY

4.1 Club Jurisdiction

The penalising authority of the Club shall be in the following order of authority: The Judiciary Committee;

a. The Club Council;

Should the Club decide the alleged offence is beyond the responsibility of the Club, the matter shall be dealt with in accordance with the SLSQ and SLSA complaints management procedures.

4.2 Delegation of Authority – Property and Finance

The Director of Finance shall:

a. receive all monies on behalf of the Club and shall issue receipts or tax invoices for same in accordance with the relevant accounting standards and shall be responsible to the Board for such monies. All monies received on behalf of the Club shall be banked within four (4) days of receipt thereof and all payments over $100 shall be made by electronic transfer or cheque

b. keep the necessary records as required by the relevant Government Act, a receipt Ledger to acknowledge collections, a payment system to record the payments and the purposes of payments, and a ledger to record income and expenditure. Details of payments are to be caused to be recorded by the Director of Finance, and duly presented to a meeting as set out in Clause 35.6 and 35.8 of the Constitution. The Director of Finance shall ensure that the annual audited financial statement, applicable statements and returns are submitted to SLSQ and/or the relevant Government Department, as and when required

c. at each Board meeting, present a report relating to the Club's finances showing Profit and Loss Statement, comparison to the agreed Club budget, Balance Sheet, statement of Club bank accounts, statement of Club debt position and (quarterly) statement of the Future Fund position.

4.3 Fraud prevention – Director of Finance

In regard to theft, including fraud, the Director of Finance shall be responsible to establish strong disciplines and influence the Club's Members and staff, through the Director's attitudes, actions and communications. This will include inter alia horizontal and vertical delegations of authority which, supported by policy and procedure manuals, define ethical behaviour, acceptable and unacceptable behaviour and the consequences thereof.

The Director of Finance shall ensure the Club has:

a. an effective system of internal controls: define standard operating practices, which should include segregation of duties and appropriate review.
b. transparent hiring practices: clearly outline expectations of the role, perform verification of qualifications and background checks.
c. processes to promptly address concerns or allegations including following up complaints of wrongdoing, or poor employee performance promptly.
d. Conduct reviews, both regular and spontaneous, to identify key fraud risks: identify the areas where fraud could occur, establish appropriate authorisation limits and reporting.
e. by utilising the conflict-of-interest standard, define when a conflict is perceived to exist, and how the conflict will be resolved.

4.4 Fraud prevention – Board

The Board shall be responsible to monitor activities and outcomes to ensure they are consistent with policy, strategic plans, budget, etc. If any activities appear to be out of line with expectations or any matter brought to the Boards attention, the Board is responsible to proactively follow up and resolve any issues.

The Board shall require an external audit to be completed on an annual basis or more frequently as required by the Board. Such audit to include compliance with ACNC requirements as part of the agreed scope.

SECTION 5 – MEETINGS

5.1 Annual General Meeting

The Annual General Meeting of the Club shall be held prior to the Annual General Meeting of the Branch on a date determined by the Board. The purpose of such a meeting shall be the presentation and adoption of the Annual Report and Financial Statements, the Election of Officers for the ensuing year, to deal with Notices of Motion correctly moved and to transact general business.

The Annual General Meeting shall be held at least two weeks before the Branch Annual General Meeting.

Written notice of the meeting shall be forwarded to each member at least 42 days prior to the meeting and the posting of such notice shall be deemed as notice received.

The order of business shall be: -

a. Recording of attendance and apologies
b. Confirmation of the previous Annual General Meeting and General Meeting minutes
c. Presentation and adoption of the Annual Report and Financial Statements
d. Election of Board and Officers
e. Endorse the Branch Councillor (Club President)
f. Endorse Junior Activities Committee and Officer
g. Endorse the Joint Finance, Joint Building, Lifesaving, Training, Governance & Advisory, and Honours and Awards Committees and any other Committees
h. Appointment of Life Members and/or Life Governors (if any)
i. Appointment of the Clubs legal advisor and external auditors
j. Affiliation resolutions
k. Confirmation of membership fees
l. Notices of Motion (if any)
m. General Business

5.2 Board meetings

The Board shall comprise those Directors listed in Clause 29.1 of the Constitution;

At meetings of the Board as per Clause 32 of the Constitution, the order of business shall be: -

a. Apologies and Alternates
b. Confirmation of Previous Minutes
c. Business arising out of Minutes
d. Correspondence
e. Finance
f. Membership
g. Delegates' Sub-Committee's and other Reports
h. Notices of Motion
i. General Business

Subject to Clause 32.3 of the Constitution, a member of the Board may appoint an Alternate to act on their behalf. Any such appointment of an Alternate shall be in writing and limited to the specific Board meeting(s) dated and identified in the appointment except for a meeting continuation after an adjournment of the meeting identified in the appointment.

The Alternate shall present to the Director of Administration proof of their appointment as an Alternate at least 5 minutes before the scheduled commencement of the meeting.

The responsibility of the Board shall be overseeing the day-to-day business of the Club and the allotment of items to Directors, Officers, committees and/or staff; and

Issues relating to major policies, constitutional change, incorporation responsibilities and authority, or major financial borrowings and strategic issues shall be referred to the Club Council.

5.3 Other committee meetings

Other committees shall meet and operate in the area for which they are specifically created at times and places as required or as decided by the Board or Committee Chair.

The Board shall meet with any other committees every second month. The order of business of such meetings shall be as per the order of business for Board meetings.

5.4 Rules of Debate

The attached Rules of Debate (see *Appendix "A"*) shall apply to the conduct of all meetings of the Council, and Committees.

For these Rules, the word "Member" shall refer to members of the Club.

SECTION 6 - BOARDS, COMMITTEES AND CHAIRS

6.1 General

Composition and membership shall be as prescribed in the respective By-Laws.

Membership shall be drawn from members of the Club. Non-members may be invited to participate on a committee in an advisory capacity at the request of the relevant committee. The relevant committee is authorized to agree the criteria for any non-member.

A Member appointed to a committee shall retain their appointment only whilst they retain their membership of the Club: provided that the Board may, at its discretion and acting reasonably, remove any Member from membership of a committee.

In the event of the absence of the Chair from any meeting the meeting shall appoint one of its Members to act during such absence.

It shall be the duty of the Club Director of Administration to refer for consideration and recommendation all matters as properly relate to the jurisdiction of each Committee.

In the event of any matter coming within the jurisdiction of two or more committees, the President may direct such committees to jointly consider and report and/or recommend to the Board thereon.

Unless specified otherwise in these By-laws, a quorum for a meeting of the Board or a committee shall be a simple majority of the members thereof.

A committee may, at its discretion, co-opt the services of any member of the Club or other person to assist in its deliberations, but such co-opted member or person shall have no voting rights, except as may be determined by the committee.

Reports and recommendations of the committees shall be presented in writing to the Director of Administration or appointing body.

6.2 The President

The President shall be:

a. the nominal head of the Club and shall be a member ex-officio of all committees;

b. be chair of the Club Council and Board meetings;

c. preside at all meetings of the Club and shall exercise their authority by generally supervising the affairs of the Club in conjunction with the Board;

d. have authority on every question of order, only to what is equitable and just in the circumstances; and

e. be the Club representative on the Branch Council.

6.3 Boards and Committees

The following committees are required.

6.3.1 The Board

a. The President shall be the Chair at Board meetings.

b. The Deputy President shall assist the President, deputise for the President in their absence and shall carry out special assignments as directed by the President or the Board.

6.3.2 Joint Finance Committee

a. The Chair of Joint Finance Committee will be the Director of Finance who will also be ex-officio member of any sub-committees associated with their duties.

b. The Joint Finance Committee shall comprise the President, Director of Finance, Supporters Committee President, Supporters Committee Treasurer and the General Manager Supporters who will act in an advisory capacity and have no voting rights. This committee shall be responsible for the financial well-being of the Club, its assets and property and for ensuring that there is alignment between the Club and the Coolum Beach SLSC Supporters Club in financial matters.

6.3.3 Joint Building Committee

a. The Chair of Joint Building Committee will be the Deputy President who will also be ex-officio member of any sub-committees associated with their duties.

b. The Joint Building Committee shall comprise the Deputy President, Director of Lifesaving (or delegate), Supporters Deputy President, Coolum Beach SLSC Supporters Representative, two (2) Members appointed annually by the Board and the General Manager Supporters who will act in an advisory capacity and have no voting rights. This committee shall be responsible for ensuring that the buildings of the Club, are fit for purpose, that there is a clear facility strategy for the future needs of the Club and the Supporters Club and that there is alignment between the Club and the Supporters Club on all facility requirements.

6.3.4 Governance and Advisory Committee

a. The Governance and Advisory Committee shall comprise at least four (4) Members elected annually. One of the Members is to be a Director. The Members who are elected will be required to demonstrate expertise and experience in governance matters.

b. This committee shall be responsible for the provision of governance advice to the Board on matters relating to the Club Constitution and Bylaws including, without limiting, any changes to the Constitution and Bylaws and application of the Constitution and Bylaws to Club matters as required from time to time.

c. The Board may invite other persons to this committee as required from time to time. Such persons will be invited based on their specific expertise.

6.3.5 Lifesaving Committee

a. The Chair of Lifesaving Committee will be the Director of Lifesaving who will also be ex-officio member of sub-Committees associated with their duties.

b. The Lifesaving Committee shall comprise the Director of Lifesaving (Chair), Deputy Lifesaving Officer, Patrol Captains and other officers as determined by the Board.

c. It shall be responsible for -

   i. maintaining and improving lifesaving patrols and services

   ii. disseminating lifesaving information

   iii. dealing with matters referred to it from the Board or Council, and

   iv. making recommendations relating to lifesaving to the Board.

6.3.6 Training Committee

a. The Chair of Training Committee will be the Chief Training Officer who will also be ex-officio member of sub-committees associated with their duties.

b. The Training Committee shall comprise the Chief Training Officer, Trainers, Assessors, Facilitators and other officers as determined by the Board and endorsed delegates.

c. It shall be responsible for -

   i. maintaining and improving the delivery of training and assessment services

   ii. conducting training, instructional and proficiency programs for members

   iii. disseminating training information

   iv. dealing with matters referred to it from the Board or Council, and

   v. making recommendations relating to training to the Board.

6.3.7 Surf Sports Committee

a. The Chair of Surf Sports Committee will be the Surf Sports Officer who will also be ex-officio member of sub-Committees associated with their duties.

b. The Surf Sports Committee shall comprise the Surf Sports Officer, Deputy Surf Sports Officer, and Surf Sports section captains and other officers as determined by the Board.

c. It shall be responsible for

   i. maintaining and improving the delivery of Surf Sports services

   ii. conducting Surf Sport competition and coaching programs

   iii. competitor and officials funding programs

   iv. ensuring that the Club participation in Surf Sports carnivals and properly coordinated

   v. Surf Sports selection

vi. disseminating Surf Sports information

vii. dealing with matters referred to it from the Board or Council and making recommendation on Surf Sports to the Board.

6.3.8 Member Committee

a. The Chair of Member Committee will be the Member Officer who will also be ex-officio member of sub-Committees associated with their duties.

b. The Member Committee shall comprise the Member Officer, Complaints Manager, MPIO's, Judiciary Committee Members, and Cadet and Youth Officer.

c. It shall be responsible for -

i. overseeing the Member welfare strategies and programs for the Club to ensure a safe and compliant member experience;

ii. putting in place Member pathway programs to enable Members to access development opportunities,

iii. developing the Member social and event program to drive increased teamwork and improve the Member social experience;

iv. conducting regular Member feedback programs (including and annual member survey) to enable Members the opportunity to provide their feedback.

6.3.10 Gym Committee

a. The Gym Committee shall comprise three (3) Members elected annually, and other officers as determined by the Board.

b. It shall be responsible for -

i. maintaining and improving the delivery of gym facilities

ii. disseminating gym information

iii. dealing with matters referred to it from the Board or Council; and

iv. making recommendations relating to the gym to the Board.

6.3.11 Junior Activities Committee

a. The Chair of the Junior Activities Committee will be the JAO who will also be ex-officio member of sub-committees associated with their duties and be responsible for overseeing and coordinating all programs and activities relating to Junior Activities.

b. The Junior Activities Committee (JAC) comprises those members interested in:

    i. the conduct and co-ordination of all matters relating to Junior Activities;

    ii. providing for Nipper members an educational experience in a wide range of subjects and skills within the aquatic/marine environment;

    iii. preparing Nipper members for their eventual transition to the marine and patrol environment of the senior movement;

    iv. participating in such activities; and

    v. operate as provided for in Appendix E.

c. Junior Activities Committee meetings which shall be held at the discretion of the JAO.

d. Voting at meetings of the Junior Activities Committee shall be limited to currently endorsed members of the JAO.

e. The Club Director of Finance, and where convenient assisted by the Junior Activities Treasurer, shall receive all monies, issue receipts and bank such monies to the bank account of the Club to be used for Board endorsed Nipper activities.

f. The finance the Club uses for Nipper activities may be supported by means approved by the Board which may include a Club budget allowance, donations, capitation levies, carnivals, socials and other functions.

6.3.12 Judiciary Committee

a. A panel of five (5) voting Club members, three (3) of which should be Life Members, shall be appointed as potential jurors by the Council annually at the Annual General Meeting or by the Board if any vacancies occur. One member of the panel shall be the nominated Chair. Some members of the panel should ideally have legal knowledge or at least experience in handling judicial matters. Board members cannot be members of the Judiciary Committee.

b. When called upon to investigate a matter the Chair shall appoint three (3) members of the panel, independent of those to be involved in the hearing, to form a Judiciary Committee, one of which should be a Life Member. One member of the committee shall be nominated Chair of that Committee and management shall provide a Secretary to coordinate correspondence and keep records of findings and decisions.

c. The committee shall function in accordance with SLSA Regulations and with SLSQ Complaints Handling Procedure.

6.3.13 Honours and Awards Committee

a. The committee shall consist of up to five (5) members, three (3) of which should be Life Members and two (2) of which shall be current active patrolling Members appointed annually at the Annual General Meeting.

b. The committee shall meet to seek and consider nominations for the listed Club awards as well as other external awards and honours nominations.

c. The committee will make confidential recommendations to the Board for but not limited to the following awards:

    i. Club Life Membership, Club Life Governor

    ii. Branch/SLSQ/SLSA Life Membership

    iii. Branch/State/ National awards

d. The process for the committee function and nomination process will comply with the approved Honours and Awards Committee procedures outlined in the Appendix.

6.4 Other

a. The Board may appoint other committees, sub-committees, panels or groups to deal with particular items or projects from time to time.

b. In such circumstances, the Board shall clearly define the composition, responsibilities, and terms of reference of such committees, sub-committees, panels or groups.

SECTION 7 – COMPLIANCE - LEGISLATIVE REQUIREMENTS

7.1 CHARITY REGULATIONS

7.1.1 Collection Sanction

The Club and any Auxiliary Organisations shall comply with the provisions of the relevant Government Acts and any subsequent amendments gazetted from time to time.

The Club shall make application to the relevant Government Department for entitlement under the "Collection Sanction". When Registration is approved and a "number" issued, all relevant requirements to maintain Registration shall be complied with in every detail.

7.1.2 Fund Raising

a. The Club and any affiliated Auxiliary Organisation shall comply with the law with respect to fundraising.

b. Fundraising authority is vested in the Board which may allocate portions of its responsibilities pertaining to specific projects to the committees to maintain, direct and/or develop these projects.

c. The Club is authorised to solicit monetary donation, canvass support and sponsorships from any company or business operation or any person, seek external grants or undertake other fundraising activities**.**

7.1.3 Financial audits

a. The books and accounts of the Club and any affiliated Auxiliary Organisations shall be audited at such intervals as may be required by law and/or the appropriate Government Departments or SLSQ. Such audits shall be carried out by an auditor approved to operate in the State of Queensland.

b. Auditors shall be appointed annually.

c. To ensure the independence of the audit and therefore the integrity of the accounts, the following rules govern the appointment of an individual as an auditor.

d. The Auditor –

   i. must be formally qualified.

   ii. must be a member of a recognised professional accounting body.

   iii. must not be a past or present employee of the entity being audited.

   iv. must not be related to the Club Director of Finance or President of the entity being audited;

   v. must not be related to any person employed as the Administrator or Accountant of the entity being audited; and

   vi. must declare if they are a past or present member of the entity being audited, and such declaration must be included in the minutes of the meeting at which the auditor was appointed.

7.1.4 Audit Declarations

The audit of a Surf Life Saving Club in Queensland must meet the requirements of the *Associations Incorporation Act (Qld)* and the *Collections Act*, both administered by the Office of Fair Trading Queensland, and the *Australian Charities and Not-for-profit Commission Act (Cth.)*. The *Declarations by members of the Committee* in the audit report is required to include statements that meet the following standards:

Presents a true and fair view of the financial position of [NAME OF CLUB] SLSC Inc. as at [DATE OF AUDIT YEAR END] and its performance for the year ended on that date in accordance with Australian Accounting Standards (including Australian Accounting Interpretations) of the Australian Accounting Standards Board, the Associations Incorporation Act and the Australian Charities and Not-for-profit Commission Act.

At the date of this statement, there are grounds to believe that the [NAME OF CLUB] SLSC Inc. will be able to pay all of its debts as and when they fall due and payable.

The financial statements and notes satisfy the requirements of the Australian Charities and Not-for-profit Commission Act.

This declaration is made in accordance with a resolution of the committee and is signed for and on behalf of the committee by: President and Director of Finance.

SECTION 8 – ADMINISTRATION - STAFF, INSURANCE AND FINANCE

8.1 STAFF

8.1.1 Staff appointments

The Board may appoint paid employees as required to meet the operational needs of the Club as per Clause 28 of the Club Constitution.

8.1.2 The Club Administrator

a. The Club Administrator is a paid employee and subject to the provisions of the Clubs Constitution Clause 33.1 and to the directions from time to time of the Club Council and Board, they shall:
    i. carry out and implement all decisions of the Club Council and the Board and within the scope of such decisions use their best endeavors to further the policies of the Club and the advancement of Surf Lifesaving;
    ii. co-ordinate the activities of the Club Officers and assist wherever possible or as directed;
b. may attend meetings and act as Minute Secretary for all General or Special General Meetings as well as Board meetings;
c. be responsible to the Director of Administration on matters of day to day routine business;
d. be available at all reasonable times for consultation with and assistance in matters which are within the jurisdiction of the Club to the Officers and members;
e. maintain close contact with Branch and the State levels of the Association including regular visits provided that they shall inform the Board of proposed visits;
f. approach and develop Club donors and sponsors with the assistance of the Directors, and oversee all fund-raising activities as directed by the Board;
g. in all aspects of their activities observe and comply with existing procedures of the Club as regards correspondence and communications;
h. prepare and issue notices and agendas for General Meetings, Special General Meetings and Board Meetings; and
i. attend to the preparation and presentation of the Annual Report, or any other prepared matter for Club distribution.

8.1.3 Administration employees hierarchy

Where more than one administration employee is employed by the Club, the Director of Administration shall determine:-

a. if a team leader is to be appointed who shall be the sole direct report to the Board, or the Boards delegate, in regard to all administration staff with all other administration staff reporting through the team leader; or

b. if all staff with similar levels of duties and responsibilities should directly report to the Board or the Board delegate.

8.1.4 Coaches and trainers

Where a coach or trainer is engaged by the Club and the coach or trainer is an individual and not an incorporated business: -

a. the Club will review any proposed arrangements for compliance with relevant ATO legislation; and

b. if ruled to be a contractor, the contractor must provide proof of professional indemnity insurance before commencing any such engagement.

8.2 HONORARIUMS

An Honorarium may be granted to a Director or Officer on the decision of the Board. Any such Honorarium paid will be subject to Income Tax.

Where the Board elects to not provide an Honorarium to a Director or Officer the Board may approve the reimbursement of legitimate expenses incurred by a Director or Officer whilst undertaking approved Club activities in accordance with the Clubs policies at the time.

8.3 INSURANCE

8.3.1 General

It is mandatory that the Club and auxiliary organisations hold insurances approved by SLSQ. In cases where SLSQ has appointed one or more Insurance Brokers and the Club does not insure through such Brokers, the Club shall submit such policies to SLSQ for approval.

8.3.2 Personal Accident Insurance

a. Paid Employees

A Workcover policy shall be effected by the Club with Workcover Queensland to cover all paid employees of the Club.

b. Members

Personal Accident Insurance is granted under SLSQ's Workcover policy for all registered members of Surf Life Saving Queensland (except Junior Activity (Nipper) members aged 5 to 14 years – i.e. non-BM holders) whilst engaged in Surf Life Saving activities.

Cover/benefits -

i. The benefits and conditions applying under the policy are described in the relevant Government Act and/or contracts of insurance.

ii. An application for compensation is valid and enforceable only if the application is lodged in accordance with policy requirements.

c. Junior Activity members (5-14 years)

i. A Personal Accident Policy shall be effected by SLSQ to cover all financial Junior Activity members (non-BM holders). The benefits cover exceptional items (refer Insurance Manual), e.g. Death, Liability, Medical (restricted), Dental, Ambulance.

d. Volunteer Workers

i. A Personal Accident Policy shall be arranged by SLSQ to cover all persons engaged in voluntary work for the Club, and/or who are not eligible for workers' compensation. The benefits cover exceptional items (refer Insurance Manual), e.g. death, liability, medical (restricted), dental, ambulance. A register of workers shall be established for each relevant activity which should be signed by all volunteer workers prior to commencement of work.

e. Public Liability Insurance

i. A Public Liability policy shall be negotiated by SLSQ to cover the Club and Auxiliary Organisations against legal action instigated by a member of the public during activities approved by SLSQ.

ii. Whilst the cover can apply to normal Surf Life Saving Association activities, a separate cover may need to be taken out by the Club or Auxiliary Organisations entering into some activity away from the Club facilities or beach, such as a display or fundraising activity where the public are involved. The Insurance Brokers should be consulted in these situations.

8.3.3 Insurance on Property

a. SLSQ shall negotiate on behalf of the Club insurance policies to cover loss or damage to its own property, or upon goods in transit destined for one of its affiliated bodies.

b. It is mandatory for the Club to hold property insurances to be held with a reputable Insurance Company approved by SLSQ, and it is a requirement that such policies, if not managed by SLSQ's brokers, be submitted to SLSQ for its endorsement to ensure that the protection provided is adequate and serves the interest of the Association.

c. Branches, Clubs and Auxiliary Organisations shall be responsible for the cost of their own insurance and shall be well advised to reassess values at least every second year.

8.3.4 Directors and Officers Insurance

a. A Directors & Officers policy shall be negotiated by SLSQ to cover officers of SLSQ and its affiliated Branches and Clubs and auxiliary organisations against claims made against an officer during the policy period.

b. It is noted that this is a "claims made" policy, e.g. no claim can be made against the policy once it has expired or has been cancelled. Also, if a case exists where a claim may be possible, immediate notification must be given to SLSQ's Insurance Broker.

8.3.5 Professional Indemnity Insurance

a. A Professional Indemnity policy shall be negotiated by SLSQ to cover members whilst engaged in authorised Association activities.

b. The indemnity covers claims the insured is legally liable to pay for, e.g. breach of professional duty or by reason of any negligent act, error or omission.

8.4 CAPITAL EXPENDITURE

a. The Club shall notify SLSQ of any proposed capital expenditure over $100,000.00.

b. Capital expenditure includes alterations, additions or improvements to existing facilities, acquisition of any land, buildings or other property, the building of any new facilities, the building or refurbishment of any other facilities either singularly or in partnership.
Capital expenditure also includes capital expenditure to purchase or invest in any business venture, community project, or other project using Club (including affiliated Supporters Club) funds or borrowings.

c. Such notification is to include –

   i. a brief outline of the proposed expenditure clearly stating the intended purpose;

   ii. details of architectural plans (where necessary)

   iii. cost estimates with recommendation and justification (3 quotes);

   iv. details of recommendation of the above proposal in General Meeting Minutes;

   v. latest financial information (Profit & Loss & Balance Sheet) prepared in accordance with accrual accounting requirements; and

   vi. any other information considered relevant.

d. Where financing is required to support the capital expenditure, the Club is to provide details of the proposed financing arrangements, and appropriate financial data supporting the capacity to service the proposed debt.

e. In the situation where future anticipated income (e.g. future distributions from Supporters Clubs including gaming, meals and bar revenue) is being relied upon to service the debt, an independent professionally prepared financial analysis will also be required, including the following –

i. a detailed business plan;

ii. cash flow projections for at least five (5) years;

iii. market survey/sensitivity analysis confirming the feasibility of the proposal;

iv. funding arrangements.

f. Such proposals shall be dealt with in the following manner:

i. proposals shall be assessed by SLSQ Board's Audit, Finance and Compliance Committee upon receipt of all relevant information. The Committee may seek external advice.

ii. Any such review forms part of SLSQ policy of encouraging responsible financial and asset management but should not be construed as express or implied advice, or any guarantee, that the proposal is technically, financially or otherwise feasible or responsible.

8.5 BUSINESS DEVELOPMENT/VENTURE

In order to protect and enhance the Association's objective, Clubs (including Supporters Clubs and related entities) shall inform and consult with SLSQ about any developments or redevelopments, or any developments or commercial or non-commercial venture, on existing property or elsewhere, which involve expenditures over $100,000.00;

a. Examples of such developments or ventures where SLSQ needs to be advised include:

i. major development or re-development of a Clubhouse;

ii. development or re-development of any property;

iii. land and/or property acquisition (Freehold or lease);

iv. negotiation and/or renewal of leases; and

v. a commercial or non-commercial venture on either side (e.g. at the Clubhouse) or off-site, either singularly or in partnership.

b. The Club shall notify SLSQ immediately when considering any development or venture outside the existing scope of operations of a Surf Life Saving Club;

c. SLSQ may request further information such as plans, contractual arrangements, financial and feasibility studies (as per the Capital Expenditure Policy) etc. to ensure the project/venture is in keeping with the aims and objects of the Association, and is financially sound;

d. SLSQ shall be kept informed on a regular basis where such developments/ventures have been reviewed by the Committee; and

e. SLSQ shall respect and comply with any commercial in confidence issues.

SECTION 9 - SURF LIFESAVING AFFILIATION

9.1 Association Policies, Rules, Regulations

a. Association policies, rules and regulations, as issued from time-to-time by SLSA, SLSQ and/or the Branch are accepted as By-Laws of the Club.

b. Without limiting the current and future scope of SLSA and SLSQ policies, rules and regulations, the Club acknowledges and accepts all SLSA and/or SLSQ policies, rules and regulations:

9.2 Fees and Charges

Fees may be payable annually for affiliation, awards, registration, carnival entry and other general lifesaving costs for the Club and shall be determined by the Branch from time to time.

9.3 Affiliation

The Club and its affiliated Auxiliary Organisations agree:

a. that they are bound by this Constitution and By-Laws and that the Constitution and these By-Laws operate to create a single, uniform entity through and by which the objects of the Club and Surf Lifesaving are to be conducted, promoted and administered;

b. in all other respects the provisions of the Club constitution, Clauses 3.2, 11 and 12 shall apply.

SECTION 10 - CLUB COLOURS/BADGES, COMPETITION CONDITIONS

10.1 Colours And Badges

The Club's colours, badges and competition cap design shall not be altered without re-endorsement of SLSQ and the approval of the Association. Club Council approval will be required for any changes to the Club's colours, badges and competition cap design. Any changes shall only be put to the Club after an open and transparent Member consultation process has been progressed and a recommendation has been endorsed by the Board.

10.2 Competitions

SLSQ shall have power to regulate all competitions between Club, Branches and/or directly affiliated Clubs within its boundaries.

The Branch shall have power to regulate competitions between Clubs affiliated with the Branch.

The Club shall only participate in competitions endorsed by the Branch, SLSQ or SLSA.

No Inter-Club competition within the Branch shall be held without the approval of the Branch.

Wagering and/or gambling by persons competing or participating (e.g. as a competitor, coach, official, manager, organiser etc.) in events conducted by the Association is not permitted. Such members proven to have gambled on an Association competition event in which they are involved, will be liable to appropriate disciplinary action.

10.3 Competitive Rights, Obligations And Qualifications

Members and competitors acknowledge and agree that competing in lifesaving events, contests, carnivals and competitions attracts certain rights and obligations and requires certain qualifications. In relation to rights, obligations and qualifications the following shall apply:

Inherent in membership of SLSA, but subject always to gaining the appropriate qualification as prescribed by SLSA and complying with the competition rules issued by SLSA, is the right to enter, participate in events, contests, carnivals and competitions conducted by SLSA;

Members are obliged to ensure they obtain and maintain the appropriate qualifications, including but not limited to, awards, age limits, patrols, proficiency tests, equipment and limiting disabilities, to enable them to enter and participate in Association events, contests, carnivals and competitions; and

Members acknowledge and agree that should they participate in, and/or use any SLSA equipment in any event, contest, carnival and competition, which has not been licensed, sanctioned or otherwise authorised by SLSA that they will attract disciplinary action under the Regulations which may result in forfeiture of their competitive rights set out in By-Law 9.3 (a) above.

10.4 Club Championships

The Club Championships shall be conducted on a date endorsed by the Board.

The list of events to be conducted at the Championships shall be endorsed by the Board.

10.5 Trophies, Prizes and Eligibility

In relation to trophies, prizes whether cash or kind and the eligibility of Individual member/s representing a section of the Association to compete for or accept such trophies or prizes the following shall apply:

The Association shall reserve unto itself the authority to determine, from time to time, conditions relative to the acceptability of trophies or prizes, reimbursement of accommodation, travel and other expenses, and eligibility to compete for trophies or prizes;

Wagering or gambling on any competition conducted by the Association, State, Branch or Club is not permitted;

The Club shall not provide, and shall not allow to be provided, cash prizes.

10.6 Team Management

The Club, when participating in any carnival or similar function, shall appoint a Manager of its competitors and other members of the Club selected to represent and/or assist the Club at such carnival.

Every Manager so appointed shall be responsible for the proper conduct of themself and of the members under their control and attend all briefings.

A Manager shall, as far as practicable, remain with the party under their control during the entire period of their managership. In the event of the party under their control separating into sections, the Manager shall be responsible for appointing a member of each and every section to act as their Manager of the section. The Manager shall take action to ensure that competitors under their control report to the Check Marshal immediately they are called upon to do so.

In the case of mixed gender teams including minors, a chaperone or chaperones shall also be appointed.

In the case of a carnival or similar function conducted under the control of the Branch, the name of the Manager so appointed shall be notified to the Branch with the Carnival entries, or, at the latest, before the commencement of the carnival.

The Manager shall report to the Carnival Referee or other nominated official whenever called upon to do so by the Carnival Announcer or other authorised official and shall comply with the directions then given to them.

SECTION 11 - AUXILIARY ORGANISATIONS

11.1 Auxiliary Organisations

Auxiliary Organisations may be formed and allowed to affiliate with the Club as authorised in Clause 3.3e of the Constitution and with the approval of SLSQ.

Auxiliary Organisations include, but are not limited to:

a. Supporters Club

Auxiliary Organisation affiliation with the Club will be subject to the following requirements;

a. The Auxiliary Organisation constitution including any amendments thereto, and the activities require the approval of the Board and Club Council.
b. For the purposes of this clause, activities do not include the core business of the Auxiliary Organisation.
c. The Auxiliary Organisation must consult with the Board and SLSQ prior to any changes to the Auxiliary Organisation constitution being put to Club Council.
d. The Auxiliary Organisation must obtain Board approval to any change to the Auxiliary Organisations constitution prior to those changes being put to Club Council.
e. The Club may be represented on the governing body of the Auxiliary Organisation by a Director, Officer or member of the Club appointed by the Board annually for the purpose.
f. The Auxiliary Organisation may be represented on the governing body of the Club by a Supporters Committee member appointed by the Supporters Committee annually for the purpose.
g. The Auxiliary Organisation shall formally affiliate with the Club annually. The affiliation resolution shall require the Auxiliary Organisation to affiliate with the Club, SLSQ and SLSA and agree to comply with the Constitution, Bylaws, Regulations and Policies of the Club, SLSQ and SLSA.
h. The Auxiliary Organisation will provide regular reports to the Board, as required by the Board. Such reports must include, inter alia, minutes of any Auxiliary Organisation meetings and a report of the financial activities and position of the Auxiliary Organisation.
i. Such report on the financial activities and position of the Auxiliary Organisation may be provided to the Board through the Joint Finance Committee.
j. The Auxiliary Organisation can only be a registered not-for-profit incorporated body.

11.2 Dissolution of Auxiliary Organisations

The constitution of every Auxiliary Organisation shall contain a dissolution clause similar to that set out in Clause 9 of the Constitution.

In the event of any Auxiliary Organisation becoming inactive, going into recess or having its affiliation terminated, the Club is empowered to require such Auxiliary Organisation to implement the requirements of Clause 9 of the Constitution regarding dissolution.

Upon the dissolution of an Auxiliary Organisation in terms of the preceding Rules, the books, accounts and assets of the Auxiliary Organisation shall be handed over to or taken possession of by the Club to deal with as it may, in its absolute discretion, see fit.

APPENDIX A RULES OF DEBATE

1. General

1.1 The undermentioned Rules shall apply to the conduct of all meetings of the Council and Committees.

1.2 For the purpose of these Rules, the word "member" shall refer to members of the Club.

2. Chair's Authority

2.1 Whenever the Chair rises during debate, the member then speaking shall be silent and resume their seat.

2.1 In the case of any remark considered by the Chair to be offensive or imputing improper motives, the Chair may call upon a speaker to withdraw and apologise.

2.2 The Chair may call a member to order. If such member persists in being disorderly, the Chair may call upon such member to withdraw from the meeting.

2.3 It shall not be permissible to dispute the Chair's rulings or move a motion of dissent from their ruling on matters of procedure and points of order.

3. Debate

3.1 Any member desiring to speak shall motion the Chair.

3.2 If two or more members motion or request to speak at the one time, the Chair shall decide which is entitled to priority.

3.3 The meeting may decide that a particular person shall or shall not be heard, provided that a motion of this nature shall not be debated.

3.4 No member shall interrupt another while speaking except to raise to a point of order.

3.5 No speaker shall digress from the subject under discussion.

3.6 No member shall use offensive or unbecoming words.

3.7 During the debate, a member may raise a point of order whereupon the member then speaking shall pause until the point of order has been decided.

3.8 Any member shall be allowed to move a motion of dissent from the Chair's ruling other than on matters of procedure and points of order. The mover of a motion of dissent shall concisely state their point. The seconder and Chair only may than speak to the motion.

3.9 At any time during the debate, a member may move "that the question be now put" provided the Chair is satisfied that reasonable time for debate of the original motion has been allowed. The motion shall be put without debate - it need not be seconded. This motion may be applied to an amendment, in which case it is the amendment which is immediately put to the vote. The mover, seconder or any person who has spoken to the original motion or amendment shall not be allowed to move "that the question be now put".

3.10 If carried, the original motion shall be put to the vote without further debate except that the mover shall have the right of reply. If lost, the debate may proceed.

3.11 A member may move the adjournment of the debate to a subsequent meeting. If the motion for adjournment is lost, the mover thereof shall not be

allowed to speak again on the question under debate. If carried, the mover shall have the right of resuming the debate at the ensuing meeting and the mover of the original motion shall have the right of reply.

4. Motions and Amendments

4.1 Any member proposing a motion, or an amendment shall state its nature before addressing the meeting thereon.

4.2 The mover of a motion shall not occupy more than ten minutes nor any other speaker more than five minutes; provided that the meeting may, by resolution, without debate, grant an extension of time to any speaker.

4.3 No member may speak more than once to a motion except with the Chair's permission, in explanation or reply, or to ask a question provided that they may speak again on any amendment to the motion.

4.4 The mover of a motion's right of reply shall be exercisable at the end of the debate.

4.5 The mover of an original motion must get the consent of their seconder, and the approval of the meeting, before making any alteration to the wording of their motion.

4.6 Any member (other than as provided in Rule 4.7 herein) may move an amendment to a motion, provided it is not a direct negative of the motion proposed.

4.7 The mover or seconder of a motion may not move or second an amendment to it but may speak on any such amendment and vote for of it.

4.8 A Member may move or second one amendment only to each motion but may speak on amendments moved by others.

4.9 After an amendment having been moved, it shall not be allowed to move any further amendment, provided that notice may be given of intention to move a further amendment when the previous amendment has been determined. Only one amendment can be considered at the one time.

4.10 If there is an indication of more than one amendment to be brought forward, the mover of the original motion may elect to reply at the end of the debate on the first amendment.

4.11 The mover of an amendment has no right of reply.

4.12 A Member who formally seconds a motion or amendment without speaking may speak in support at a subsequent stage of the debate.

4.13 Amendments shall be put to the meeting before the motion is put and shall be committed to the meeting in the order in which they are received.

4.14 When an amendment is carried the motion as amended becomes the motion before the meeting.

4.15 Motions and amendments can be withdrawn only when a majority of those present at the meeting consent. A motion for withdrawal is open to debate, which however must be confined to the matter of withdrawal.
If, after a motion has been determined, it is considered in the general interest that the matter should be re-opened for discussion before the termination of the same meeting, the meeting may, by unanimous vote, order its recommittal.

5. Voting

5.1 Voting shall be by show of hands or by a Poll (as defined in the Constitution) at the direction of the Chair or by a request from Members.

5.3 The Chair may appoint scrutineers to assist in counting a vote. The scrutineers are not to be persons who will participate in the vote.

APPENDIX B PATROL RULES

The patrol season shall be as decided by the Branch, annually. The method of patrol duties shall be determined by the Board prior to the commencement of each season.

1. Active members shall attend patrols as rostered or appointed provided that:-
    - Active Cadet members shall be eligible for duties only commensurate with their qualifications;
    - A member desirous of transferring from one Patrol to another shall do so only with the consent of the Director of Lifesaving of the Club;
    - It shall be permissible to appoint a substitute, when unable to attend, the member appointing such substitute to be responsible in the event of the substitute not attending;
    - Representation at any Carnival as a Selected Competitor or Carnival Official or at any demonstration or meeting of the Association does not constitute attendance and it shall be the responsibility of the individual to arrange substitution in these instances;
    - Exemption from patrol duty may be granted by the Director of Lifesaving in special circumstances but for extended periods of exemption written application shall be made to the Committee who shall decide the issue; and
    - At each meeting of the Board a report, taken from the Patrol Register, shall be tabled by the Director of Lifesaving or their deputy indicating breaches (if any) that require investigation.
2. The first Patrol on duty shall see that all lifesaving gear including operational powercraft is placed in position on the beach and the last Patrol on duty shall return such gear to the Clubhouse or gear room.
3. The Patrol shall assemble fifteen (15) minutes before the appointed hour to commence duty unless it is the first patrol of the day, in which case it shall assemble 30 minutes before the appointed hour.
4. A member who is consistently late for Patrol duty or who consistently misses a Patrol without notifying their Patrol Captain or the Director of Lifesaving may be called to a meeting with the Director of Lifesaving. At that meeting the member may be required to show cause as to why their membership should not be suspended.
5. Patrol members shall wear Association caps and other uniform as directed by the Association.
6. Before the Patrol commences duty, the Patrol Captain shall detail the position each patrol member is to take in the event of rescues, allocate qualified powercraft personnel to the powercraft, and shall detail a member to radio room duty.
7. In the absence of the Patrol Captain the Patrol Vice-Captain shall have like power and authority.
8. Members of Patrol and activities of the patrol are under the control and direction of the Patrol Captain, and members are not allowed to leave the patrolled area unless extenuating circumstances arise and then must first obtain permission from their Patrol Captain.

9. In the event of the Patrol having finished its term of duty, and the succeeding Patrol failing to relieve it, the Patrol Captain shall ensure that an adequate Patrol is maintained, whilst they report to the Director of Lifesaving.
10. Patrol Captains are held responsible for the efficiency of their Patrols and are required to record in the Patrol Register the names of absentees from their Patrols, and any irregularity such as being late, leaving early or not being in the regulation dress.
11. Patrol Captains should regularly test their Patrol team on their ability and knowledge of the resuscitation methods and rescue procedures utilising the gear on patrol. In undertaking such tests, the Patrol Captain may request the support of the training team.
12. A member shall act in accordance with their Patrol Captains' directions, either in the actual work of lifesaving, or any other duty associated with the activities of the Patrol within the Club.
13. Patrol Exemption Policy:
    In relation to patrol duties the following shall apply:
    - Members must recognise the obligation of all members to perform patrol duties and/or other duties within the Surf Lifesaving structure
    - Exemptions from patrol, or other duties, may only be granted in the most exceptional of circumstances
    - The Club may provide exemptions for Club Officers and persons whose Club duties are such that exemption is provided in the Club Constitution and By-Laws or, by special resolution of a General Meeting of the Club
    - Competitors may be granted patrol, or Club duty exemptions, for competition reasons subject to the approval of the Director of Lifesaving and Surf Sports Officer.
14. Patrol Captains are required to ensure that logs, as required under SLSQ operating procedures, are completed.
15. Patrol Captains are to ensure that patrol vehicles are driven only by Members with the appropriate licences and award.

APPENDIX C JUNIOR (NIPPER) ACTIVITIES COMMITTEE RULES

1. APPOINTMENT, OBJECTS, COMPETITION, MEETINGS and PROCEDURES

1.1 Appointment

The Club, at its Annual General Meeting, shall endorse a Junior Activities Committee (hereinafter called the JAC). The Junior Activities Officer (JAO) shall be endorsed as Junior Activities Chair.

The Objects and duties of the JAC shall be:

1. The responsibility for the conduct and co-ordination of all matters relating to Junior Activities;
2. To provide for Nipper members an educational experience in a wide range of subjects and skills within the aquatic/marine environment;
3. To prepare Nipper members for their eventual transition to the marine and patrol environment of the senior section of the Club;
4. To provide for the instruction and the conduct of assessment of Nipper members willing to gain the Junior Age Awards;
5. To organise in conjunction with the Club, the instruction and/or assessment of Nipper members willing to gain the relevant age specific surf awards;
6. To provide rules and regulations for the conduct of Junior Activities for Nipper members who have attained the age of five (5) but who have not attained the age of fifteen (15) years;
7. To endeavor to raise finance to provide for the foregoing objects.

1.2 Management and Composition

1. The JAC shall be responsible for the management of Junior Activities and shall be comprised of current financial members of the Club who have been endorsed by the Board for membership of the JAC.
2. The JAC shall elect all or any of the following officers to conduct the activities of the JAC – Communications Officer, Education Officer, Gear and Equipment Officer, Carnival Nomination Officer, Uniform Officer, Awards Officer, Junior Team Manager, Senior Team Manager, Gear Steward, Chief Water Safety Officer, Publicity Officer, Age Group Managers and Coaches.
3. The JAC decisions shall be subject to ratification by the Board and the general rules of Board control as provided for in By-Law 6.1; and
4. A JAC Executive Sub-committee shall be responsible for any JAC urgent decisions required between JAC meetings, and shall be comprised of the JAO, the Deputy JAO, the JAC Secretary, the JAC Treasurer, the JAC Surf Sports Officer. Such decisions will require subsequent ratification by the JAC.

1.3 Meetings of the JAC

The Annual General Meeting of the JAC shall be at a date endorsed by the Board, held prior to the Club Annual General Meeting with the following agenda:

1. Attendances
2. Apologies
3. Annual Report of Activities

4. Endorsement of Director of Junior Activities Officer Nomination(s)
5. Election of Officers
6. Meeting dates

JAC Meetings which shall be held at the discretion of the JAO with the following agenda:

1. Attendances
2. Apologies
3. Confirmation of Minutes of previous Meeting
4. Business Arising
5. Correspondence
6. Reports
7. General Business

JAC Executive Meetings may be held as required to deal with urgent matters providing decisions are subject to ratification by a JAC meeting.
Special Meetings with a specific agenda may be held at the discretion of the JAO.
A quorum shall be as provided for in the Club constitution.
Voting at meetings of the JAC shall be limited to endorsed members of the JAC.

1.4 Elections

Nominations for the election of Officers shall be in writing and signed by the nominee signifying their willingness to stand for election and lodged with the JAC Secretary three (3) weeks prior to the Junior Activities Annual General Meeting.

If the number of candidates for any one office exceeds one, a decision shall be determined by secret ballot of the members present and voting at the Junior Activities Annual General Meeting .

1.5 Finance

The Club Director of Finance, and where convenient assisted by the JAC Treasurer, shall receive all monies, issue receipts, and bank such monies to the account of the Club to be used for Club endorsed Junior Activities.

Payment of accounts shall be effected by the Club Director of Finance, following checking of the accounts by the JAC Treasurer.

Credit and Debit ledgers shall be established and maintained by the JAC to determine the financial standing of the JAC in relation to the Club.

The finance of the JAC shall be supported by means approved by the Club which shall include a Club budget allowance, donations, capitation levies, carnivals, socials and other functions.

1.6 Competition

The JAC shall have power to regulate all Intra-Club competitions providing such competition has been approved by the Club.

No Inter-Club contest or competition shall be held without the approval of the Club and the Branch.

All Nipper competitors shall wear protective clothing approved by the Club in all water activities as directed by the SLSQ.

A Sub-Committee comprised of the Age Managers and the Team Manager shall select the competitors and teams for all inter/intra Club competitions and carnivals and may alter such selections at its discretion, and its decision shall be final.

1.7 Discipline

The conduct of members who participate in Junior Activities shall be subject to the control of the JAC in the first instance, provided that any disciplinary actions are subject to review by the Club and are consistent with SLSQ regulations, policies and procedures.

2. OFFICERS AND THEIR DUTIES

2.1 The JAO shall chair all meetings of the JAC at which they are present and shall exercise a general supervision over the affairs of the JAC;

1. Shall represent the JAC on the Branch JAB;

2. Be the Chair when presiding at a meeting

3. Submit an Annual Report of the JAC to the Board and submit regular reports to the Board.

2.2 The Junior Activities Deputy shall:

1. in the absence of the Chair perform all the duties usually undertaken by the Chair.

2.3 The Junior Activities Secretary shall:

1. attend to all the correspondence, attend all meetings, record the minutes of the meetings in a Minute Book and assist in the preparation of the Reports; and

2. issue notices of meetings and any circulars of matters of interest to the JAC in conjunction with the Club Director of Administration.

2.4 The Junior Activities Treasurer shall:

1. be responsible for the overall supervision of any financial commitments of the JAC and shall submit reports to the JAC;

2. submit budget of income and expenditure and shall maintain Credit and Debit ledger of the JAC financial dealings with a view to establishing the standing of the JAC; and

3. provide and seek co-operation of the Club Director of Finance.

2.5 The Junior Activities Registrar shall:

1. be responsible for keeping a true and correct record of the birth dates of all Juniors (nippers), compiling the registration of all competitors for annual submission to the Registrar of the Branch, and provide other relevant information as required.

2.6 The Junior Activities Awards Officer shall:

1. be responsible for the training and assessment arrangements for the Junior Age Awards; and

2. be responsible to and work in conjunction with the Club Chief Training Officer.

2.7 The Junior Activities Team Manager shall:

1. be responsible for the control and conduct of the competitors and shall submit a team report following each major carnival;

2. ensure they or the Age Managers record the attendance of the competitors at carnivals;

3. be responsible for preparing the age competitors and teams as selected by the Selection Committee for their respective events and ensure the competitors are at the marshalling area at the prescribed time for such events;

4. be responsible for lodging all protests as per the Association Handbook; and

5. be assisted by an assistant JA Team Manager and the JA Age Group Managers.

2.8 The Junior Activities Gear Steward shall:

1. be responsible for all the JAC equipment, making sure such equipment is in good condition and repair and properly housed and co-ordinate beach setup for training.

2.9 The Junior Activities Chief Water Safety Officer shall:

1. be responsible for water safety at JAC training days.

2.10 The Junior Activities Education Officer shall:

1. be responsible for organising specific educational programs and events to further the education of the JAC membership.

2.11 The Junior Activities Carnival Nomination Officer shall:

1. be responsible for Carnival nominations in conjunction with the JA Age Managers and JA Team Manager.

2.12 The Junior Activities Clothing Co-Ordinator shall:

1. be responsible for obtaining and marketing costumes and clothing following decisions by the JAC.

3. MEMBERSHIP

3.1 To participate in Junior Activities at the Club all shall be Members of the Club.

3.2 All applicants for membership of the Club shall be required to complete the prescribed SLSA form and pay the required fee as determined by the Board.

3.3 Any Junior Activities applicant for membership shall be accompanied by a Parent or Guardian applicant for membership depending on their qualifications i.e. Associate, Award, Active Reserve, etc., provided that one parent or guardian is acceptable for more than one Junior (Nipper) in the same family.

APPENDIX D GEAR RULES

The Club will provide reasonable access to Club equipment as required to meet the needs of Members. Access to Club equipment will be subject to reasonable rules in terms of approvals and allocation.

Club Equipment Usage

	Who can use	**Approvals Required**	**Skills Assessment**	**When can they be used**
Rescue boards	Proficient Bronze SRC Members	Not required	Not required	Individual or Club endorsed activity
Club surfboards				
Plastic skis				
Racing mal boards		Surf Sports Officer & Board and Ski Captain		
Racing skis	Proficient Bronze & SRC Members aged 15+		Board and Ski Captain	
Surfboats	Proficient Bronze Members	Surfboat Captain	Surfboat Captain	Club endorsed activity
Powercraft	Proficient Powercraft Members	Powercraft Captain	Powercraft Captain	

Note 1: Nippers are not allowed to use any Senior or Cadet Club owned equipment and should not be in the Senior Gear Shed except under adult supervision.

Note 2: Club racing mal boards, racing skis and surfboards are to be allocated to Senior and Cadet members who intend to compete for the Club.

1. BOARD AND SKI

1.1 Boards & skis owned by the Club, or its members shall be stored under the control of the Board & Ski Officer.

1.2 Members shall not use other members' boards & skis without prior approval of the owner.

1.3 Members shall not use Club equipment without prior approval of the Board & Ski Officer, Gear Steward, Director of Lifesaving or Chief Training Officer.

1.4 Skis and boards shall never be launched, or brought into the patrol area or buffer area, nor where swimmers are likely to be encountered.

2. SURF BOAT

2.1. The surf boat shall not be used for any other purpose than surf lifesaving and the practice thereof, and the instruction in rowing, except with the permission of the Board.

2.2. No Member shall use the surf boat unless under the direction of the Surf Boat Officer, Surf Boat Vice Captain, Director of Lifesaving or Deputy Director of Lifesaving.

2.3. No person other than Members who have a current Bronze qualification shall be allowed in a surf boat, except with the approval of the Boat Captain or their deputies, unless in the case of an emergency. Such approvals shall be limited to surf boat introduction sessions or where a person is signed up for a Bronze course within the next three (3) months.

2.4. The surf boat shall not be taken away from the locations designated for the storage of the surf boat without the permission of the Board except for approved training purposes or for carnivals or when required to respond to an emergency response situation.

2.5. The surf boat shall be stored in the shed provided for that purpose and securely locked up, or at designated storage place approved by the Board. The person responsible last in charge of the surf boat each day shall be responsible for its return to the shed/storage place and shall report the Board in writing any damage to, or loss of gear, that may have occurred.

2.6. No more than a surf boat crew of five (5) (or less than that number) shall be taken in a surf boat unless in an emergency response situation.

2.7. The surf boat shall never be launched, or brought in, the patrol area or buffer area, nor where swimmers are likely to be encountered.

3. POWERCRAFT

The Powercraft Officer shall:-

3.1. Be responsible for the general maintenance and up-keep of all powercraft and equipment

3.2. At all times ensure that the powercaft are ready for patrols and adequate fuel is on hand

3.3. In consultation with Director of Lifesaving, be in charge of all powered surf rescue craft operations

3.4. Have a powercraft in attendance at all assessments where directed by the Director of Lifesaving

3.5. Have a powercraft in attendance at the buoys on all occasions that surf events or tests are being held

3.6. Liaise with the Director of Administration to ensure that all powercraft are registered and insured including outboard motors and trailers

3.7. Together with the Director of Lifesaving ensure that all power craft operations abide by the codes of conduct for the operation of SLSA power craft.

4. CLUB VEHICLES

4.1. Club vehicles shall be used only when in the control of appropriately licensed, qualified, and authorised members. Such members shall be responsible to the Director of Lifesaving, the Transport Officer and the Board for the conduct of the vehicle and the way it is used whilst under their charge and for any breach of the By-Laws.

4.2. No person other than Club members shall be allowed to use the vehicles without the permission of the President or Director of Lifesaving. Provided that, in the case of an emergency, and sufficient members cannot be located, non-members may be called upon to assist.

4.3. Members using the vehicle shall at all times when practicable observe all rules of the road and shall report to the Director of Lifesaving or Transport Officer any loss or damage to the vehicle or misconduct of members.

4.4. The vehicles shall be used for patrol work, carnivals, demonstrations and uses authorised by the Board and shall not be used for personal requirements unless authorised by the Director of Lifesaving or Transport Officer.

4.5. All drivers of the Club bus shall hold the relevant licence for that vehicle and be approved by the Director of Lifesaving.

4.6. Drivers of the Club four-wheel drive vehicles shall hold an open drivers licence or provisional licence for at least twelve (12) months. Where the driver holds a provisional licence for less than twelve (12) months they shall be accompanied by a person holding an open drivers licence.

4.7. Any member found guilty of a driving offence, parking or tollway infringement while operating a Club vehicle shall be held responsible for full restitution of the infringement and or fine.

4.8. First aid and resuscitation equipment shall be in the patrol vehicles at all times.

4.9. Patrol vehicles are not to be used for towing vehicles belonging to the public.

5. APPROVALS

5.1. Member requests are to be provided in writing to the Surf Sports Officer for surf sports equipment use and to the Director of Lifesaving for patrol equipment/motor vehicles use.

5.2. Use of Club equipment is restricted to Surf Life Saving activities & SLSA endorsed competitions.

5.3. Where the Club equipment is requested to be used for non SLSA approved competitions, the member will require prior approval in writing for that specific use.

APPENDIX E MEMBER FACILITY RULES

The Club will provide reasonable access to member facilities (including the Common Room and other Member only areas) as required to meet the needs of the Members. Access to these facilities will be on the basis that the Members treat the facilities properly and do not negatively impact on other Members enjoyment of the facilities. Member facility hours will be 5:00am to 9:00pm. The benefits of Club privileges shall be permitted only to members of the Club.

Members may invite guests to use the member facilities from time to time. In such case the guests must attend at the express invitation of the Members, the guest/s must abide by the Clubs Code of Conduct and these Member Facility Rules, the Member must be present at all times while the guests/ are on the member facilities and the use must not impede other Members enjoyment of the member facilities.

No Member who is under suspension or has been terminated from the Club may use the member facilities or access the Member only areas. Where a non-member is found to be in the Member only area, that person will be requested to leave by a Person in a Position of Authority (PPA). A PPA may include a Director or Officer. Should a Director or Officer not be available the Duty Manager shall be authorised to request the person to leave.

1. COMMON ROOM ACCESS

Access to the Common Room is available to all Members. Juniors (Nipper) and children of Members who are under 14 years of age are allowed to use the Common Room as long as they are supervised by an adult at all times. For the purposes of this policy supervision is defined as a responsible adult who takes reasonable steps to ensure that minors are monitored and that their safety is ensured.

2. MEMBER SHOWER AND TOILET

2.1. Access to these facilities will be via a security system access device that is made available to Members at a cost payable by the Member.

2.2. Members must not make available their access device to any other person on penalty of disciplinary action and forfeiture of the access device pursuant to Club Bylaws.

2.3. Failure to return the access device within two weeks of a written request will result in disciplinary action pursuant to the Clubs By laws. Lost access devices must be reported to Club administration and if requested a replacement access device will be issued in exchange for payment as determined by the Board.

2.4. Access is restricted to active Members who are 14 years and over.

2.5. During the weekdays (Monday to Friday) Juniors (Nippers) who are 14 years or under are authorised to use the facilities if they are accompanied by an authorised adult at all times.

3. GYMNASIUM ACCESS

3.1. Use of the gymnasium is limited to Members who have been approved to use the gymnasium, have complete the Clubs gymnasium induction requirement, as outlined by the Board.

3.2. Members are responsible for the correct and safe use of all gymnasium equipment and to adhere to the Clubs gymnasium rules. Failure to adhere to gymnasium rules may result in forfeiture of the access device and gymnasium privileges.

3.3. Members under the age of 14 are not authorised to use the gymnasium under any circumstance. Gymnasium access is restricted to financial active Members who are 14 years and over. If the Member is 14, 15 or 16 years of age, the use of the gym requires that Member to have another authorised Member in attendance at the gym at all times. Members 17 or over may use the gymnasium without additional supervision or attendance of other Members.

4. USAGE PROTOCOLS

All Members are required to treat the member facilities provided with respect and to ensure that their usage does not negatively impact on others using the member facilities. Where a Member has been found to abuse the usage protocol privileges, the Club reserves the right to take appropriate disciplinary action, including withdrawal of access rights.

5. MEMBER CONDUCT

5.1. Members using the member facilities must abide by the Clubs Code of Conduct at all times.

5.2. Conduct not in line with the Clubs Code of Conduct and likely to interfere with the comfort of other Members shall not be tolerated and Members are requested to assist, where it is safe to do so and the Member feels confident and willing, in preventing such conduct. Where there is a PPA in attendance that PPA is requested to assist in preventing such conduct. Should a Director or Officer not be available the Duty Manager shall be authorised to assist in preventing such conduct.

6. MEMBER FACILITIES CARE AND CLEANLINESS

6.1. Damage occasioned to member facilities shall be subject to investigation and decision on liability by the Board.

6.2. Foodstuffs shall not be brought onto member facilities or stored or consumed therein except in the kitchen or such other areas as may be designated from time to time by the Board.

6.3. Members are required to remove their own rubbish and place it in the bins provided.

6.4. Members are required to either wash their own dishes or place them in the dishwasher. If using the dish washer Members put them away once they are cleaned.

6.5. The Club furniture is to be treated with respect. Any damage caused by Members due to mistreatment will be charged to the Member.

6.6. Members are not to use the Common Room if they are wet or sandy. All members should shower and dry before entering the Common Room.

6.7. Bags are to be stored in such a way as not to impede other Members and do not create a safety hazard.

6.8. No skateboards, surf boards or scooters are to be taken into or stored in the Common Room.

6.9. Members may store skateboards, surf boards or scooters in the member area outside the common room. In doing so the members must ensure that they are stored in such a way as not to impede other Members and do not create a safety hazard.

6.10. Club Furniture is not to be removed from the Common Room and outside member area.

6.11. The last Member to use the Common Room each day must ensure that TV and air-conditioning are turned off.

7. GENERAL

7.1. Pets shall not be allowed in the member facilities except where that pet is required for approved health reasons.

7.2. Towels, clothes and toiletries are not to be left in the Common Room or showers. Any such items will be removed to the lost property area each day and removed each week.

7.3. When using the showers Members are to be mindful of others and keep showers short and clean up after using the shower.

7.4. The member facilities are strictly a non-smoking area. Any Members who wish to smoke must do so outside the member facilities, in accordance with government requirements.

7.5. Smoking shall include the use of cigarettes, cigars and vaping products.

7.6. The consumption and/or possession of illicit drugs on the members facilities is strictly forbidden and will result in the immediate suspension of that Member.

8. MEMBER PROTECTION

8.1. Members acknowledge and accept that security cameras are located in the member facilities and will be used to enforce compliance with all SLSA, SLSQ and Club policies. Such use will, at all times, be compliant with the Privacy Act.

8.2. The Club takes member protection and privacy very seriously and is committed to providing a safe environment for all Members and guests. The unauthorised taking of photos or videos by a Member or guest of any person is strictly prohibited. Whilst this applies to all Members and guests, particular note should be taken in relation to minors.

8.3. Members acknowledge and accept that authorisation means that the person has been explicitly advised that a photo or video is being taken of them and explicitly agrees. For minors, a parent or guardian authorisation is required.

8.4. Any transgression identified will be treated as serious breach of the Clubs Code of Conduct and responded to accordingly.

8.5. No alcohol to be left in the common room unless under lock & key as minors use this area

9. ALCOHOL CONSUMPTION

9.1. Alcohol may be consumed by Members when at the member facilities at an approved Club function or event. Such consumption shall, at all times, be subject to the Clubs Liquor Licence requirements.

9.2. Where a non-member attends an approved club function the non-member will be required to sign-in.

9.3. Members may bring and consume takeaway alcohol at the member facilities subject to (a) there not being a Club endorsed Member event or function on at the time, (b) the Member ensuring that the consumption of alcohol is done so in a responsible manner and (c) the Members/s have a designated responsible person.

APPENDIX F – HONOURS AND AWARDS RULES

The Club will provide recognition of member service including recognition of tenure, Life Membership and Life Governorship. Such recognition will be in accordance with the rules outlined in this appendix. The Honours and Awards Committee (HAC) will provide oversight to and facilitate such recognition.

1. LIFE MEMBER NOMINATION

1.1. A Member may be considered for Life Membership when that Member has rendered long and distinguished service to the Club and Surf Life Saving where such service is deemed to have assisted the advancement of the Club and Surf Lifesaving. Such service must be in an active capacity for a minimum of 10 years as per long service requirements and other relevant capacity for a minimum total period of twenty (20) years, include Board or Officer involvement for a minimum of three (3) years.

1.2. Other relevant capacity may include Director roles, Officer roles, Age Manager roles, Official roles or other roles as deemed to be relevant by the Board.

1.3. Distinguished service is defined as service to the Club and Surf Life Saving that is notable and outstanding in nature. It includes continuous meritorious service at Club level and may include service at Branch, State or National level.

1.4. Distinguished service is service beyond that expected of a typical Long Service Member. A Member nominated for Life Membership will have provided significant leadership and role modelling that has enhanced the reputation of the Club and Surf Life Saving.

1.5. A Member under consideration for Life Membership will have no debt with the Club, or any affiliated club, Branch, State or Australian association and shall have no unresolved disciplinary matters outstanding.

1.6. There shall be no more than three (3) nominations for Life Membership in any patrolling season.

1.7. On an annual basis, The HAC shall, immediately after the AGM, formulate a list Members who are eligible for consideration as a Life Members in accordance with the agreed selection criteria by utilizing the Club membership database.

1.8. Such eligible members shall be assessed by a Sub-Committee appointed and endorsed by the HAC who shall assess such eligible members in accordance with the agreed selection criteria. The Sub-Committee shall include the President, Deputy President, min two Life Governors and min two members of the HAC or other Life Members if these positions are not able to be filled or a conflict of interest exists. The Sub-Committee will appoint a Chair who shall oversight the assessment process.

1.9. Any Member may nominate another Member for Life Membership through submission of in accordance with the procedure endorsed by the Board for such nomination at the time to the HAC. Such submission shall provide supporting evidence of the nominated Members eligibility. If the nominating Member is not a Life Member, then the nomination must be endorsed by a Life Member. Such nominations will be required to be submitted by November each year.

1.10. Member nominations for Life Membership shall be considered by a sub-committee appointed by the HAC who shall assess such nominations in accordance with the agreed selection criteria.

1.11. By the end of January each year, based on the assessments undertaken, the HAC shall provide a submission to the Board on recommended Life Member appointments for that season.

1.12. The HAC will document each Life Membership nominee's service records to support the nomination.

1.13. The HAC shall meet with the Board (or agreed representatives) to identify any other matters, which may be confidential, that could impact on the nominated Members suitability.

1.14. Subject to no material matters being identified the HAC will advise the Board of the nominated Members who will be put to eligible Members for voting.

2. LIFE MEMBER VOTING

2.1. Eligible members for voting on Life Membership includes Life Governors, Life Members and Club Service Award Members. The list of Life Member nominees, (including the supporting documented service records) will be provided to all eligible Members prior to the vote.

2.2. Election of Life Members will be resolved by secret on-line ballot and the nominees must receive not less than 60% of the votes received. Eligible voting Members may request paper voting forms.

2.3. Scrutineers (a minimum of two persons not participating in the vote who shall be the Club Manager and the Supporters Club Manager) will be appointed by the HAC. All votes received by the closing date will be reviewed by the scrutineers to confirm that all votes are eligible and return the final vote count to the HAC.

2.4. The Club will record the outcome of the voting as either the Life Member nomination as being confirmed by the vote or not confirmed by the vote. No records of the voting details, specifically the numbers of the for or against vote, will be retained in any form by the Club and the scrutineers will destroy all voting documentation after that vote is decided.

3. LIFE MEMBERSHIP NOTIFICATION AND PRIVELIGES

The final result of the vote will be provided to the Board for endorsement. The President (or delegate) will contact each new Life Member to inform them of their election to Life Membership of the Club.

3.1. The new Life Member will be presented with their Life Membership at the next Annual Awards Night.

3.2. The election of each Life Member will be published in the Club's regular member communications.

3.3. A Life Member shall be entitled to attend, and vote at, all meetings of the Club.

3.4. Life Members shall receive a Life Member badge and Life Member jacket and shall be entitled to all the rights and privileges of Club membership for life without payment of a member subscription.

3.5. Upon Life Membership being conferred the Life Member details shall be entered on the Clubs Honour Boards.

4. LIFE GOVERNOR NOMINATION

4.1. The Club may appoint Life Governors who shall be appointed from among the Life Members of the Club.

4.2. To be eligible for a Life Governor appointment Life Members must have completed ten (10) years since their Life Member award. The Life Member should be able to demonstrate a reasonable level of ongoing involvement and engagement with the Club to enable that Life Member to adequately fulfil the requirements of the Life Governor as outlined in 4.4.

4.3. Only one (1) Life Governor shall be appointed by the Club in any one season and the Club will have a maximum of six (6) Life Governors.

4.4. Life Governors must be prepared to provide support, guidance and mentoring to the President and other members of the Board and represent the Club in special capacities as required by the Club as outlined in Appendix H.

4.5. The selection of suitable Life Member candidates for Life Governor shall be progressed as per the process outlined in this clause.

4.6. The HAC will annually, immediately after the AGM, compile a list of suitable Life Member candidates.

4.7. A Life Member may also nominate a Life Member for Life Governor and submit a proposal in accordance with the procedure endorsed by the Board for such nomination at the time to the HAC supporting the candidates eligibility. Such nominations will be required to be submitted by November each year. Such submission shall provide supporting evidence of the nominated Life Members eligibility. Such nominations will be required to be submitted by November each year.

4.8. Such eligible Life Members shall be assessed by a Sub-Committee appointed and endorsed by the HAC who shall assess such eligible Life Members in accordance with the agreed selection criteria. The Sub-Committee shall include the President, Deputy President, minimum of two Life Governors and minimum of two members of the HAC or other Life Members if these positions are not able to be filled or a conflict of interest exists. The Sub-Committee will appoint a Chair who shall oversight the assessment process.

4.9. The HAC shall meet with the Board (or agreed representatives) to identify any other matters, which may be confidential, that could impact on the nominated Life Members suitability.

4.10. Subject to no material matters being identified the HAC will advise the Board of the nominated Life Member who will be put to eligible Members for voting.

5. LIFE GOVERNOR VOTING

5.1. Eligible members for voting on Life Governor includes Life Members. The Life Governor nominee, (including the supporting documented service records) will be provided to all eligible Members prior to the vote.

5.2. Election of Life Governorship will be resolved by secret on-line ballot and the nominees must receive not less than 60% of the votes received. Eligible

voting Life Members may request paper voting forms. The election result will be presented to the Board.

5.3. Scrutineers (a minimum of two persons not participating in the vote who shall be the Club manager and the Supporters club manager) will be nominated by the HAC. All votes received by the closing date will be reviewed by the scrutineers to confirm that all votes are eligible and return the final vote count to the HAC.

5.4. The Club will record the outcome of the voting as either the Life Member nomination being confirmed by the vote or not confirmed by the vote. No records of the voting details, specifically the numbers of the for or against vote, will be retained in any form by the Club and the scrutineers will destroy all voting documentation after that vote is decided.

6. LIFE GOVERNORSHIP NOTIFICATION AND PRIVELIGES

6.1. The final result of the vote will be provided to the Board for endorsement. The President (or delegate) will contact the new Life Governor to inform them of their election to Life Governor of the Club.

6.2. The election of each Life Governor will be published in the Club's regular member communications.

6.3. The new Life Governor will be presented with their Life Governorship at the next Annual Awards Night.

6.4. Upon Life Governorship being conferred the Life Governors details shall be entered on the Clubs Honour Boards.

6.5. A Life Governor may at their discretion, and at any time, elect to retire from the active role of Life Governor as outlined clause 4.4, having regard to their capacity and willingness to continue. The Life Governor shall advise the Board of their decision, following which they will transition to the honorary role of Emeritus Life Governor.

6.6. The Honours and Awards Committee (HAC) shall annually review any matters relating to the capacity of a Life Governor to continue fulfilling the expectations of the role as outlined in clause 4.4. In undertaking this review, the HAC may consult with other Life Governors where appropriate. Where it is reasonably determined that a Life Governor, due to health, incapacity, or personal circumstances, is no longer able to effectively perform the expectations of the role and is unable to meaningfully participate in, or make a decision regarding, their own retirement, the HAC shall provide a recommendation to the Board. Following respectful consultation with the Life Governor where practicable, and, where appropriate, with other Life Governors and/or the Life Governor's family, the Board may, at its discretion, resolve to transition the Life Governor to the honorary role of Emeritus Life Governor

6.7. A Life Governor who retires under 6.5, or is transitioned under 6.6, shall be conferred the title of Emeritus Life Governor. An Emeritus Life Governor shall retain all the honorary recognition associated with the Life Governor title but shall not be required to undertake any governance or support role with the Board as contemplated in clause 4.4. They may, from time to time, be invited to participate in a representative capacity at club events; however, such involvement will be entirely at the discretion of the Emeritus Life Governor.

7. CLUB SERVICE AWARDS

7.1. Club Service Awards (CSA) are an honorary category and not a membership category. The Long Service member category protocols are dealt with separately in the Clubs Bylaws.

7.2. All Members are eligible for the CSA based on length of active patrolling and general service to the Club. The CSA categories are as follows,

- Silver Service 10 years' service
- Gold Service 20 years' service
- Enduring Service 30, 40, 50, 60 years' service

7.3. CSA candidates will be assessed based on length of active patrolling and associated service for the Club by utilizing the Club and Branch membership database and provide such list to the Board.

7.4. The HAC shall formulate annually, by the end of January, a list of Members eligible for CSA.

7.5. Confirmed CSA Members will be presented with their CSA awards, CSA pin and CSA member shirt at the Club's Annual Awards Night or Back to Coolum Day.

7.6. CSA Members will receive distinctive membership cards based on their CSA level and their names will be displayed on the Clubs Honour Boards.

7.7. CSA recognition will confer no additional right to the Member beyond their Club membership category.

8. SLSA and NATIONAL SERVICE AWARDS

The Club will provide SLSA and National Service guidelines to eligible Members. This will include the relevant SLSA & National Service awards, eligibility criteria, guidelines for completing the submission forms and an overview on how to provide additional documentation if required. Documented service records required with each submission can be sourced from Surfguard, members portal, and Club annual reports (back to season 1991).

8.1. Eligible Members will be responsible for completing their own applications through their members portal. Where required, assistance will be available through the Clubs administration team to help with completing. Earlier service records prior to season 1991 will require a stat dec from the Club as evidence.

8.2. The Club administration team will work with the Member if additional information is required or advise them why they do not meet the criteria.

8.3. Successful SLS and National Service award recipients will be presented with their awards at the Club's Annual Awards Night or Back to Coolum Day. The Members name will be displayed on the Club's Honour Boards.

9. BRANCH, SLSQ AND SLSA LIFE MEMBER NOMINATION PROCESS

9.1. The HAC (or sub-committee appointed by the HAC) will consider requests for Life Member nomination from Branch, SLSQ and SLSA.

9.2. Such requests will be passed to the HAC from the Board as they are received from the relevant body.

9.3. The HAC will review the relevant Life Member criteria and provide a recommendation to the Board whether any Member is eligible for nomination.

9.4. Subject to the Board endorsing and recommending a nomination the HAC will provide support to the Club administration team as required complete any endorsed nominations.

10. OTHER RECOGNITION AWARDS

10.1. Other Recognition Awards (ORA) will include, but not to be limited to, OAM, Branch and State Awards of Excellence, Community Awards such as the Australia Day Awards

10.2. The HAC will request direction annually (by November each year) from the Board as to whether the Board proposes to progress any ORA's for that season.

10.3. The HAC may, if it considers a Member warrants nomination for an ORA, provide a recommendation to the Board. Such recommendation shall be provided by no later than November each season or earlier depending on the ORA timeline.

10.4. Subject to the Board endorsing and recommending an ORA nomination the HAC will provide support to the Club administration team as required complete any ORA endorsed nominations.

11. AUSTRALIAN DEFENCE FORCE (ADF) RECOGNITION

The HAC will oversee the recognition of club members who are serving or have served in the ADF.

11.1. Eligible members, upon joining the club or upon request for inclusion, must provide the full name, service number, period of service, areas or theatres of service (if applicable)

11.2. Service records may be subject to authentication through the Australian War Memorial, the relevant military regiment, or appropriate verifying authority if required.

11.3. Verified records will be securely retained by the club as part of the members' official surf club profile.

11.4. Eligible members, once verified, will be recommended by the HAC to Board endorsement.

11.5. Board endorsement, the member's name will be included on the Club Military Service Honour Board in recognition of their service.

APPENDIX G - CLUB BADGE, LIFE MEMBER/GOVERNOR BADGE

CLUB BADGE

The Club Badge shall be used and executed in accordance with the Clubs Style Guide.

Any use of the Clubs Badge will require Board approval. The approved Club colours are navy blue, red and white.

LIFE MEMBER and LIFE GOVERNOR BADGE

APPENDIX H - ROLE DESCRIPTIONS

1. ROLE DECRIPTION - PRESIDENT

Role type	Director - Voluntary
Time commitment require	25 – 40 hours per week
Responsible To	**Functional Relationships**
▪ Club Board of Directors ▪ Club Council ▪ Branch Council	▪ Club Board of Directors ▪ Club members ▪ Supporters Club Board (if applicable) ▪ Branch Council ▪ Club Administrator ▪ Sponsors & Supporters

Purpose

The President of the Club provides strategic leadership, governance, and vision to ensure the club's long-term success. They are responsible for fostering a positive, inclusive, and safe environment for members, volunteers, and the local community. The President oversees the club's operations, chairs meetings, and works collaboratively with the Board and Officers to promote lifesaving activities, community engagement, and education programs, ensuring alignment with the club's mission to protect and save lives.

Responsibilities

General	**Governance**
▪ Preside at all meetings of Club and functions ▪ Be an ex-officio member of all Committees/Boards formed under these policies, rules and by-laws ▪ Represent the Club as Branch Councillor and to SLSQ and SLSA as required ▪ Be responsible for Club financial management and planning, including business planning and succession ▪ Produce the Club Management Plan and ongoing review and management of this plan ▪ Facilitate meetings, including committee, general and annual general meetings ▪ Ensure planning and budgeting is completed in accordance with the	▪ Be responsible to lead through personal demonstration and compliance with, all policies, rules and by-laws of the Club, SLSQ and SLSA, and to ensure that all Club office bearers in carrying out their duties, act in accordance with the same ▪ Ensure that the Club meets its endorsed charitable purpose ▪ Ensure the Club, at all time, is governed in accordance with the SLSQ Governance Standards in order to meet the ACNC Regulations ▪ Ensure all Club activities are carried out within the laws of Queensland

General	Governance
needs of the Club and members' wishes ▪ Ensure financial, social and structural viability of the Club is established and maintained ▪ Act as the principal leader with overall responsibility for the Club's administration ▪ Set the overall board standing agenda and help the committee prioritise its goals and ensure office bearers work within this framework ▪ Represent the Club appropriately at local, regional, state and national levels ▪ Act as a coordinator for Club activities and voice members views at appropriate forums ▪ Engage sponsors and supporters ▪ Identify and communicate to members opportunities available at Club, Branch, state and national levels	▪ Ensure all rules and regulations of the Club are upheld ▪

Role Requirements

Prerequisites	Knowledge and skills required
▪ To hold a current Blue Card ▪ Experience as an active patrolling member in a Surf Lifesaving Club ▪ To not be disqualified from managing a corporation, as per section 206A of the Corporations Act 2001 ▪ To not be disqualified by the Australian Charities and Not-for-profits Commissioner at any time during the previous year from being a 'responsible person' of a registered charity ▪ Maintain a level of privacy (certain details) to the Club and its activities whilst maintaining confidentiality and respect towards members	▪ Strong communication and interpersonal skills ▪ Well informed of the organisations activities ▪ Aware of future directions and plans of members ▪ Demonstrate a high level of enthusiasm when representing the Club to members, other organisations and the general public ▪ Must be a supportive leader for all Club's members ▪ Have a good knowledge of organisational governance including risk management and be able to organise and delegate tasks

Prerequisites	Knowledge and skills required
▪ Maintain effective and efficient administration ▪ Have a good working knowledge of Surf Lifesaving objectives, policies and procedures, or the ability to quickly assimilate that knowledge ▪ Have a good knowledge of the Club constitution, by-laws, the duties of all office holders and subcommittees, or the ability to quickly assimilate that knowledge	

Desirable Attributes
▪ Demonstrated rapport with Club personnel ▪ Sound leadership skills ▪ Sound organisational skills ▪ Sound time management skills ▪ Sound computer skills - Microsoft Office and Outlook ▪ Sound oral and written communication skills ▪ Public speaking ability ▪ Good negotiation skills ▪ Willingness to learn new skills ▪ Ability to work in a team environment ▪ Motivational ▪ Efficient people management skills ▪ A sense of justice.

2. ROLE DESCRIPTION - DEPUTY PRESIDENT

Role type	Director - Voluntary
Time commitment require	25 – 40 hours per week
Responsible To	**Functional Relationships**
▪ Club Board of Directors ▪ Club Council ▪ Branch Council	▪ Club Board of Directors ▪ Club members ▪ Supporters Club Board (if applicable) ▪ Branch Council ▪ Club Administrator ▪ Sponsors & Supporters

Purpose

The Deputy President supports the President in leading the Club, acting as a key advisor and second-in-command. They assist with governance, decision-making, and the oversight of club activities, ensuring smooth operations and alignment with the club's mission. The Deputy President steps in to fulfill the President's duties when required and works closely with the Board and Officers to drive lifesaving initiatives, community engagement, and member development.

Responsibilities

General	**Governance**
▪ Will Chair the Joint Building Committee (JBC) and will also be ex-officio member of any sub-committees associated with their duties ▪ As required, preside at all meetings of Club and function. ▪ As required represent the Club as Branch Councillor and to SLSQ and SLSA as required ▪ To represent the Board on the Joint Building Committee ▪ Motivate the Club Council to maintain a positive, modern, forward-thinking approach to the development of the Coolum Beach SLSC, through the implementation of contemporary governance practices, a modern constitution and regularly updated policies and procedures.	▪ Be responsible to lead through personal demonstration and compliance with all policies, rules and by-laws of the Club, SLSQ and SLSA, and to ensure that all Club office bearers in carrying out their duties, act in accordance with the same ▪ Ensure that the Club meets its endorsed charitable purpose ▪ Ensure the Club, at all time, is governed in accordance with the SLSQ Governance Standards in order to meet the ACNC Regulations ▪ Ensure all Club activities are carried out within the laws of Queensland ▪ Ensure all rules and regulations of the Club are upheld

General	Governance
▪ As the prospective leader, represent the Club in a professional, positive and appropriate manner in accordance with each situation. ▪ Ensure the Club is working towards the strategic objectives set out in the strategic plan and is implementing the operational plan in accordance with the club's policies and procedures. ▪ Facilitate and encourage positive, effective and efficient decision-making processes based on sound information and clear judgment.	

Role Requirements

Prerequisites	Knowledge and skills required
▪ To hold a current Blue Card ▪ Have held your SLSA Bronze Medallion and acted as a proficient active club member for a period of not less than two (2) years in the Coolum Beach Surf Life Saving club. ▪ Be eligible to vote at a Club Council meeting as stated in the Club Constitution. ▪ Must have served on at least one senior Active Club Committee for a period of not less than two (2) years. ▪ Must not have any negative judicial findings recorded against you in the Life Saving movement. ▪ Have a strong commitment to the ideals of Surf Life Saving. ▪ Have experience and/or proven ability to fill a leadership role in a not-for-profit, volunteer-based organisation, which includes a good understanding of financial statements, administration needs and the ability to speak in public.	▪ Strong communication and interpersonal skills ▪ Well informed of the organisations activities ▪ Aware of future directions and plans of members ▪ Demonstrate a high level of enthusiasm when representing the Club to members, other organisations and the general public ▪ Maintain a level of privacy (certain details) to the Club and its activities whilst maintaining confidentiality and respect towards members ▪ Maintain effective and efficient administration ▪ Have a good working knowledge of Surf Lifesaving objectives, policies and procedures, or the ability to quickly assimilate that knowledge ▪ Have a good knowledge of the Club constitution, by-laws, the duties of all office holders and subcommittees, or the ability to quickly assimilate that knowledge ▪ Must be a supportive leader for all Club's members

Prerequisites	Knowledge and skills required
▪ Have knowledge of modern governance practices (including risk management). ▪ Have knowledge of the legal requirements of Surf Life Saving and contemporary issues affecting the organisation. ▪ Have a high standard of oral communication, interpersonal skills and effective volunteer management skills. ▪ Have good listening and project management skills.	▪ Have a good knowledge of organisational governance including risk management and be able to organise and delegate tasks

Desirable Attributes
▪ Demonstrated rapport with Club personnel ▪ Sound leadership skills ▪ Sound organisational skills ▪ Sound time management skills ▪ Sound computer skills - Microsoft Office and Outlook ▪ Sound oral and written communication skills ▪ Public speaking ability ▪ Good negotiation skills ▪ Willingness to learn new skills ▪ Ability to work in a team environment ▪ Motivational ▪ Efficient people management skills ▪ A sense of justice.

3. **ROLE DESCRIPTION – DIRECTOR OF ADMINISTRATION**

Role type	Director - Voluntary
Time commitment require	15 - 20 hours per week
Responsible To	**Functional Relationships**
▪ Club Board of Directors ▪ Club Council ▪ Branch Council	▪ Club Board of Directors ▪ Club members ▪ Supporters Club Board (if applicable) ▪ Branch Council ▪ Club Administrator ▪ Sponsors & Supporters

Purpose

The Director of Administration is responsible for the effective administration and communication within the Club. They manage correspondence, maintain accurate records, and ensure timely preparation and distribution of meeting agendas and minutes. The Secretary works closely with the Board to ensure compliance with governance requirements and supports the smooth operation of the club by coordinating communications between members, stakeholders, and external bodies.

Responsibilities

General	**Governance**
▪ Make arrangements for Club meetings including agenda, venue, date, etc, in consultations with the Chair and advise members accordingly ▪ Attend all meetings and functions of the Club as required by their role ▪ Take minutes of meetings and maintain a copy for records ▪ Ensure circulation of minutes to Board or committee members within 7 working days to the next meeting ▪ Collect and collate reports from Director and Office bearers ▪ Call for and receive nominations for committees and other positions for the Club Annual General Meeting ▪ Receive, record, read, reply and file correspondence promptly ▪ Provide a copy of all correspondence in and out to the monthly meetings	▪ Fulfil the role of Director of Administration as defined in the *Associations Incorporations Act 1988* ▪ Ensure the responsibilities of Registrar, as defined in the Club constitution and By-Laws, are fulfilled including utilisation of Surfguard membership database ▪ Bank account signatory and approver ▪ Chair committees and sub-committees as required ▪ Ensure that the Club meets its endorsed charitable purpose ▪ Perform the role of Public Officer carrying out all such duties in regard to the Office of Trading and the Australian Taxation Office ▪ Ensure *Privacy Act 1988* principles and confidentiality are upheld at all times by all persons with access to

General	Governance
▪ Complete all Association (Club) returns as required by the Office of Fair Trading ▪ Collate and arrange printing of the annual report ▪ Overall responsibility for all documents, records and books belonging to the Club including the preparation of agendas and the production of minutes for all Board Meetings ▪ Maintain files, including (but not limited to) legal documents, constitutions, leases and titles ▪ Perform the general routine administration of the Club ▪ Ensure achievement of relevant sections of the Club management plan	Club and member records and correspondence ▪ Ensure the Club at all time is governed in accordance with the *Associations Incorporations Act 1988* and the *SLSQ Governance Standards* in order to meet the *ACNC Regulations 2013* ▪

Role Requirements

Prerequisites	Knowledge and skills required
▪ To hold a current Blue Card ▪ Experience as an active patrolling member in a Surf Lifesaving Club ▪ To be a holder of a current “Blue Card” or “Exemption Notice” issued by Blue Card Services ▪ To not be disqualified from managing a corporation, within the meaning of the Corporations Act 2001 (Cth) ▪ To not be disqualified by the Australian Charities and Not-for-profits Commissioner at any time during the previous year from being a ‘responsible person’ of a registered charity	▪ Sound oral and written communication skills ▪ Well organised and able to work unsupervised and be self-motivated ▪ Delegates tasks well ▪ Able to work in a logical orderly manner ▪ Have a good working knowledge of the Club constitution and by-laws ▪ Demonstrate a high level of enthusiasm when representing the Club to members, other organisations and the general public ▪ A good business sense ▪ A practical knowledge of computer systems and programs such as Surfguard and Microsoft Office applications ▪ Ability to keep correct up-to-date records ▪ Maintain confidentiality and respect towards members

Desirable Attributes
▪ Demonstrated rapport with Club personnel ▪ Sound leadership skills ▪ Sound organisational skills ▪ Sound time management skills ▪ Sound computer skills - Microsoft Office and Outlook ▪ Sound oral and written communication skills ▪ Public speaking ability ▪ Good negotiation skills ▪ Willingness to learn new skills ▪ Ability to work in a team environment ▪ Motivational ▪ Efficient people management skills ▪ A sense of justice.

4. ROLE DESCRIPTION - DIRECTOR OF FINANCE

Role type	Director - Voluntary
Time commitment require	15 – 20 hours per week
Responsible To	**Functional Relationships**
▪ Club Board of Directors ▪ Club Council ▪ Branch Council	▪ Club Board of Directors ▪ Club members ▪ Supporters Club Board (if applicable) ▪ Branch Council ▪ Club Administrator ▪ Banks and auditors ▪ Sponsors & Supporters

Purpose

The Director of Finance oversees the financial management and sustainability of the Club. They are responsible for budgeting, financial planning, and reporting, ensuring transparency and accountability in all financial activities. The Director of Finance manages the club's funds, monitors cash flow, and provides financial advice to support decision-making. They work closely with the Board to ensure financial compliance, secure funding, and support the club's long-term goals.

Responsibilities

General	**Governance**
▪ Is the Chief Financial Officer for the Club ▪ To represent the Board on the Joint Finance Committee ▪ Drive the Board to prepare annual budgets with assumptions for their respective areas ▪ Collate and consolidate the area/department budgets into an overall Club budget ▪ Ensure that all money due to the Club is collected and received and that all payments authorised by Board are made; and correct books and accounts are kept showing the financial affairs of the Club including full details of all receipts and expenditure connected with the activities of Club. ▪ Cause all money to be lodged to the credit of Club at the approved financial institution	▪ Fulfil the role of Director of Finance as defined in the *Associations Incorporations Act 1988* ▪ Attend all meetings and functions of the club as required by their role ▪ Bank account signatory and approver ▪ Ensure the recording of the financial dealings of the Club meet Australian Accounting Standards Board requirements relevant to the size and status of the Club ▪ Ensure the Club's financial statements are promptly and properly prepared and audited by a suitable auditor ▪ Lodge the Annual Information Statement (AIS) with the

General	Governance
▪ Ensure adequate internal controls are in place to protect the assets of the Club ▪ Ensure an inventory of all assets of the Club is maintained ▪ Ensure insurance coverage is arranged on assets and for all risks that the club may require. ▪ Produce or cause to be produced, relevant and timely financial reports and submit these to each Board meeting as required and ensure they are understood ▪ Monthly preparation of bank reconciliation and Profit & Loss comparing actual to budget ▪ Monitor the actual versus budget results monthly seeking explanation for material variation >10% so the Board can be advised ▪ Maintain the Club's accounting records including detailed records of all payments and monies received ensuring it is logically filed with authorised supporting documentation ▪ Once in every year, oversee the preparation of a statement of income and expenditure together with balance sheet showing the position of the Club as at the date of the close of the financial year and arrange for presentation to the auditors for audit ▪ Liaise with Club auditor regarding the annual audit and preparation of compliant financial statements for presentation to members at the Annual General Meeting ▪ Cause the preparation of statutory returns and reports as required, specifically Activity Statement for the ATO ▪ Ensure all taxes are reported and paid promptly.	Australian Charities & Not-for-profit Commission (ACNC) by the due date and maintain the Club's details on the ACNC Charity Portal ▪ Chair sub-committees (where applicable) ▪ Ensure that the Club meets its endorsed charitable purpose ▪ Ensure *Privacy Act 1988* principles and confidentiality are upheld at all times by all persons with access to Club and member records and correspondence ▪ Ensure the Club at all time is governed in accordance with the *Associations Incorporations Act 1988* and the *SLSQ Governance Standards* in order to meet the *ACNC Regulations 2013.* ▪

Role Requirements

Prerequisites	Knowledge and skills required
▪ To hold a current Blue Card ▪ Prior bookkeeping experience essential ▪ Prior experience in the preparation of bank reconciliations essential ▪ Prior experience in the preparation of balance sheet and Profit & Loss statements highly desirable ▪ Computer skills in Excel and MYOB (or like) highly desirable ▪ Well organised and able to work unsupervised and be self-motivated ▪ Awareness of information and processes involved in the audit of financial statements for corporate bodies.	▪ Understanding of the need for proper controls and governance over Club finances i.e. • Purchase orders (properly authorised with supporting documentation) • Payment/Cheque requisitions (properly authorised with supporting documentation) • Cheques & EFTs authorised by two authorised Directors ▪ Ability to allocate regular time periods to maintain the books ▪ Ability to keep correct up-to-date records ▪ Able to work in a logical orderly manner ▪ Maintain confidentiality and respect towards members

Desirable Attributes
▪ Demonstrated rapport with Club personnel ▪ Sound leadership skills ▪ Sound organisational skills ▪ Sound time management skills ▪ Sound oral and written communication skills ▪ Public speaking ability ▪ Good negotiation skills ▪ Willingness to learn new skills ▪ Ability to work in a team environment ▪ Motivational ▪ Efficient people management skills ▪ Sense of justice

5. ROLE DESCRIPTOIN - DIRECTOR OF LIFESAVING

Role type	Director - Voluntary
Time commitment require	15 – 20 hours per week
Responsible To	**Functional Relationships**
▪ Club Board of Directors ▪ Club Council ▪ Branch Council	▪ Club Board of Directors ▪ Club members ▪ Supporters Club Board (if applicable) ▪ Branch Council ▪ Club Administrator ▪ Lifesaving Committee ▪ Chief Training Officer ▪ Sponsors & Supporters

Purpose

The Director of Lifesaving leads and coordinates the lifesaving operations and patrol activities of the Club. They are responsible for managing and supporting the club's patrolling members, ensuring the highest standards of surf lifesaving skills, safety, and preparedness. The Director of Lifesaving oversees training programs, rostering, and patrol effectiveness, while fostering teamwork and promoting a culture of safety and service. They work closely with the Board and Officers to enhance lifesaving services and uphold the club's mission to protect the community.

Responsibilities

General	**Governance**
▪ Approve annual Club patrol hours in consultation with the State Lifesaving Officer ▪ Ensure effective management of Board of Lifesaving in all of its operations ▪ Administer and organise patrols (rosters, experience and qualification distribution amongst patrol teams) ▪ Manage adherence to requirements as per the patrol operational requirements as provided by SLSQ from time to time. ▪ Ensure Club prepares and implements an effective Beach Management Plan ▪ Ongoing management or service deliver standards and issue resolution ▪ Coordinate pre-season preparation phase (equipment/uniforms, rostering, communication etc) ▪ Responsible for the conduct of members in the Club	▪ Ensure implementation of all SLSA, SLSQ and Club policies relating to lifesaving ▪ Attend all meetings and functions of the Club as required by their role ▪ Chair Committees e.g. Lifesaving (where applicable) ▪ Ensure that the Club meets its endorsed charitable purpose ▪ Ensure the Club at all time is governed in accordance with the *Associations Incorporations Act 1988* and the *SLSQ Governance Standards* in order to meet the *ACNC Regulations 2013*.

General	Governance
▪ Oversee the Gear Steward/Powercraft Officer concerning lifesaving gear, ensuring it is well maintained and managed, including the annual gear and equipment inspection ▪ Provide regular communication and support to PC's and members ▪ Work with Chief Training Officer to address training requirements and deficiencies ▪ Recommend actions to Club Board ▪ Liaise with Branch Director of Lifesaving ▪ Communicate with patrol defaulters to maintain efficiency of patrols ▪ Ensure records are maintained of member re-qualifications each season ▪ Keep a record of members performances at patrol duties ▪ Prepare and submit monthly reports to the Club Board ▪ Develop and maintain the Club's POM ▪ Manage, in consultation with others, the annual lifesaving equipment grant (applications and acquittal) ▪	

Role Requirements

Prerequisites	Knowledge and skills required
▪ To hold a current Blue Card ▪ To hold a Current Bronze Medallion and Silver Medallion: Beach Management ▪ Good understanding of Club culture and lifesaving operations ▪ Ability to organise and delegate tasks ▪ Proficient computer skills and administration ▪ Aware of Work Health & Safety policy	▪ Accreditation in Certificate IV Training and Assessment – desirable ▪ Can communicate effectively ▪ Maintain confidentiality on relevant matters ▪ Positive and enthusiastic ▪ Possess good interpersonal skills

Desirable Attributes
▪ Demonstrated rapport with Club personnel ▪ Sound leadership skills ▪ Sound organisational skills ▪ Sound time management skills ▪ Sound oral and written communication skills ▪ Willingness to learn new skills ▪ Ability to work in a team environment. ▪ Motivational

Desirable Attributes
▪ Efficient people management skills ▪ A sense of justice

6. ROLE DESCRIPTION - JUNIOR ACTIVITIES OFFICER ROLE

Role type	Officer - Voluntary
Time commitment require	15 – 20 hours per week
Responsible To	**Functional Relationships**
▪ Club Board of Directors ▪ Club Council ▪ Branch Council	▪ Club Board of Directors ▪ Chief Training Officer ▪ Age Managers ▪ Team Managers ▪ Team Chaperones ▪ Water Safety Officers ▪ Administrator ▪ Club & Members

Purpose

The Junior Activities Officer oversees the development and coordination of the club's junior members (Nippers), ensuring a fun, safe, and educational environment. They are responsible for organizing training sessions, activities, and events that promote lifesaving skills, teamwork, and water safety. The Junior Activities Officer works closely with parents, coaches, and volunteers to support the growth and progression of junior members, fostering a strong connection to the club and the surf lifesaving community.

Responsibilities

General	**Governance**
▪ Responsible for providing advice, direction and coordination for Age Managers ▪ Assist with the coordination of Junior Activities (Nippers) ▪ To work with Board to set the agenda for each season's activities ▪ Chair the Age Managers meetings and regularly report to the Board on the progress of the junior groups ▪ Distribute relevant correspondence to the Age Managers	▪ Ensure the effective implementation of the SLSQ and Club's Child and Youth Risk Management Strategy (CYRMS) ▪ Identify issues and potential solutions to recommend to the Board ▪ Monitoring the implementation of new initiatives ▪ Submit reports to the Board

Role Requirements

Prerequisites	**Knowledge and skills required**
▪ To hold a current Blue Card ▪ To hold a current SLSA Bonze Medallion	▪ Identify situations that require Member Protection policy and procedure

Prerequisites	Knowledge and skills required
	▪ Capacity to negotiate and resolve issues with a range of people ▪ Good organisation and problem-solving skills with the ability to delegate tasks ▪ Excellent communication and interpersonal ▪ Ability to work as part of a team ▪ Maintain confidentiality and discretion on relevant matters ▪ Friendly, positive and enthusiastic ▪ Good time management ▪ Have a completed WWCC

Desirable Attributes
▪ Demonstrated rapport with Club personnel ▪ Sound leadership skills ▪ Sound organisational skills ▪ Sound time management skills ▪ Sound oral and written communication skills ▪ Public speaking ability ▪ Good negotiation skills ▪ Willingness to learn new skills ▪ Ability to work in a team environment. ▪ Motivational ▪ Efficient people management skills ▪ A sense of justice

7. ROLE DESCRIPTION – CHIEF TRAINING OFFICER

Role type	Officer - Voluntary
Time commitment require	15 – 20 hours per week
Responsible To	**Functional Relationships**
• Club Board of Directors	▪ Club Board of Directors ▪ President ▪ Director of Lifesaving ▪ Administrator ▪ Club & Members

Purpose

The Chief Training Officer is responsible for overseeing the education and development of members in lifesaving skills and certifications. They coordinate and deliver training programs, ensuring that all members are proficient in surf rescue, first aid, and other essential lifesaving techniques. The Chief Training Officer manages trainers, assesses members' competencies, and ensures compliance with national lifesaving standards. They work closely with the Board and Officers to promote a culture of continuous learning and maintain the club's operational readiness.

Responsibilities

General	**Governance**
▪ Lead and develop a team of trainers who will develop personnel to meet the operational needs of the Club ▪ Assist in development of youth within the Club ▪ Coordinate all instruction squads, their trainer/s and the resources ▪ Assess, develop and coordinate delivery of training solutions to meet the Standard Operating Procedures and service quality issues ▪ Ensure all training sessions are efficient, records completed and filed ▪ Develop training solutions for new resource implementation ▪ Ensure re-qualifications of awards and certificates are completed by required date and recorded ▪ Analyse skill mix throughout Club and develop training solutions where needed ▪ Arrange assessments through the Branch as required, ensuring follow-up as required	▪ Positively support the policies, culture, operation and management of the Club, Branch, SLSQ and SLSA ▪ Follow procedures and protocols as outlined in SLSA and SLSQ Training Division Standard Operating Procedures ▪ Attend all meetings and functions of the club as required by their role ▪ Attend sub-committee meetings e.g. Training (where applicable) ▪ Ensure that the Club meets its endorsed charitable purpose ▪ Ensure the Club at all time is governed in accordance with the *Associations Incorporations Act 1988* and the *SLSQ Governance Standards* in order to meet the *ACNC Regulations 2013*. ▪ Submit reports to the Club Board

General	Governance
▪ Attend Branch meetings (as required) and report to Branch and/or Club all relevant information ▪ Liaise with Branch Education Officer	▪ Participate as a member of the Club Board

Role Requirements

Prerequisites	Knowledge and skills required
▪ To hold a current Blue Card ▪ SLSA Training Officer Certificate ▪ Hold a Bronze Medallion ▪ Registered Training Organisation, Educational Qualification, i.e. Certificate IV in Workplace Training and Assessment or Certificate IV in Training and Assessment (preferred) ▪ Assessor Units of Competency (preferred) ▪ Proficient computer skills and administration	• Ability to organise and delegate tasks ▪ Aware of Work Health & Safety policy ▪ Maintain confidentiality on relevant matters ▪ Can communicate effectively and possess good interpersonal skills ▪ Friendly, positive and enthusiastic

Desirable Attributes
▪ Current Bronze Medallion and Silver Medallion: Beach Management ▪ Good understanding of Club culture and lifesaving operations ▪ Ability to organise and delegate tasks ▪ Proficient computer skills and administration ▪ Aware of Work Health & Safety policy ▪ Accreditation in Certificate IV Training and Assessment - desirable ▪ Maintain confidentiality on relevant matters ▪ Can communicate effectively and possess good interpersonal skills ▪ Positive and enthusiastic ▪ Demonstrated rapport with Club personnel ▪ Sound leadership skills ▪ Sound organisational skills

8. ROLE DESCRIPTION – SURF SPORTS OFFICER

Role type	Officer - Voluntary
Time commitment require	15 – 20 hours per week
Responsible To	**Functional Relationships**
▪ Club Board of Directors	▪ Club Board of Directors ▪ Club coaches ▪ Surf Sports Section Captains ▪ JAC ▪ Carnival Referees ▪ Branch Surf Sports Officer ▪ Representative Team Management

Purpose

The Surf Sports Officer is responsible for coordinating and promoting surf sports activities within the Club. They oversee the planning, training, and participation of members in surf sports competitions, ensuring that athletes are supported and prepared. The Surf Sports Officer works with coaches and officials to develop competitive programs, foster skill development, and encourage member involvement in surf sports. They collaborate with the Board and section leads to enhance the club's sporting profile and ensure alignment with the club's lifesaving values.

Responsibilities

General	**Governance**
▪ Conduct regular communication with Club surf sports representatives ▪ Ensure effective directorship of surf sports and its competition operations ▪ Provide leadership and strategic direction relating to Surf Sports ▪ Represent the Branch at meetings/conferences as required ▪ Contribute to the Business Plan relating to Surf Sports in consultation with appropriate staff ▪ Develop programs and reports as requested by the Council and/or Board ▪ Initiate visits to Clubs to discuss items of a strategic nature ▪ Oversee programs relating to Surf Sports ▪ Be prepared to forego role as carnival referee/official at Branch conducted events	▪ Attend all relevant meetings of Club and functions ▪ Attend sub-committees e.g. Lifesaving, Selection Committee (where applicable) ▪ Ensure implementation of relevant policies relating to Surf Sports ▪ Prepare reports for presentation to Boards, Council Meetings and other meetings as required ▪ Act as Chair of meetings, conferences, committees relating to surf sports matters ▪ Represent the Branch at State Surf Sports meetings

Role Requirements

Prerequisites	Knowledge and skills required
▪ To hold a current Blue Card ▪ SLSA Training Officer Certificate ▪ Hold a Bronze Medallion ▪ Proficient computer skills and administration ▪ Working knowledge of the Surf Sports Manual ▪ Understanding of the requirements for Coach and Official Accreditation ▪ Excellent communication and interpersonal skills ▪ Adequate computer skills including all Microsoft programs ▪ Ability to commit necessary time to Youth Development and Club management activities (approximately four hours per week September to May)	▪ Knowledge of Surf Life Saving objectives, policies and procedures as they relate to Youth development activities or the ability to quickly assimilate that knowledge ▪ An understanding of and commitment to the achievement of Club values, goals and objectives as described in the Club Strategic Plan ▪ Good communications and interpersonal skills ▪ Friendly, positive and enthusiastic attitude ▪ Ability to motivate, mentor and lead the Youth Development team ▪ Ability to organise and delegate tasks ▪ Ability to maintain confidentiality on relevant matters ▪ Ability to participate in Board meetings and support Board decisions

Desirable Attributes
▪ Good understanding of Club culture and lifesaving operations ▪ Motivational ▪ Ability to organise and delegate tasks ▪ Proficient computer skills and administration ▪ Aware of Work Health & Safety policy ▪ Maintain confidentiality on relevant matters ▪ Can communicate effectively and possess good interpersonal skills ▪ Positive and enthusiastic ▪ Demonstrated rapport with Club personnel ▪ Sound leadership skills ▪ Sound organisational skills ▪ Sound time management skills ▪ Willingness to learn new skills ▪ Ability to work in a team environment. ▪ A sense of justice

9. ROLE DESCRIPTION – MEMBER OFFICER

Role type	Officer - Voluntary
Time commitment require	25 – 40 hours per week
Responsible To	**Functional Relationships**
▪ Club Board of Directors	▪ Club Board of Directors ▪ Director of Lifesaving ▪ Judiciary Committee ▪ MPIOs ▪ Complaints Manager ▪ Administrator ▪ Club & Members

Purpose

The Member Officer focuses on enhancing member experience, engagement, and retention within the Club. They provide support to members, addressing any concerns or queries, and dealing with member welfare issues while fostering a welcoming and inclusive environment. The Member Officer promotes involvement in club activities, ensures members feel valued, and assists with member recruitment and onboarding. They work closely with the Board to maintain a positive club culture; ensure member welfare is managed in compliance with SLSA/SLSA policies and support the growth and satisfaction of all members.

Responsibilities

General	**Governance**
Member Engagement ▪ Act as the primary point of contact for club members, providing information, assistance and guidance on club activities, events and programs ▪ Develop and implement strategies to promote active participation and engagement among club members ▪ Coordinates member social events ▪ Work with the Board of Directors on member social events including Friday night catch ups, start of season events, Christmas events and annual awards night ▪ Conduct regular member surveys to gather feedback, identify areas of improvement and address concerns or suggestions from members.	▪ Attend all meetings and functions of the club as required by their role ▪ Attend sub-committee meetings e.g. Training (where applicable) ▪ Ensure that the Club meets its endorsed charitable purpose ▪ Ensure the Club at all time is governed in accordance with the Associations Incorporations Act 1988 and the SLSQ Governance Standards in order to meet the ACNC Regulations 2013. ▪ Attend Committee meetings and provide input on matters relating to member engagement, retention and satisfaction ▪ Collaborate with other committee members to organise and execute club events, ensuring

General	Governance
Membership Support ▪ Assist other committee members with the recruitment and retention of club members to ensure a steady growth in membership ▪ Work with the Club Captain, Youth Officer and JAC to drive the member pathway program ▪ Ensure that new members are provided with a comprehensive induction, introducing them to the club's facilities, policies and procedures ▪ Act as a mentor for new members, answering their questions, addressing concerns and guiding them through their initial experiences in the club ▪ Progress member feedback programs to provide an opportunity for all members to express their ideas and suggestions. **Club Communication** ▪ Maintain regular communication with club members through various channels, such as email newsletters, social media platforms, and the club's website ▪ Coordinate the dissemination of important information, including club announcements, event details, training schedules and safety updates ▪ Ensure that all club communication is clear, timely and consistent fostering effective and open communication between members and the club's management. **Member Welfare** ▪ Promote a safe and inclusive environment within the club, ensuring that all members feel valued, respected, and supported ▪ Oversight any welfare concerns or issues raised by club members, maintaining confidentiality and providing appropriate assistance and ensuring alignment with the clubs, SLSQ and SLSA member complaints procedures	they align with the club's objectives and meet the needs of its members ▪ Assist in the development and implementation of strategies to enhance member services, improve club facilities, and optimise the overall member experience ▪ Annually develop and submit for approval, a social activities calendar and budget ▪ Understand and comply with all club policies and procedures

General	Governance
▪ Have a clear understanding of the complaints procedures, the roles of the Complaints Manager, MPIO's, and the Judiciary Committee and refer members accordingly ▪ Facilitate access to support resources, counselling services, health and wellness programs, and first aid training to promote the overall well-being of club members.	

Role Requirements

Prerequisites	Knowledge and skills required
▪ To hold a current Blue Card	▪ At least 2 years active membership ▪ A good understanding of the clubs governance, policies and procedures ▪ Ideally some experience in development or membership programs

Desirable Attributes
▪ Good understanding of Club culture and lifesaving operations ▪ Motivational ▪ Ability to organise and delegate tasks ▪ Proficient computer skills and administration ▪ Aware of Work Health & Safety policy ▪ Maintain confidentiality on relevant matters ▪ Can communicate effectively and possess good interpersonal skills ▪ Positive and enthusiastic ▪ Demonstrated rapport with Club personnel ▪ Sound leadership skills ▪ Sound organisational skills ▪ Sound time management skills ▪ Willingness to learn new skills ▪ Ability to work in a team environment. ▪ A sense of justice

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Update October 2025: SECTION 2 – MEMBERSHIP, 2.3 Membership, Honorary and Service Membership

Update: September 2026: APPENDIX F – HONOURS AND AWARDS RULES