



## **Currumbin Beach Vikings Surf Life Saving Club Inc. Club Council & Staff Communication Policy**

**Policy Register Number:**      **CSLSC1.06**

Original Issue Date:              February 20<sup>th</sup> 2018  
Approved By:                      Club Council  
Approved on:                      21<sup>st</sup> August 2024  
Scheduled Review date:        19<sup>th</sup> August 2026

### **Purpose:**

The purpose of these guidelines is to clarify the organisation's expectations of communication between Club Council members and Club staff based on their different but complementary roles and responsibilities

### **Scope;**

- The Club Council is responsible for approving the organisation's vision, mission and strategic direction, its budget and its major financial affairs, and its policies on governance, management and program implementation. In practice, the Club Council concerns itself primarily with the strategic direction of the organisation, and delegates operational (day to day management) issues to its staff. In general, most communication between club council members occurs in council meetings when the council operates as a collective for decision-making purposes. Communication between council members would be expected as part of this role
- The CEO is responsible for the operational management of the organisation. While the CEO may delegate tasks to other staff, the CEO remains accountable for staff performance. Staff are not directly accountable to the Club Council
- The CEO is the link between the Club Council and staff and is responsible for the implementation of Club Council policies and the flow of information to the Board to review and monitor results. Liaison between Council members and the organisation's staff should, except in exceptional circumstances, go through the CEO
- Where Club Council members have another role, such as a Club Captain or Team Manager, then they will have contact with the appropriate staff member directly only as it relates to that role
- Club Council members need to be mindful in communication with staff, not to give what could be construed as direct instructions or comments about work performance. This can confuse lines of accountability. Likewise, it is not appropriate for staff to be in direct contact with Club Council members on strategic or operational matters unless they have permission to do so.