

/BY-LAW NO. 4

SUBJECT: CLUB BOARD STRUCTURES

COMMENCED: DRAFT - New By-Law

LAST UPDATE: RENUMBERING BY- LAW 11a REPLACING PREVIOUS

ENDORSED BY CLUB COUNCIL AT AGM 08 JUNE 2019

ENDORSED WITH FURTHER AMENDMENTS AND EDITING

FOLLOWING AGM 28 DECEMBER 2019

1. Board Structures

By-Law 4 shows a pictorial arrangement of the Club's lines of authority, accountability and communications. By-Law 11 Club Board Responsibilities, By-Law 12 Club Director and Manager Responsibilities and By-Law 13 Club Officers and other Position Responsibilities outline how the roles, powers and responsibilities of the respective Boards are assigned, controlled, and coordinated, and how information flows between the different levels of the Club Management.

The business of the Club shall be the responsibility of the Board of Management, with the exception of those matters relating to Constitutional Change, Incorporated Associations Responsibilities and Authority, major financial borrowings and Club Strategic Direction and Issues.

Recommendations only, shall be provided on such Club business or issues by the Board of Management to the Club Council.

The Board of Management shall consist of the elected Officers of the Club, namely:

- (a) President;
- (b) Deputy President;
- (c) Director of Finance and Resources (Treasurer);
- (d) Director of Administration & Membership (Secretary);
- (e) Director of Surf Life Saving;
- (f) Director of Surf Sports;
- (g) Director of Marketing and Promotion; and
- (h) Director of Junior Activities

BOARD OF MANAGEMENT

President
Deputy President
Director of Surf Life Saving
Director of Administration & Membership
Director of Finance & Resources
Director of Surf Sports
Director of Marketing & Promotion
Director of Junior Activities

SPECIAL COMMITTEES & ADVISORS
Disputes, Judiciary, Constitution, Surf Girl, Building,
Carnival, Grants, Canteen, etc.

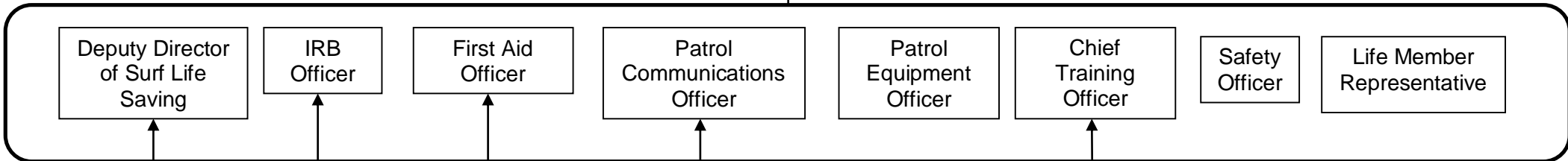




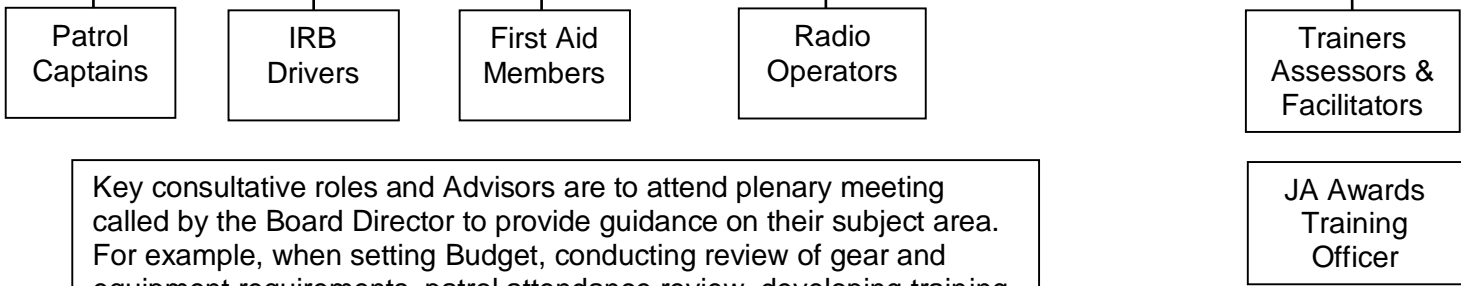
BOARD OF SURF LIFE SAVING (reports to the Board of Management)

**ELECTED AT AGM
OPERATIONAL BOARD
VOTING MEMBER**

**Director of Surf
Life Saving**



**KEY CONSULTATIVE ROLES
ATTEND PLENARY BOARD**



Key consultative roles and Advisors are to attend plenary meeting called by the Board Director to provide guidance on their subject area. For example, when setting Budget, conducting review of gear and equipment requirements, patrol attendance review, developing training calendar etc.



BOARD OF ADMINISTRATION and MEMBERSHIP (reports to the Board of Management)

**ELECTED AT AGM
OPERATIONAL BOARD
VOTING MEMBER**

**Director of
Administration
and Membership**

**Youth
Development
Officer**

**Member
Research Officer/
Minutes
Secretary**

**Member Safety
& Wellbeing
Officer**

**Life Member
Representative**

**KEY CONSULTATIVE ROLES
ATTEND PLENARY BOARD APPOINTED
AT FIRST BOARD MEETING**

Surf Lifesaving Member Development Advisor	Surf Sports Member Development Advisor	Junior Activities Member Development Advisor
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Water Safety Officer Junior Activities	Disputes Panel Chair (Member Protection)
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Advisors are to attend plenary meeting called by the Board Director to provide guidance on their subject area.

For example, when setting Budget, setting membership development programs, reviewing service recognition, award nominations, recruitment and retention, member safety & wellbeing etc.



BOARD OF FINANCE and RESOURCES (reports to Board of Management)

**ELECTED AT AGM
OPERATIONAL BOARD
VOTING MEMBER**

**Director of Finance
and Resources**

Finance Officer
Liaise and
provide advice to
BoSS and BoJA

Finance Officer
Liaise and
provide advice to
BoLS, BoAM and
BoMP

Life Member
Representative

**KEY CONSULTATIVE ROLES
ATTEND PLENARY BOARD APPOINTED
AT FIRST BOARD MEETING**

Collections
Advisor

Grants
Advisor

Advisors are to attend plenary meeting called by the Board Director to provide guidance on their subject area.

For example, Budget planning, strategic plan development, review of Club asset management, financial risk management review, etc.

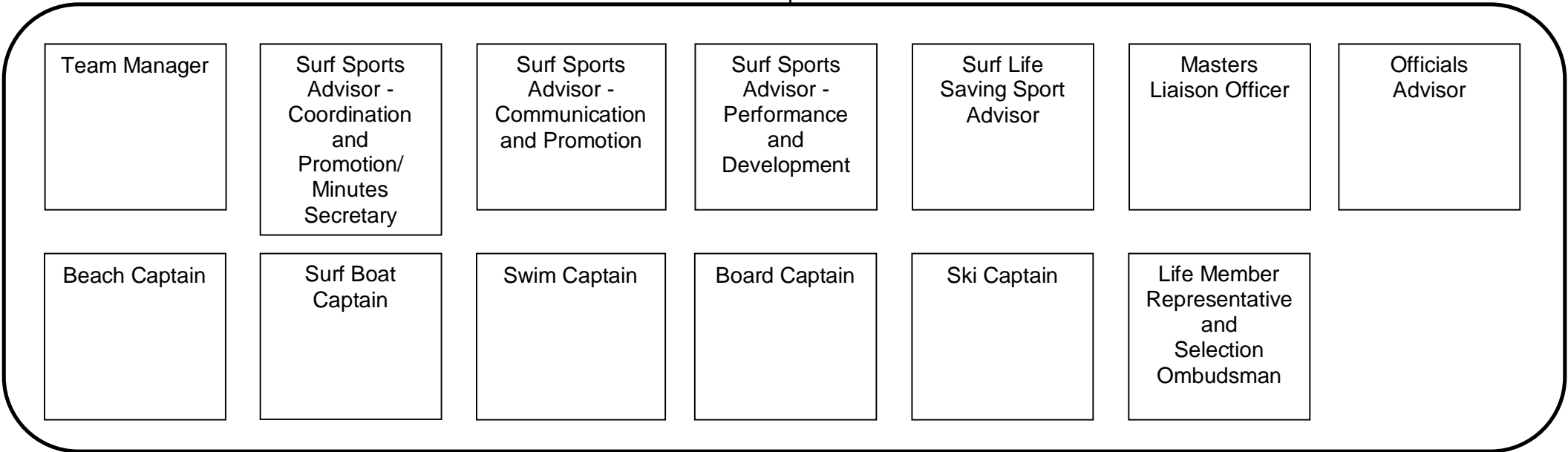


**ELECTED AT AGM
OPERATIONAL BOARD
VOTING MEMBER**

BOARD OF SURF SPORTS (reports to Board of Management)

**Director of
Surf Sports**

SURF SPORTS SELECTION COMMITTEE:
Director of Surf Sports
Team Manager
Selection (appointed by BoSS)
Selection Ombudsman





BOARD OF MARKETING and PROMOTION (reports to Board of Management)

**ELECTED AT AGM
OPERATIONAL BOARD
VOTING MEMBER**

**Director of Marketing
and Promotion**

Events
Officer

Club Clothing
Officer

Media Liaison
Officer

Life Member
Representative

**ADVISORS APPOINTED AT FIRST
BOARD MEETING
PLENARY BOARD**

Carnival
Coordinator

JAC Clothing
Advisor

Coordinator and Advisor are to attend plenary meeting called by the Board Director to provide guidance on their subject area.

For example, when setting Budget, preparing for club-run carnival, approval of Club clothing design, etc.



BOARD OF JUNIOR ACTIVITIES (reports to Board of Management)

**ELECTED AT AGM
OPERATIONAL BOARD
VOTING MEMBER**

**Director of Junior
Activities**

