

# Circular

<b>Title:</b>	<b>Expression of Interest for General Standing Committees (2023/2024)</b>
<b>Date:</b>	<b>18 May 2023</b>
<b>Document ID:</b>	<b>02, 2023/2024</b>
<b>Department:</b>	Corporate Services
<b>From:</b>	James O'Toole, Chief Executive Officer Ph: 08 9207 6666 (SLSWA Office Hours Monday to Friday, 8.30am to 5pm)
<b>Audience:</b>	Interested Member, Club Notice Board, Club Administrators
<b>Summary:</b>	EOI sought from individuals to be considered for the position of Chairman and Committee Members to our four (4) General Standing Committees in the area of Lifesaving, Sports, Development, Education and the SLSWA Australian Honours and Awards Committee.  The General Standing Committee appointments when made will continue until May 2024. The SLSWA Australian Honours and Awards Committee appointments when made will continue until May 2024.
<b>Action:</b>	Nominations must be forwarded to the SLSWA Chief Executive Officer and must be received by <b>4.00pm Thursday 15 June 2023.</b>
<b>Attachment:</b>	Nomination Form

SLSWA is calling for Expressions of Interest from those members wishing to serve on one of SLSWA's four (4) General Standing Committees:

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

These Expressions of Interest will be assessed by the Nominations Committee and members with specific skillsets to meet the committee objectives, as outlined in the section: General Standing Committee Objectives will be sought.

The appointment to the General Standing Committee is a member development opportunity and this will be taken into consideration as part of the selection process.

The General Standing Committee appointments when made will continue until May 2024.

The SLSWA Australian Honours and Awards Committee appointments when made will continue until May 2024.

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

Nominations must be received by the SLSWA Chief Executive Officer by **4.00pm, Thursday 15 June 2023** by post or email at:

James O'Toole  
 Chief Executive Officer  
 PO Box 700, Balcatta WA 6914  
[jotoole@slsa.com.au](mailto:jotoole@slsa.com.au)



**James O'Toole**  
**Chief Executive Officer**



## Roles and Responsibilities

### General Standing Committees

#### Authorities and Responsibilities

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

#### Composition

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

### General Standing Committee Chairman

#### Appointment

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

#### Role and Authority

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

#### Responsibilities

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

### **Role and Authorities**

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

### **Composition**

- a) The committee shall comprise a chairman and a minimum of three appointed persons who shall have the experience necessary to assess recommendations for Australian Honours and the various surf life saving Awards
- b) The committee, when in session, shall have a minimum of three committee members.
- c) The Board shall appoint the Chairman and committee members in May of each even year based upon the criteria stated in (a), expertise and merit with due consideration to geographic and technical knowledge. *Note: Due to the impact of COVID-19, the previous Honours and Awards Committee appointment was extended by the SLSWA Board for a further year to cover the 22/23 season. Therefore, this 2023/2024 appointment shall have a tenure of one year instead of two with a re-appointment process due to take place in May 2024 in line with the SLSWA Regulations.*

### **Responsibilities**

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

## General Standing Committee Objectives

Objectives below are subject to change

### Lifesaving Committee Objectives

1. Awards of Excellence – Participate in the selection of finalists and winners in the applicable awards in accordance with the selection criteria.
2. Contribute to a review that may lead to the enhancement of improved patrol statistics collection and reporting, through engagement of club officials.
3. Contribute to an analysis of the current Lifesaving Service Agreement to specifically provide guidance on opportunities for clubs to have further flexibility in the management of patrol implementation and service delivery.
4. Contribute to the drafting of club guidelines that support development activities that can be performed during quiet periods on patrol, with a view to improving the engagement, skills, performance, and knowledge base of members.

### Sports Committee Objectives

1. Awards of Excellence – Assist with the selection of applicable Surf Sports awards in accordance with selection criteria - Young Athlete (U17/U19), Open Athlete, Team, Coach, Official & Bernie Kelly Medal.
2. Western Suns Representative Teams – Assist with selection of teams in accordance with the selection criteria (excludes IRB Racing and Pool Rescue).
3. Contribute to Coach development initiatives and engagement across clubs.
4. Contribute to Officials development initiatives and engagement across clubs.

### Development Committee Objectives

1. Nipper & Youth Awards – Selection of the Nipper of the Year, Youth of the Year, U14/U15 Lifesaver of the Year & Youth Official of the Year in accordance with the selection criteria.
2. Awards of Excellence – Selection of the Woodside Nippers Club of the Year, Woodside Nippers Program Coordinator of the Year, Woodside Nippers Program Volunteer of the Year, Age Manager of the Year and Young Volunteer of the Year in accordance with the selection criteria.
3. Analyse the results of the 2022/2023 Youth Program Survey and based on that analysis develop and present strategies that clubs can use that assist and improve retention of youth members.
4. Assist with the development of a program for a preseason weekend Leadership Camp for young adults (18-25 year-olds).

### Education Committee Objectives

1. Awards of Excellence – Participate in the selection of finalists and winners in the applicable awards in accordance with the selection criteria.
2. Contribute to a review of the current selection and approval process for SLSWA Facilitators with a view to develop a revised process to identify suitable participants and increase quality of delivery to members.
3. Contribute to a review of the annual SLSWA Trainer/Assessor/Facilitator in-service program focussing on any possible modifications to the delivery of the sessions and further TAF Professional Development opportunities.
4. Contribute to an analysis of the SLSWA member volunteer education and training documentation to attempt to further reduce Trainer and Assessor administration requirements.

## Expression of Interest: General Standing Committee Chair General Standing Committee Members

### Selection Process

The SLSWA Nominations Committee will recommend appropriate candidates to the SLSWA Board for endorsement. The SLSWA Nomination Committee may interview applicants as part of this process. EOI must be submitted by **4pm, Thursday 15 June 2023**.

Appointment of these positions will be made by the SLSWA Board. The Nomination Committee will determine the suitability of all nominations based on the skills and experience required to meet the committee objectives as outlined in Circular 02-2023/2024. The appointment to the General Standing Committee is a development opportunity and this will be taken into consideration as part of the selection process.

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

\_\_\_\_\_

(Nominees Name)

### Position you wish to be considered for:

*(Please tick appropriate box)*

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

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

### Background/Experience

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

### Nominee's Endorsement

I, \_\_\_\_\_ agree to my nomination to the office of \_\_\_\_\_  
(Nominees First & Last Name)  (Insert position to be considered)

and further acknowledge and agree to comply with the duties, responsibilities and codes of conduct of this position with Surf Life Saving Western Australia.

\_\_\_\_\_  
(Signature)  (Date)

### Club Endorsement

_____ Club Name	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%; vertical-align: top;">                     Name, and Position of Club contact                 </td> <td style="width: 35%; text-align: center;">                     _____                      Name                 </td> <td style="width: 35%; text-align: center;">                     _____                      Signature                 </td> </tr> <tr> <td></td> <td style="text-align: center;">                     _____                      Position                 </td> <td style="text-align: center;">                     _____                      Date                 </td> </tr> </table>	Name, and Position of Club contact	_____ Name	_____ Signature		_____ Position	_____ Date
Name, and Position of Club contact	_____ Name	_____ Signature					
	_____ Position	_____ Date					



## Skills and Experience

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

1. Skills, qualifications and experiences for the position:

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

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



## Future Goals & Objectives

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

## Resume

Optional – Please attach a personal resume.