

INTRODUCTION

The current *Maroochydore Surf Life Saving Club Inc.* Constitution was approved in 1997 and, although many amendments have been made to our constitution, the constitution has not been revisited as a whole since the early 1990s. Much has changed within surf lifesaving, our club and indeed within the volunteer “workplace” since that time. One of the greatest influences on the way we do our business, and the manner in which we manage a large volunteer organisation, is that almost all we do is conducted in a workplace. This has brought about other impacts on surf lifesaving in areas such as risk management, general member welfare and youth safety and wellbeing.

Surf Life Saving Queensland (SLSQ) has developed a model or template constitution to use as a guide for rewriting club constitutions. However, experience has shown that our club has needs and requirements specific to our unique history, location, organisational structure, relations with other lifesaving organisations and our great success in lifesaving, competitive and supporters’ association areas. Additionally, there are questions and issues that arise from time to time and one of the solutions to resolve these is to look at other club’s constitutions including non-surf related sporting clubs. The constitution and new organisational structure must also reflect the members’ wishes from the 2013 club think-tank and the 2014 *Future Strategic Directions* document.

Consequently, the Maroochydore SLSC (MSLSC) Constitution Committee will take this information into consideration for the new constitution in addition to club members’ input and feedback. The committee has already looked at much of this and has collected a great deal of material and the rewrite is well underway. However, before progressing much further, we need feedback from the membership and a general consensus as to the club organisational structure.

Contemporary organisational structure of successful boards and committees shows that they operate efficiently and best when board and committee membership is around 5 or 7 members. One of the major flaws of our current structure is the size of our boards and committees. In some cases, approaching individual members has resulted in them wanting less involvement in meetings and large boards and that their participation in them needed to be reduced. Further, with the arrival of the human resource issues mentioned earlier, more positions need to be allocated on boards and committees somewhere in the structure.


With all these things in mind, an organisational structure was drafted for all boards to consider. Based on their input, the draft structure has been included on the club website for the consideration of all members for feedback via the website. Please take your time to read these notes, look carefully at the structures and provide any feedback and input online. Thank you.

Mike Dwyer

Chair

Constitution Committee

(Mike Dwyer; Narelle Souter; Glynn Topfer; Nick Dash & Legal Advisor Scott Derwin)

Please note:  the clear hexagons mean that these are non-voting positions e.g. Advisor positions and General Manager

BOARD OF MANAGEMENT (BOM)

The constituency of the other Boards and Committees (other than the Board of Management) should be viewed initially to place the Board of Management structure in context.

BOARD OF ADMINISTRATION AND MEMBERSHIP (BOAAM)

Registrar – Voting

- Is the Minutes Secretary
- Reviews member records for accuracy
- Researches relevant external organisations for individual member contributions

Life Member Rep - Voting

- Appointed by Board of Management
- Provides advice to the Board of Administration and Membership on club policies from both historical and current perspectives

Advisor Role – Non-Voting

- Provides link between membership and the Board of Administration and Membership
- Supports the internal communication of member development opportunities
- Reviews member development programs on offer and advances members for inclusion to the Board of Administration and Membership
- Coaches and mentors members completing development programs
- Provides advice to the Board of Administration and Membership and other Boards on volunteer recruitment and retention opportunities

Safety & Wellbeing Officer

- Duties as per current Board of Surf Life Saving

Membership Safety Officer

- Peer support
- Consider incorporating Grievance Officer duties into this role

Water Safety Officer

- Duties as per current Board of Junior Activities

BOARD OF FINANCE AND RESOURCES (BOFAR)

Surf Safe Appeal Advisor

- Coordinate the development, planning and implementation of annual MSLSC Surf Safe Appeal collection / SLSQ Safe Surf Appeal
- Prepare and submit Surf Safe Appeal collection plan to Executive 6 weeks prior to event
- Liaise with the Director of Marketing and Communications to assist in the marketing and promoting of events
- Liaise with the Treasurer for all financial requirements
- Liaise with General Manager to provide administrative and operational support to collection
- Liaise with volunteers to ensure events are adequately staffed
- Contribute to the effectiveness of the Surf Safe Appeal collection by evaluating its efficiency, fundraising potential, client needs and MSLSC Executive expectations
- Report to the MSLSC Executive on the collection results and recommendations to MSLSC Collection Policy (within 2 months).
- Liaise with the Website Administrator to ensure that member information pertaining to Collection is up-to-date on the website at all times
- Other administrative tasks and responsibilities as deemed appropriate by the Executive.

Grants Advisor

1. Seek information on Grant opportunities for:
 - a. MSLSC– facility development or renovation; new Government initiatives (water, solar, environmental, etc.); Jupiter’s Casino; etc.
 - b. Lifesaving training and equipment
 - c. Competitive members
 - d. Other opportunities.
2. Provide written report to the Board of Finance and Resources on opportunities identified each month.
3. As instructed by the Director Board of Finance and Resources, communicate with volunteer of Boards to identify equipment and training requirements for upcoming season (August each year)
 - a. Prepare ‘wish’ list with priority ranking for goods/services/equipment needed by each Board
 - b. Submit listing to the Board of Finance and Resources for review and submission to BOM

4. Advertise community funding opportunities available to individual members through Club website / Newsletter.
 - a. Individuals are to prepare and submit their own applications.
 - b. Grants Officer may assist at own discretion.
5. Liaise with Directors and MSLSC Office to gather information required to complete and submit funding applications
 - a. No application can be submitted without final sign off Section/Area Director (or, in their absence, the Director of BOFAR)
 - b. All applications are to be submitted through MSLSC Office and recorded in BOM Inwards / Outwards correspondence
 - c. MSLSC to consider providing the Grants Officer a MSLSC email account.
6. Monitor progress of funding applications across life of grant/funding
7. A written report is to be provided to the BOFAR
 - a. Monthly – outlining current funding applications available, if submission made: funding body, by whom, what for, and outcomes to date
 - b. End of season – all applications and outcomes for the season, with dollar amount received.

Facilities Officer/Assets Management

- Assists the Director of BOFAR in recording and reporting of club assets including equipment replacement, repairs and maintenance
- Liaise with Maroochydore Surf Life Saving Supporters Club Inc.

Environmental Officer

- Identifies health hazards and takes action to eliminate or mitigate (environmental pollution, beach accesses, public health, disaster management)

BOARD OF MARKETING & PROMOTION (BOMAP)

Events Coordinator – Voting

- Support and collaborate with Director of BOMAP in the planning of club events
- Assist in the development of event program and budget
- Assist in the soliciting of event sponsorships
- Research relevant external organisations for individual member contributions
- Coordinate with the Maroochydore Surf Life Saving Supporters Club Inc. as directed

Media Coordinator / Minutes Secretary - Voting

- Undertake the duties of Minutes Secretary
- Assist in publicising events as directed by the Director of BOMAP
- Publishing and distribution of marketing / promotion materials
- Assist in coordinating event sponsors

- Provide advice to Board of Administration and Membership on club policies from both historical and current perspectives

Club Clothing Coordinator – Voting

- Support and collaborate with Director of BOMAP to research each year the club clothing requirements and develop a budget proposal for submission to BOM
- Work with suppliers to establish purchase order forecast for supply of club clothing in season competition timeframe

BOARD OF SURF LIFESAVING (BOSL)

Patrol Operations Supervisor – Voting

- Provide support to and collaborate with Director of DOSL to ensure lifesaving patrol requirements are met
- Assist in the development, review and monitoring of patrol rosters
- Coach and mentor Patrol Captains
- Liaise with Chief Training Officer (CTO) to identify patrol group training and development needs and coordinate delivery of training programs
- Provide report to BOSL on patrol attendance
- Liaise with the Director of BOSL on issues identified in patrol teams
- Liaise with specialist Advisors on patrol issues and improvements

Patrol Equipment Officer - Voting

- Undertaking the duties of Minutes Secretary
- Liaise with Patrol Operations Supervisor and Advisors on patrol repair and maintenance requirements
- Coordinate with volunteer and paid maintenance officers on repairs and maintenance requirements
- Assist in preparation of Gear & Equipment Audit
- Report to BOSL on completion or delay of any allocated task
- Submit Purchase Orders to Director of BOSL for approval
- Assist in development of BOSL budget
- Report and correct unsafe work conditions

BOARD OF SURF SPORTS (BOSS)

BOARD OF JUNIOR ACTIVITIES (BOJA)

Duties for Director of BOJA – will be expanded to include the Director of BOJA or his nominated proxy to be Branch Representative.

Life Member Rep – to provide advice and guidance to Committee – current involvement with Junior Activities and/or the club is desirable.

Minutes Secretary – on every board a role will be the appointed Minutes Secretary - This is to ensure a good reporting structure and also develop Constitutional awareness among new board members. Training will be provided on Minutes Secretary requirements annually.

Non-voting roles are:

- Paid coaching staff
- Water Safety Advisor – sits on Safety & Wellbeing Committee (sub board of the Board of Membership & Development) advises on Junior Activities health and safety matters.
- Surf Awards Coordinator –role to Director of BOJA - reports to CTO (BOSL).
- Duties are to coordinate the delivery of awards relevant to Junior Activities.
- Carnival Coordinator – operational & advisor role to Director of BOJA - reports to BOSS.
- Age Managers – operational & advisor roles for Director of BOJA. Each group has an Age Representative as their voting voice on the BOJA.