

## Circular

<b>Title:</b>	Nominations for SLSWA – Two Board of Director Positions
<b>Date:</b>	18 July 2018
<b>Document ID:</b>	<b>07, 2018/19</b>
<b>Department:</b>	Corporate Services
<b>From:</b>	James O’Toole, Chief Executive Officer Ph: 08 9207 6666 (SLSWA Office Hours Monday to Friday, 8.30am to 5pm) Email: <a href="mailto:jotoole@slnwa.com.au">jotoole@slnwa.com.au</a>
<b>Audience:</b>	Club Presidents & Administrators, SLSWA Club Members and Interested Parties
<b>Summary:</b>	EOI sought for two SLSWA Board of Director positions – Call for Nominations
	Nominations from affiliated clubs must be received by 4pm Friday 10 August 2018

### Summary

Nominations are invited from suitably qualified and experienced members for the Surf Life Saving Western Australia honorary position of two Board of Directors.

Two of the positions will be for 3 year terms, ie 2018/2019 to 2020/2021.

- Gemma Tognini will be seeking re-election as a Director
- Heidi Gan will be seeking re-election as a Director

Nominations of candidates for election as the two Board of Directors must be in the written Form A prescribed by the Board (attached). Candidates must be nominated and seconded by any Individual Member and endorsed by the candidate’s Affiliated Surf Life Saving Club. Candidates must consent to their nomination. Failure to provide a written resume will result in non-acceptance of the nomination. Candidates will be assessed by the Nominations Committee against the skills outlined in the selection process on form A (attached) and recommendations of the Committee will be submitted to Club Presidents for election if required.

If the election process is required, this will be conducted by standard preferential ballot.

The elected Directors will be announced for endorsement at the SLSWA Annual General Meeting, to be held at 8:00am on Saturday 8 September 2018 at SLSWA headquarters, 7 Delawney Street, Balcatta, WA 6021.

Successfully elected Board members will be required to attend a Board induction at a time and date to be determined.

**Expression of Interest (Form A), with endorsement from Affiliated Surf Life Saving Club and written resume, must be received by the SLSWA Chief Executive Officer by 4.00pm Friday 10 August 2018.**

### Overview of Responsibilities & Obligations

Members interested in nominating for this position should carefully read the SLSWA Constitution, Regulations and SLSA Policies, including SLSWA Board Governance Policy to confirm his/her eligibility, willingness, capability and capacity to fulfill the important responsibilities associated with this position.

The SLSA Policies area available on the SLSA Member Portal Library.

The SLSWA documents are available on the SLSWA website <https://www.mybeach.com.au/about/governance/>.

## Composition of the Board

The Board shall comprise of the State President; and six other Board Members who must all be Individual Members, and the Chief Executive Officer.

There are no regulations established by the Board to hold operational portfolios/directorships.

The following is a summary of primary responsibilities for these positions:

### The SLSWA Board shall:

The Board's role on behalf of its affiliated clubs and stakeholders is to ensure SLSWA achieves its core purpose and strategic goals, and in doing so, meets all legal and moral responsibilities and requirements.

In particular, the Board's role is to:

- a) Enact SLSWA's strategic direction and priorities to be both appropriate and achievable;
- b) Ensure the financial viability and security of SLSWA;
- c) Establish the policy and regulatory framework for governing SLSWA;
- d) Monitor organisational compliance with relevant legislation and regulations;
- e) Assess risks facing the organisation; and appoints committees and honorary officers to carry out aspects of their work.

The Board generally meets monthly, with attendance at the SLSWA AGM and two Club President Forums expected.

In addition, Board members are expected to attend significant SLSWA functions such as the Awards of Excellence, State Championships and some Club annual dinners.

### Prerequisite Skill Base:

In accordance with SLSWA rules, nominees for these SLSWA Director's position are expected to possess a broad range of knowledge, skills and experience developed from a wide variety of backgrounds. Nominees as a result would be expected to have:

- a commitment to the SLSWA objectives, policies, rules and values;
- an extensive knowledge of surf life saving in general;
- a vision for SLSWA;
- a proven ability to impart the vision of SLSWA to the Members;
- a proven organisational skills in either business or community activities;
- a demonstrated ability to understand the wide scope of community issues, attending NFP's;
- management skills, including financial management, and a good knowledge of the Corporations Act in the areas of corporate governance and directors' duties and responsibilities;
- a sound career background, which may be as a professional or in the commercial, public or not-for-profit sectors;
- excellent presentation, communication and advocacy skills;
- a sound understanding of strategic planning processes and ability to implement the strategic goals of SLSWA;
- a proven ability to engage the Members; and
- a proven ability to engage key stakeholders

## Nomination Form & Resume

Nominees are required to submit a properly completed Expression of Interest, Form A which is attached.

Nominees for these Director positions are also required to provide a written resume of experience relevant to the position being nominated for, plus a description of the nominee's future goals and objectives.

Failure to provide a properly completed form, inclusive of future goals and objectives, will result in non-acceptance of the nomination.

## Closing Dates

Expression of Interest (Form A), with endorsement from Affiliated Surf Life Saving Club and written resume, must be received by the SLSWA Chief Executive Officer by **4pm, Friday 10 August 2018** by post or email at:

James O'Toole  
Chief Executive Officer  
PO Box 700, Balcatta WA 6914  
[jotoole@sksa.com.au](mailto:jotoole@sksa.com.au)

## Need Advice or Help?

Prospective nominees can contact the SLSWA Chief Executive Officer if any clarifications or explanations are required.



**James O'Toole**  
Chief Executive Officer

Enc.



## Form A

### Expression of Interest - Board Member

- ✓ Please type all responses
- ✓ Please attach additional information if space is not sufficient
- ✓ EOIs must be submitted by **4pm Friday 10 August 2018** (no late submissions will be accepted)
- ✓ EOIs should address the Knowledge & Experience and Skills & Attributes, as outlined in the Role Description

#### Selection process

The SLSWA Nominations Committee will recommend appropriate candidates for standard preferential ballot if required or endorsement for election at the SLSWA Annual General meeting.

The SLSWA Nomination Committee may interview applicants as part of this process.

#### Power to Appoint a Special Nomination Committee from BoD Members

As per SLSWA Constitution - 28.1 Board May Delegate Functions; The Board may by instrument in writing create or establish or appoint from among its own members, the Members of the Association or otherwise, Special Committees, Sub-Committees, Boards, individual officers or consultants to carry out such duties and functions, and with such powers, as the Board determines. It is expressly acknowledged that any entity exercising delegated powers shall have the right to co-opt persons with appropriate experience or expertise to that entity, subject to the Board's right of veto in respect of that person.

#### Purpose of Nominations Committee

The purpose of the Nominations Committee (Committee) is to propose any and all candidates for:

- (a) election or appointment of Directors to the Board of SLSWA (Board) enabling the Board to be comprised of Directors with a variety of skills and experience who act in the best interests of SLSWA as a whole;

#### Role of Nominations Committee

The role of the Committee is to:

- a) Determine appropriate candidates for election or appointment to the Board based on expertise required by the Board, including appointment to Casual Vacancies.
- b) Apply the approved Skills Matrix as a guide in the discharge of its role
- c) Ensure that interviews of appropriate candidates occur expeditiously
- d) Be an initial point of contact for potential candidates for Board positions.
- e) At the invitation of the Board, make recommendations on potential candidates for Board positions.

#### Term of Office of Nomination Committee

The Nominations Committee shall be appointed by the Board for a period of one year.

#### Privacy

These personal details are being collected by Surf Life Saving Western Australia (SLSWA) for the purpose of electing office bearers for Surf Life Saving Western Australia Incorporated. The personal information will be disclosed to the Board. If elected, the personal information will be held on the SLSWA Database and published in the SLSWA Directory. Details from the SLSWA Database will not be disclosed to any further parties unless such disclosure is required as part of the normal and proper business of SLSWA or the law. You have the right to access the information held about you by Surf Life Saving Western Australia



## Club Endorsement

<p>Club name</p>   <hr style="width: 80%; margin-left: 0;"/>	<p>Name, and position of club contact</p>  <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; text-align: center; border-bottom: 1px solid black;">Name</td> <td style="width: 50%; text-align: center; border-bottom: 1px solid black;">Signature</td> </tr> <tr> <td style="width: 50%; text-align: center; border-bottom: 1px solid black;">Position</td> <td style="width: 50%; text-align: center; border-bottom: 1px solid black;">Date</td> </tr> </table>	Name	Signature	Position	Date
Name	Signature				
Position	Date				

***Office use only (This section must be completed by State Centre before being forwarded to SLSWA Nomination Committee)***

<p>Nomination received on:</p>  <hr style="width: 80%; margin-left: 0;"/>	<p>Necessary Parties notified (Yes/No)</p>  <hr style="width: 80%; margin-left: 0;"/>
<p>Membership Category</p>  <hr style="width: 80%; margin-left: 0;"/>	<p>Membership Approved (Yes/No)</p>  <hr style="width: 80%; margin-left: 0;"/>

## Knowledge & Experience

Please provide details relating to the following knowledge and experience expectations for the Board position (as per SLSWA's Board Governance Charter). Additional pages may be attached if there is insufficient space on this form.

1. Have a commitment to the SLSWA objectives, policies, rules and values:

2. Have an extensive knowledge of surf life saving in general:

3. Have a vision for SLSWA and ability to impart this vision to the Members:

4. Have proven organisational skills in either business or community activities:



5. Have a demonstrated ability to understand the wide scope of community issues, attending NFP's:

6. Have management skills, including financial management, and a good knowledge of the **Associations Incorporation Act 2015** in the areas of corporate governance and directors' duties and responsibilities:

7. Have a sound career background, which may be as a professional or in the commercial, public or not-for-profit sectors:

8. Have a sound understanding of strategic planning processes and ability to implement the strategic goals of SLSWA:



## Skills and Attributes

1. Strong leadership competencies – able to positively engage with and influence a broad range of stakeholders, including the Members with contrasting priorities:

2. Have excellent presentation, communication and advocacy skills:

3. Ability to show initiative, prioritise and meet commitments and deadlines for the role as President/Board member.

## Future Goals & Objectives

Please outline the key goals and objectives you will bring to the role and SLSWA if you are elected as the President/Board member:

## Resume

Please attach a personal resume.