

**Annual General Meeting**

**Surf Life Saving Mid North Coast Inc.**

**Position Nominations - 2022**

Nominations are sought for the following proposed positions with the Surf Life Saving Mid North Coast Branch for the 2022/23 Seas

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| **Proposed Elected Positions – 2022/23 Season** |
| **Executive Committee Member 2-year term** | **Elected Officers 1-year term** |
| President | Registrar and Assets Officer |
| Director of Finance | Complaints Manager |
| Director of Education | WH+S Officer |
| Director of Surf Sports | Deputy Director of Lifesaving |
| Director of Member Services | Deputy Director of Member Services |
|  | Education Officer – North |
| **Sub Committees Elected** | Education Officer - South |
| Constitution Committee | Education Officer – Junior |
| Disciplinary and Grievance Committee | Deputy Director of Surf Sports |
| Life Membership Committee | Junior Surf Sports Coordinator |
| Meritorious Awards Committee | Gear and Equipment Officer |
|  | Officials Coordinator |
|  | Carnival Administration Coordinator |
|  | Coaching Coordinator |
|  | Media Officer |

**Nominations must be emailed to the Director of Administration by midnight Sunday 31st July 2022.**

**Email to – admin@slsmnc.com.au**



***Draft positions descriptions***

**PRESIDENT**

The President shall:

1. Administer and be responsible for all the affairs of the Branch and shall chair all meetings of Branch Council and Branch Executive and shall report to each Branch Council or Executive Meeting those activities undertaken on behalf of the branch.
2. Have a casting vote as well as a deliberative vote at Branch Council and Executive meetings.
3. Be responsible to the Branch Executive and Branch Council.
4. Be responsible for seeing that all Directors and Officers carry out their duties in accordance with this Constitution.
5. As required by the SLSNSW Constitution, represent the Branch at State Council meetings. The President or his proxy shall be required to furnish a written report to the Branch of all meetings attended. The delegate shall vote and carry out all instructions as directed by the Branch. Provision is made however in changing circumstances for the delegate to use their discretion when voting if new information is received.

Should the President be absent from a meeting or is unwilling to act as Chairperson, the Deputy President shall act as Chairperson. In the event that the Deputy President is absent or is unwilling to act as Chairperson, the members shall elect one of those present to act as Chairperson.

**DIRECTOR OF FINANCE**

The Director of Finance shall:

1. Ensure that all money due to the Branch is collected and banked promptly and that all payments are authorised by the Branch are made and correct books and accounts are kept showing the financial affairs of the Branch including full details of all receipts and expenditures connected with activities of the Branch.
2. Before each Branch Council meeting and at other times requested prepare a statement showing details of receipts and expenditure and particulars relating to accounts payable for the period since the previous statement and arrange to produce such statements at the Annual General Meeting and meetings of the Branch together with a Bank Statement reconciling balance shown therein with balance as shown in the statement.
3. Keep or cause to be kept proper books of record and also prepare books of account showing all receipts and expenditures and assets and liabilities in connection with the Branch.
4. Liaise with the Registrar and Asset Officer regarding all assets within the Branch, including market value and depreciation.
5. Request budget submissions from portfolios, which must be received within 28 days of the Annual General Meeting and prepare the overall branch budget.
6. Prepare a schedule of assets and liabilities of the Branch if and when requested to do so by a Branch Executive or Branch Council meeting.
7. Once every year prepare a statement of Income and Expenditure together with a Balance Sheet showing the position of the Branch as at the date of the close of the financial year and cause the same to be included in the Annual Report.
8. In conjunction with the Director of Administration, carry out the duties of purchasing and insurance within the Branch.
9. All Branch finance records are to be audited before AGM as per NSW Articles of Association
of Incorporation.

**DIRECTOR OF SURF SPORTS**

The Director of Surf Sports shall:

1. Hold a current Senior Official qualification and be conversant with the current edition of the Surf Sports Manual.
2. Chair all Surf Sports Committee meetings, and cause minutes of all meetings to be kept. These minutes are to be forwarded to the Director of Administration, preferably via email
3. Chair all Selection Committee meetings, and cause records of all Selection Committee meetings to be kept.
4. Coordinate all competition and carnivals within the Branch.
5. Be responsible for the processing of all entries for carnivals, competitions and displays within the Branch.
6. Promote excellence in competition within the Branch, and where possible encourage training days and displays to support traditional and modern surf sports events.
7. Promote and facilitate leadership and development pathways for coaches, officials and competitors.
8. Approve or reject all requests to compete outside the Branch and keep a record of all requests and subsequent decisions.
9. Arrange for the scrutineering of all competition gear within the branch.

**DIRECTOR OF EDUCATION**

The Director of Education shall:

1. Hold a Bronze Medallion and be a currently endorsed SLSA Trainer Bronze Medallion and hold a Certificate IV Training and Assessment or higher educational qualification OR an Assessor Bronze medallion
2. Chair all Education Committee meetings, and cause minutes of all meetings to be kept. These minutes are to be forwarded to the Director of Administration, preferably via email
3. Coordinate all training and assessment activities within the Branch
4. Approve all Assessment Requests for Branch-conducted courses.
5. Promote excellence in education within the Branch, and encourage professional development activities for Training Officers, Assessors and Facilitators.
6. Appoint mentors for probationary Training Officers, Assessors and Facilitators wishing to gain endorsement.
7. Receive paperwork required to be kept for Registered Training Organisation (RTO) reporting and audit compliance requirements.

**DIRECTOR OF MEMBER SERVICES**

The Director of Member Services shall:

1. Chair all Member Services Committee meetings, and cause minutes of all meetings to be kept. These minutes are to be forwarded to the Director of Administration, preferably via email
2. Represent the interests of all members within the Branch, including junior activities and youth members under 18.
3. Promote all SLSA, SLSNSW, SLSMNC and external development opportunities to eligible members.
4. Coordinate and oversee all member development programs within the Branch.
5. Coordinate and oversee the Junior Lifesaver of the Year Program within the Branch.
6. Co-ordinate nominations for the “Awards of Excellence” or similar for the Branch and State.
7. Coordinate and oversee the “Awards of Excellence” or similar presentations for the Branch.