



## ADVANCE NOTICE OF THE W.S.L.S.C. ANNUAL GENERAL MEETING Friday 19<sup>th</sup> August 2022 at 7.00PM

All positions for the WSLSC Board of Management will be declared vacant for the 2021/22 Season & nominations are now being sought.

As per the WSLSC Constitution 19.1 Nominations of Candidates,

- (a) The Association shall call for nominations for candidates to be elected to the Board not less than 42 days prior to the AGM. When calling for nominations the Association shall also provide details of the necessary qualifications and job description for the positions (if any). Qualifications and job descriptions shall be as determined by the Board from time to time.
- (b) Candidates must:
  - (i) be Members (and must be financial); (ii) be aged 18 years or over; and (iii) reside in Australia.
- (c) Nominations of candidates for election as Directors shall be:
  - (i) made in writing, signed by two Members (who must be financial) and accompanied by the written consent of the nominee (which may be endorsed on the form of nomination); and
  - (ii) delivered to the Association not less than 30 days before the date fixed for the holding of the AGM.

A nomination form is attached to this document & nominations will close Thursday 21<sup>st</sup> July 2022, 10.00AM.

### Board of Management Position Descriptions (brief outline)

<p><b>* President</b> (Executive member of board of management) The President is the principal leader and is to preside over all activities of the Warrnambool Surf Life Saving Club. They have a final responsibility for the integrity and development of the organisation and demonstrate leadership in representing the organisation at the highest level.</p>	<p><b>* Vice President</b> (Executive member of board of management) The Vice President deputises for the President and has as overall responsibility for ensuring the club's compliance with national, state and club directives and policies as well as the management of the Club Sponsorship program</p>
<p><b>* Club Captain</b> (Executive member of board of management) The Club Captain has overall responsibility for the safe and effective operation of the club's lifesaving activities. The Club Captain may wish to organise a Lifesaving Sub-Committee to achieve the responsibilities required for this role.</p>	<p><b>* Secretary</b> (Executive member of board of management) The Secretary is responsible for the general routine administration and record keeping of the club. This person provides the link between members, the club executive, the club board of management and outside agencies such as ACNC, WCC, LSV and SLSA</p>
<p><b>* Director – Member &amp; Leadership Development</b> The Director - Member &amp; Leadership Development is responsible for the management of the day to day development, delivery, promotion and evaluation of Member &amp; Leadership Development (M&amp;LD) programs, initiatives and with an emphasis on the recruitment, retention and recognition of our membership.</p>	<p><b>* Director of Finance (Treasurer)</b> The Director - Finance has the overall responsibility for the management and reporting of club finances</p>
<p><b>Director of Junior Activities</b> The Director – Junior Activities will manage and coordinate all junior activities for the club and such activities will be provided in an inclusive manner. The Director – Junior Activities may wish to organise a Nipper Sub-Committee to achieve the responsibilities required for this role</p>	<p><b>Director of Training</b> Oversee the lifesaving training and assessment service to members of the club through the organization of award courses &amp; be responsible for all associated administrative duties as required by the Club &amp; LSV. To be eligible to stand for this office he/she must hold the Training Officer Certificate</p>
<p><b>Director of Life Saving</b> The Director of Lifesaving assists with the Club's Life Saving and Education activities to ensure that the Club's legal, regulatory and public safety obligations are met. {This role is ideally suited to an aspiring Director – Training / Club Captain or to a club member that may be scaling back from these roles and is willing to provide advice and assistance to the Board of Management.}</p>	<p><b>Director Communications and Media</b> Responsible for the development and delivery of a range of media, public relations, social media, communication, marketing and promotional activities to both internal and external stakeholders, that support WSLSC's projects, strategic commitments and its role as an emergency service and key service provider in Warrnambool. Responsible for the increased media presence and strategic branding of the WSLSC.</p>
<p><b>Director Facilities</b> The Director - Facilities role encompasses:  <input type="checkbox"/> the provision of strategic leadership and operational management of WSLSC buildings and infrastructure assets  <input type="checkbox"/> the planning and implementation of cost-effective and quality facility services for all WSLSC facilities including maintenance, cleaning, security, waste removal, car parking, utilities management, vehicle services and signage  <input type="checkbox"/> the management of facilities master planning, capital works projects, new buildings, facility leases and refurbishment projects.</p>	<p><b>Director of Senior Sports</b> The Director - Senior Sports will manage and coordinate all senior (i.e. from U14 age and above) surf sports activities for the club ensuring such activities will be provided in an inclusive manner. The Director – Senior Sports may wish to organise a Senior Sports Sub-Committee to achieve the responsibilities required for this role.</p>



# WSLSC NOMINATION FORM

## For Election of Board Member

Please Note– Nominations must be signed by two Members (who must be financial).

Nominations need to be submitted to:

The Secretary – Clinton Hill, by Thursday 21<sup>st</sup> July 2022, 10.00AM

Please submit via these methods.

Mail

C/O BoM Position, Warrnambool SLSC, P.O. Box 378, Warrnambool, 3280.

Email

Scan this document, attach and email to [secretary@warrnamboolslsc.org.au](mailto:secretary@warrnamboolslsc.org.au)

NOMINEE: \_\_\_\_\_

POSITION: \_\_\_\_\_

NOMINATED BY: (Print Name in Full) \_\_\_\_\_

(Signature) \_\_\_\_\_

DATE: \_\_\_\_\_

SECONDED BY: (Print Name in Full) \_\_\_\_\_

(Signature) \_\_\_\_\_

DATE: \_\_\_\_\_

NOMINATION ACCEPTED BY:

NOMINEE

(Signature) \_\_\_\_\_

DATE: \_\_\_\_\_

Office Use Only:

Date & Time submitted:

Secretary Signature:

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