

# BY-LAW NO. 11

**SUBJECT:** Club Board Responsibilities

**COMMENCED:** Draft – re-write current Constitution updated to revised Board structures

**LAST UPDATE:**

**PROVISIONS:**

## 1. GENERAL

- a) The composition and membership shall be prescribed in the respective Constitution;
- b) Membership may be drawn from Members of the Club;
- c) To be eligible for nomination to a Board or Committee the member must be an adult and a financial member of the Club; and be able to meet all requirements of the SLSQ Child Protection Policy and the Responsible Person Standards to the Australian Charities for Not-for-profits Commission;
- d) A Member appointed to a Board or Committee shall retain his or her appointment only whilst he retains his membership of the Club; provided that the Board of Management may, at its discretion, remove any Member from membership of a Board or Committee;
- e) In the event of the absence of the Chairperson from any meeting, the meeting shall appoint one of its Members to act during such absence;
- f) It shall be the duty of the Director of Administration and Membership to refer for consideration and recommendation all matters as properly relate to the jurisdiction of each Board or Committee;
- g) In the event of any matter coming within the jurisdiction of two or more Boards or Committees, the President may direct such Boards or Committees to jointly consider and report and/or recommend to the Board of Management thereon;
- h) A quorum for a Meeting of a Board or Committee shall be half the Board plus one;
- i) A Board or 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 Board or Committee;
- j) At the first meeting of the Board or Committee a Minutes Secretary, who is not the Chairperson, shall be appointed;
- k) Reports and recommendations of the Board or Committees are to be presented in writing to the Board of Management monthly, or as required by the appointing body;
- l) To retain office all elected Directors and Officers must be able to demonstrate their bi-annual attendance to Corporate Governance training offered by SLSQ and/or the Club;
- m) Directors and Officers must declare any conflict of interest in regard to any Board or Committee agenda item to be discussed to the Chair prior to the matter being discussed;
- n) Directors and Officers must declare they will abide by the Code of Conduct, and that strict confidentiality on matters discussed at the meeting is maintained;
- o) Boards and Committees are prohibited from engaging in activity which is contrary to the policies of the Club as laid down in this Constitution and from time to time, by the Board of Management and Council.

## **2. BOARD OF SURF LIFESAVING**

- a) shall comprise those Officers mentioned in **Clause 30.3(d)** of the Constitution.
- b) shall generally oversee the effective dissemination of SLSA instruction and methods to all members in respect of the Association objects and, particularly, as they relate to the ocean beach at Maroochydore.
- c) shall organise regular Patrol Inspections within the Club's Patrol system to ensure all proficient Members receive regular updating in current methods as outlined in the various Association Manuals.
- d) shall organise regular meetings of Patrol Captains and other key patrol members to provide updates on current lifesaving practice, policies and procedures.
- e) shall make recommendations to the Board of Management in respect of Club and Association awards/trophies relating to the practical lifesaving/patrols **By-Law 8 Club Awards and Member Recognition**.
- f) shall generally advise the Board of Management in the practical lifesaving areas.
- g) shall manage health and safety as part of day-to-day provision of patrol and lifesaving services operation
- h) shall present a budget each year to the Board of Management in respect of its activities.
- i) shall supervise the asset management (acquisition, maintenance, storage and disposal) of patrol gear and equipment required to meet patrol service agreements.
- j) shall generally administer the matters set out in the **By-Law 1 Patrol Rules** and report thereon to the Board of Management as the Board sees fit.

## **3. BOARD OF ADMINISTRATION AND MEMBERSHIP**

- a) shall comprise those Officers mentioned in **Clause 30.3(b)** of the Constitution;
- b) shall inquire into and report to the Board of Management upon all applications for the various membership categories as defined in The Club Constitution;
- c) shall be assisted by the club's paid administration staff to maintain an up to-date Membership register;
- d) shall periodically review the Club's performance in recruitment and retention of members, and make recommendations to the Board of Management;
- e) shall periodically review Members' facilities and equipment and make recommendations to the Board of Management;
- f) shall manage health and safety as part of day-to-day provision of member services;
- g) shall supervise the upkeep of the Club's Constitution and By-Laws and shall form a Constitution Committee as it sees fit;
- h) shall supervise the upkeep of the Club History and records;
- i) shall supervise the formation of the Judiciary Committee as required;
- j) offer programs to facilitate the transition from Junior Activities to Active Membership and assist in the development the member's skills and knowledge of all aspects of surf lifesaving;
- k) provide members with the opportunity to participate in SLSQ and SLSA member development programs and pathways;
- l) shall present a budget each year to the Board of Management in respect of its activities;

- m) shall prior to the Board of Management Meeting in the lead up to the Annual General Meeting, request the Life Membership Selection Committee to provide recommendations to the Board of Management for nominations to Life Membership;
- n) may carry out any "member interviews" it may consider necessary;
- o) may make recommendations about any Club Membership identifications i.e. badges, key rings, etc.;
- p) shall generally administer the matters set out in the **By-Law 16 Club House Rules** and report thereon to the Board of Management as the Board sees fit.

#### **4. BOARD OF FINANCE AND RESOURCES**

- a) shall comprise those Officers mentioned in **Clause 30.3(c)** of the Constitution;
- b) shall advise the Board of Management and where necessary make recommendations about the operation of the Club's accounting procedures;
- c) the Chairperson of the Board shall carry out or initiate any internal audit he or she considers necessary and/or as directed by the Club President or Board of Management. Any findings shall be submitted to the Board for recommendation to the Board of Management;
- d) shall ensure, in a general manner in conjunction with Chairperson and the Board of Management that all Club funds are expended in terms of the constitutional aims and objects of the Club;
- e) shall offer advice to the Board of Management about any Club investments, which may occur from time to time, always having regard to the fact that it is "community" money which must not, at any stage, be invested "at risk";
- f) shall give advice to the Board of Management as to any Club borrowings;
- g) shall supervise the compilation of the Club proposed Budget each year, for presentation to the Board of Management in May;
- h) shall supervise all financial aspects of maintenance and refurbishment of the Club building, in conjunction with the Building Committee;
- i) shall give advice to the Board of Management on Asset Management and financial Risk Management matters within the Club;
- j) the Finance Officers shall liaise with and provide specialist advises to the Inferior Boards as delegated by the Director of Finance and Resources;
- k) shall assist the General Manager in the maintenance of appropriate insurances over Club property;
- l) shall arrange when considered necessary any meetings with the Club's Official Auditors.

#### **5. BOARD OF SURF SPORTS**

- a) shall comprise those Officers mentioned in **Clause 30.3(e)** of the Constitution;
- b) shall develop and present a Budget each year to the Board of Management in respect of the planned activities of the Club's competitive team;
- c) shall co-ordinate the coaching of all competitors and/or competitive teams;
- d) the Board must convene regular meetings of their Plenary Board;
- e) shall supervise the asset management (acquisition, maintenance, storage and disposal) of competition equipment used by competitors and/or competitive teams;

- f) shall supervise the activities of the Selection Committee in relation to the competitive team;
- g) shall supervise the recruitment and retention of competitors, including talent identification and identification of weakness or skills gaps in the competitive team;
- h) shall manage health and safety as part of day-to-day provision of coaching programs and competitive endeavours;
- i) shall organise the annual Club Championships (combined Junior, Senior and Masters) on a date or dates to be determined by the Board of Surf Sports and endorsed by the Board of Management.

The list of events to be conducted at the Championships shall also be decided by the Board of Surf Sports.

- j) shall supervise competitive activity in Masters competition, including ensuring that there is adequate liaison with Masters Members;
- k) shall supervise competitive activity in Junior and Youth competition, including ensuring that there is adequate liaison with Junior Activities and Youth Members;
- l) shall supervise competitive Tours intrastate, interstate and internationally;
- m) to generally act in support of the Team Managers;
- n) shall, in conjunction with the Board of Surf Life Saving, generally administer Club gear.

## **6. BOARD OF MARKETING AND PROMOTION**

- a) shall comprise those Officers mentioned in **Clause 30.3(f)** of the Constitution;
- b) shall plan and oversee the smooth presentation of any club organised Surf Sports Carnival, and any other Surf Carnivals to be staged on Maroochydore Beach, in conjunction with the General Manager;
- c) the Board must convene regular meetings of their Plenary Board;
- d) shall present a budget each year to the Board of Management in respect of its activities;
- e) shall arrange for publicity of the Club's activities, in conjunction with the General Manager;
- f) shall give advice to the Board of Management on opportunities and risk management considerations regarding marketing of the Club;
- g) shall arrange for the promotion of the Club's activities, in conjunction with the General Manager;
- h) shall develop plans for the marketing of the Club to conjunction with the General Manager;
- i) shall supervise liaison with the media in the community, in conjunction with the General Manager;
- j) shall develop strategic plans for such fundraising as may be considered appropriate on behalf of the Club;
- k) shall develop a coordinated plan to produce Club clothing, under the supervision and direction of the Board of Management.

## **7. BOARD OF JUNIOR ACTIVITIES**

- a) shall comprise those Officers mentioned in **Clause 30.3(g)** of the Constitution;
- b) shall be responsible for the conduct and co-ordination of all matters relating to Junior Activities, excluding surf competition;
- c) shall present a budget each year to the Board of Management in respect of its activities;

- d) the Board must convene regular meetings of their Plenary Board;
- e) Will provide Junior Members an educational experience in a wide range of subjects and skills within the aquatic/marine environment;
- f) shall manage health and safety as part of day-to-day provision of Junior Activity training and coaching programs;
- g) prepare Junior Members for their eventual transition to the marine and patrol environment of the senior movement;
- h) provide for the training and the conduct of assessments of Members willing to gain Junior Surf Awards;
- i) organize in conjunction with the Club's Chief Training Officer, the training and/or assessment of Members willing to gain their Surf Rescue Certificate;
- j) develop a network of accredited Age Managers who will assist the Surf Awards Coordinator;
- k) develop a network of volunteer coaches for water, beach and board training who will assist the Head Coach in junior member skills development, and act as assistant to the Team Manager – Junior Activities and Youth to perform his or his duties.

## **8. HISTORY OF AMENDMENTS APPROVED BY BOARD OF MANAGEMENT**

02 February 2019 - Draft for consideration by Club Council.