

BY-LAW NO. 11

SUBJECT: CLUB BOARD RESPONSIBILITIES

COMMENCED: DRAFT REWRITE OF CURRENT CLUB CONSTITUTION UPDATED TO ALIGN WITH BOARD STRUCTURES

LAST UPDATE: ENDORSED WITH AMENDMENTS SGM 30 NOVEMBER 2019

1. GENERAL

- (a) The composition and membership shall be prescribed in the respective Club 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 their appointment only whilst he/she retains 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 Chair 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 Chair 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 an 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 Club Council.

2. BOARD OF SURF LIFE SAVING

The Board of Surf Life Saving shall:

- (a) comprise those Officers mentioned in Clause 29.3(d) of the Club Constitution;
- (b) 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 Maroochydore beach and in its vicinity;
- (c) 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) organise regular meetings of Patrol Captains and other key Patrol Members to provide updates on current Surf Life Saving practice, policies and procedures;
- (e) 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) generally advise the Board of Management in practical Surf Life Saving areas;
- (g) manage Health and Safety as part of day-to-day provision of patrol and lifesaving services operation;
- (h) present a budget each year to the Board of Management in respect to its activities;
- (i) supervise the asset management (acquisition, maintenance, storage and disposal) of patrol gear and equipment required to meet patrol service agreements;
- (j) 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

The Board of Administration and Membership shall:

- (a) comprise those Officers mentioned in Clause 29.3(b) of the Club Constitution;
- (b) inquire into and report to the Board of Management upon all applications for the various membership categories as defined in the Club Constitution;
- (c) be assisted by the Club's paid administration staff to maintain an up to-date Membership register;
- (d) periodically review the Club's performance in recruitment and retention of Members, and make recommendations to the Board of Management;
- (e) periodically review Members' facilities and equipment and make recommendations to the Board of Management;
- (f) manage Health and Safety as part of day-to-day provision of Member services;
- (g) supervise the upkeep of the Club Constitution and By-Laws and shall form a Constitution Committee as it sees fit;
- (h) supervise the upkeep of the Club History and records;
- (i) 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 Life Saving;

- (k) provide Members with the opportunity to participate in SLSQ and SLISA Member development programs and pathways;
- (l) present a budget each year to the Board of Management in respect of its activities;
- (m) 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 any nominations to Life Membership;
- (n) carry out any "member interviews" it may consider necessary;
- (o) make recommendations about any Club Membership identifications i.e. badges, key rings, etc;
- (p) 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

The Board of Finance and Resources shall:

- (a) comprise those Officers mentioned in Clause 29.3(c) of the Club Constitution;
- (b) advise the Board of Management and where necessary make recommendations about the operation of the Club's accounting procedures;
- (c) require the Chair of the Board to carry out or initiate any internal audit which he/she considers necessary and/or as directed by the Club President or Board of Management. Any findings shall be submitted to the Board of Finance and Resources for recommendation to the Board of Management;
- (d) ensure, in conjunction with the Chair and the Board of Management, that all Club funds are expended in terms of the constitutional aims and objects of the Club;
- (e) 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) give advice to the Board of Management as to any Club borrowings;
- (g) supervise the compilation of the proposed Club Budget each year, for presentation to the Board of Management in May and subsequently to Club Council at the Annual General Meeting in June;
- (h) supervise all financial aspects of maintenance and refurbishment of the Club building, in conjunction with the Building Committee;
- (i) give advice to the Board of Management on Asset Management and Financial Risk Management matters within the Club;
- (j) require Finance Officers to liaise with and provide specialist advice to the Inferior Boards as delegated by the Director of Finance and Resources;
- (k) assist the General Manager in the maintenance of appropriate insurances over Club property;
- (l) arrange when considered necessary any meetings with the Club's Official Auditors.

5. BOARD OF SURF SPORTS

The Board of Surf Sports shall:

- (a) comprise those Officers mentioned in Clause 29.3(e) of the Club Constitution;

- (b) develop and present a Budget each year to the Board of Management in respect of the planned activities of the Club's competitive teams;
- (c) co-ordinate the coaching of all Club competitors and/or competitive teams;
- (d) convene regular meetings of their Plenary Board;
- (e) supervise the Asset Management (acquisition, maintenance, storage and disposal) of competition equipment used by Club competitors and/or competitive teams;
- (f) supervise the activities of the Selection Committee in relation to Club competitive teams;
- (g) supervise the recruitment and retention of competitors, including talent identification and identification of weakness or skills gaps in Club competitive teams;
- (h) manage health and safety as part of day-to-day provision of coaching programs and competitive endeavours;
- (i) organise the annual Club Championships (possibly 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) supervise competitive activity in Masters competition, including ensuring that there is adequate liaison with Masters Members;
- (k) supervise competitive activity in Junior and Youth competition, including ensuring that there is adequate liaison with Junior Activities and Youth Members;
- (l) supervise competitive tours intrastate, interstate and internationally;
- (m) act in general support of the Team Managers;
- (n) administer Club gear in conjunction with the Board of Surf Life Saving.

6. BOARD OF MARKETING AND PROMOTION

The Board of Marketing and Promotion shall:

- (a) comprise those Officers mentioned in Clause 29.3(f) of the Club Constitution;
- (b) plan and oversee, in conjunction with the General Manager, the smooth presentation of any Club organised Surf Sports Carnival, and any other Surf Carnivals to be staged on Maroochydore Beach;
- (c) convene regular meetings of their Plenary Board;
- (d) present a budget each year to the Board of Management in respect to its activities;
- (e) arrange, in conjunction with the General Manager, the publicity of the Club's activities;
- (f) give advice to the Board of Management on opportunities and Risk Management considerations regarding the marketing of Club activities;
- (g) arrange and develop plans, in conjunction with the General Manager, for the promotion and marketing of Club activities;
- (h) supervise liaison with the media in the community, in conjunction with the General Manager;
- (i) develop strategic plans for such fundraising as may be considered appropriate on behalf of the Club;
- (j) develop a coordinated plan to produce Club clothing, under the supervision and direction of the Board of Management.

7. BOARD OF JUNIOR ACTIVITIES

The Board of Junior Activities shall:

- (a) comprise those Officers mentioned in Clause 29.3(g) of the Club Constitution;
- (b) be responsible for the conduct and co-ordination of all matters relating to Junior Activities, excluding surf competition;
- (c) present a budget each year to the Board of Management in respect to its activities;
- (d) convene regular meetings of their Plenary Board;
- (e) provide Junior Activity Members with an educational experience in a wide range of subjects and skills within the aquatic/marine environment;
- (f) manage Health and Safety as part of day-to-day provision of Junior Activity training and coaching programs;
- (g) prepare Junior Activity 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 Activity Surf Awards;
- (i) organise 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 Junior Activity Surf Awards Co-ordinator;
- (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 her duties.

