

CURRUMBIN BEACH VIKINGS SURF LIFE SAVING

SUPPORTERS ASSOCIATION INC.

CONSTITUTION

AS ADOPTED

31/July/2019

TABLE OF CONTENTS

| | | |
|----|---|----|
| 1 | Interpretation | 3 |
| 2 | Name | 3 |
| 3 | Objects | 3 |
| 4 | Powers | 4 |
| 5 | Classes of members | 5 |
| 6 | Renewal of membership | 5 |
| 7 | Reciprocal rights | 5 |
| 8 | Membership fees..... | 5 |
| 9 | Admission and rejection of new members | 6 |
| 10 | When membership ends | 6 |
| 11 | Appeal against rejection or termination of membership | 6 |
| 12 | General meeting to decide appeal | 7 |
| 13 | Register of members | 7 |
| 14 | Membership of Management Committee | 7 |
| 15 | Electing the Management Committee | 8 |
| 16 | Resignation, removal or vacation of office of Management Committee member | 8 |
| 17 | Vacancies on Management Committee | 9 |
| 18 | Functions of Management Committee | 9 |
| 19 | Meetings of Management Committee | 9 |
| 20 | Quorum for, and adjournment of, Management Committee meeting..... | 10 |
| 21 | Special meeting of Management Committee | 10 |
| 22 | Minutes of Management Committee meetings | 11 |
| 23 | Appointment of subcommittees | 11 |
| 24 | Acts not affected by defects or disqualifications | 11 |
| 25 | Resolutions of Management Committee without meeting..... | 11 |
| 26 | Annual General Meetings | 12 |
| 27 | Business to be conducted at Annual General Meeting | 12 |
| 28 | Notice of General Meeting | 12 |
| 29 | Quorum for, and adjournment of, General Meeting | 12 |
| 30 | Procedure at General Meeting | 13 |
| 31 | Voting at General Meeting | 13 |
| 32 | Special General Meeting..... | 14 |
| 33 | Notice of Motion | 14 |
| 34 | Motions to Rescind | 14 |
| 35 | Proxies..... | 15 |
| 36 | Minutes of General meetings and Management Committee meetings..... | 15 |
| 37 | By-Laws..... | 15 |
| 38 | Alteration of rules..... | 16 |
| 39 | Common seal..... | 16 |
| 40 | Funds and accounts | 16 |
| 41 | General financial matters | 17 |
| 42 | Documents | 17 |
| 43 | Financial year..... | 17 |
| 44 | Dissolution..... | 17 |
| 45 | Distribution of surplus assets to another entity | 18 |

1 Interpretation

1) In this Constitution -

Supporters Association means the Currumbin Beach Vikings Surf Life Saving Supporters Association Inc.

Surf Life Saving Club means the Currumbin Beach Vikings Surf Life Saving Club Inc.

Member unless otherwise specifically described shall mean Ordinary Members, Perpetual Members, Social Members and Visiting Members.

Management Committee means the Committee responsible for the control of the business and operations of the Supporters Association.

General Meeting means any General Meeting including the Annual General Meeting.

Committee Meeting means any meeting of the Management Committee.

The Act means the Associations Incorporations Act 1981 (Qld).

2) In this Constitution -

- (a) A reference to a function includes a reference to a power, authority and duty;
- (b) Words importing the singular include the plural and vice versa;
- (c) Words importing any gender include the other genders;
- (d) References to persons include corporations and bodies politic;
- (e) The specification of the objects and powers of the Supporters Association in Clause 3 of this Constitution are not in any particular order and are not to be construed so as to lead to the construction that any object or power is more important than any other object or power, nor that any object or power which is specified in detail is more important than any object or power which has not been specified in detail, and no particular object or power will be limited by reference to any other and the rule of construction known as the *ejusdem generis* rule shall not apply.
- (f) If any provision of this Constitution or any phrase contained in it is invalid or unenforceable in any jurisdiction, the phrase or provision is to be read down for the purpose of that jurisdiction. If possible, so as to be valid and enforceable and otherwise it shall be severed to the extent of the invalidity or unenforceability, without affecting the remaining provisions of this Constitution or affecting the validity or enforceability of that provision in any other jurisdiction.

2 Name

The name of the incorporated association is the Currumbin Beach Vikings Surf Life Saving Supporters Association Inc.

3 Objects

The objects for which the Supporters Association is established are:

- (a) The primary object is to conduct fund raising activities on behalf of Currumbin Beach Vikings Surf Life Saving Club Inc.
- (b) To promote, foster, support and encourage the aims and objects of Currumbin Beach Vikings Surf Life Saving Club Inc. and all matters pertaining thereto.
- (c) To provide for members and for members' guests a "Club" with all the usual facilities.
- (d) In furtherance of the objects of the Supporters Association, to apply for and obtain and hold a Registered Club License or any other licence or licences or permits under the Liquor Act of Queensland and Law of any other Act or Laws for the time being operative.

- (e) In furtherance of the objects of the Supporters Association, to apply for and obtain and hold any licence or permission necessary for and to carry on the business of restaurant/cafe keepers and/or sellers of all kinds of goods, provisions, etc. used or desired by members.
- (f) To render aid either financial or by other means to the Currumbin Beach Vikings Surf Life Saving Club Inc. which shall be affiliated with Surf Life Saving Australia.
- (g) To carry on all such activities as may be necessary or convenient for the purposes of the Supporters Association or any of them.
- (h) To do all such acts, deeds, matters and things and to enter into and make such agreements as are incidental or conducive to attainment of the objects of the Supporters Association or any of them.

4 Powers

The powers of the Supporters Association are:

- (a) to purchase, take on, lease, hire and otherwise acquire any lands, buildings, easements or property, real and personal, and any rights or privileges which may be requisite for the purposes of, or capable of being conveniently used in connection with any of the objects of the Supporters Association; provided that in case the Supporters Association shall take or hold any property which may be subject to any trusts the Supporters Association shall only deal with the same in such manner as is allowed by law having regard to such trusts.
- (b) to subscribe to, become a participant of and co-operate with any other Supporters Association, Club or Organisation, whether incorporated or not, whose objects are altogether or in part similar to those of the Supporters Association.
- (c) in furtherance of the objects of the Supporters Association to buy, sell and deal in all kinds of articles, commodities and provisions, both liquid and solid, for the members of the Supporters Association or persons frequenting the Supporters Association's premises.
- (d) to enter into any arrangements with any Government or Authority that are incidental or conducive to the attainment of the objects and the exercise of the powers of the Supporters Association; to obtain from any such Government or authority any rights, privileges and concessions which the Supporters Association may think it desirable to obtain; and to carry out, exercise and comply with any such arrangements, rights, privileges and concessions which the Supporters Association may think it desirable to obtain; and to carry out, exercise and comply with any such arrangements, rights, privileges and concessions.
- (e) to appoint, employ, remove or suspend such managers, employees and other persons or agents as may be necessary or convenient for the purposes of the Supporters Association.
- (f) to remunerate any person or body corporate for services rendered, or to be rendered, and whether by way of brokerage or otherwise in placing or assisting to place or guaranteeing the placing of any unsecured noted debentures or other securities of the Incorporated Supporters Association, or in or about the Incorporated Supporters Association or in the furtherance of its objects.
- (g) to construct, improve, maintain, develop, work, manage, carry out, alter or control any houses, buildings, grounds, works or conveniences which may seem calculated directly or indirectly to advance the Supporters Association's interests, and to contribute to, subsidise or otherwise assist and take part in the construction, improvement, maintenance, development, working, management, carrying out, alteration or control thereof providing that any such activities are in accordance with the persuasions of the Supporters Association.
- (h) to invest and deal with the money of the Supporters Association not immediately required in such manner as may from time to time be thought fit giving preference to the following:
 - a) donation of funds to the Club on a monthly basis;
 - b) creation of Provisions Fund.
- (i) to print and publish any newspapers, magazines, periodicals, books, newsletters or leaflets that the Supporters Association may think desirable for the promotion of its objects.
- (j) to make donations for patriotic, charitable or community purposes.
- (k) to do such other things as are incidental or conducive to the attainment of the objects and the exercise of the powers of the Supporters Association.

5 Classes of members

- 1) No person shall be eligible for any class of membership until he has obtained the age of eighteen (18) years.
- 2) The membership of the Supporters Association shall consist of the following classes of members, and all categories of membership shall be unlimited in numbers:

(a) Ordinary Members

An Ordinary Member of the Supporters Association must be a voting member of the Currumbin Beach Vikings Surf Life Saving Club.

Ordinary Members' privileges shall be limited only to the extent that eligibility is dependent upon their eligibility as voting members of the Surf Life Saving Club. An Ordinary membership shall automatically revert to that of Social Membership when voting membership status of the Surf Life Saving Club no longer applies to the member.

(b) Perpetual Members

Perpetual Members shall be entitled to similar privileges as provided for Social Members. They shall be limited in number as determined by the Management Committee and shall be required to submit a once only fee also as determined by the Management Committee from time to time.

(c) Social Members

Upon payment of a prescribed fee and acceptance by the Management Committee, Social Members shall be entitled only to the social privileges of the Supporters Association and to participate in such games, recreation and pastimes as determined by the Management Committee from time to time but shall not be entitled to speak at any Meeting of the Supporters Association and shall be a non-voting member of the Club.

(d) Visiting Members

Any person whose principal place of residence is in excess of 40 kilometres from the Association premises, or intrastate or overseas, who is a bona fide visitor to the district for any period exceeding 14 days, and who otherwise would be eligible to apply for any other class of membership, may on completion of a prescribed application form and payment of such subscription as determined under Clause 5, be approved by the President or the Association Manager as a Visiting Member for the purpose of using the Association's amenities. Such members shall not be entitled to vote at any meetings of the Association, nor take part in the administration of the Association's affairs.

6 Renewal of membership

Members of the Supporters Association must renew their membership of the Supporters Association annually.

7 Reciprocal rights

Members of Clubs with current membership of Clubs Queensland shall be eligible for reciprocal rights. Entry and use of any club facilities are at the discretion of the host Club.

8 Membership fees

- 1) The membership fee for each class of membership -

- (a) shall be such sum as determined from time to time by the Management Committee;
- (b) shall be payable annually at such time and in such manner as the Management Committee shall from time to time determine;

- 2) The membership fees paid to the Supporters Association by voting members over the age of 18 years shall automatically entitle those members to ordinary membership of the Supporters Association unless a voting member(s) elects to decline such membership.

9 Admission and rejection of new members

- 1) The Management Committee must consider an application for membership at the next committee meeting held after it receives -
 - (a) the application for membership; and
 - (b) the appropriate membership fee for the application.
- 2) The Management Committee must decide at the meeting whether to accept or reject the application.
- 3) If a majority of the members of the Management Committee present at the meeting vote to accept the applicant as a member, the applicant must be accepted as a member for the class of membership applied for.

10 When membership ends

- 1) A member may resign from the Supporters Association by giving a written notice of resignation to the Secretary.
- 2) The resignation takes effect at -
 - (a) the time the notice is received by the Secretary; or
 - (b) if a later time is stated in the notice, the later time.
- 3) The Management Committee may terminate a member's membership if the member -
 - (a) is convicted of an indictable offence; or
 - (b) does not comply with any of the provisions of these rules; or
 - (c) has membership fees in arrears for at least two (2) months; or
 - (d) conducts himself or herself in a way considered to be injurious or prejudicial to the character or interests of the Supporters Association.
- 4) Before the Management Committee terminates a member's membership, the committee must give the member a full and fair opportunity to show why the membership should not be terminated.
- 5) If, after considering all representations made by the member, the Management Committee decides to terminate the membership, the secretary of the committee must give the member a written notice of the decision.

11 Appeal against rejection or termination of membership

- 1) A person whose application for membership has been rejected, or whose membership has been terminated, may give the Secretary written notice of the person's intention to appeal against the decision.

- 2) A notice of intention to appeal must be given to the Secretary within fourteen (14) days after the person receives written notice of the decision.
- 3) If the Secretary receives a notice of intention to appeal, the secretary must, within one (1) month after receiving the notice, call a general meeting to decide the appeal.

12 General meeting to decide appeal

- 1) The general meeting to decide an appeal must be held within three (3) months after the Secretary receives the notice of intention to appeal.
- 2) At the meeting, the applicant must be given a full and fair opportunity to show why the application should not be rejected or the membership should not be terminated.
- 3) Also, the Management Committee and the members of the committee who rejected the application or terminated the membership must be given a full and fair opportunity to show why the application should be rejected or the membership should be terminated.
- 4) An appeal must be decided by a majority vote of the members present and eligible to vote at the meeting.
- 5) If a person whose application for membership has been rejected does not appeal against the decision within one (1) month after receiving written notice of the decision, or the person appeals but the appeal is unsuccessful, the secretary must, as soon as practicable, refund the membership fee paid by the person.

13 Register of members

- 1) The Management Committee must keep a register of members of the Supporters Association.
- 2) The register must include the following particulars for each member—
 - (a) the full name of the member;
 - (b) the postal or residential address of the member;
 - (c) the date of admission as a member;
 - (d) the date of death or time of resignation of the member;
 - (e) details about the termination or reinstatement of membership;
 - (f) any other particulars the Management Committee or the members at a General Meeting decide.
- 3) The register must be open for inspection by members of the Supporters Association at all reasonable times.
- 4) A member must contact the Secretary to arrange an inspection of the register.
- 5) However, the Management Committee may, on the application of a member of the Supporters Association, withhold information about the member (other than the members full name) from the register available for inspection if the Management Committee has reasonable grounds for believing the disclosure of the information would put the member at risk of harm.

14 Membership of Management Committee

- 1) The Management Committee of the Supporters Association consists of:
 - (a) a President;
 - (b) a Deputy President;
 - (c) a Secretary;

(d) a Treasurer;

(e) Three (3) Committee Members;

all of whom shall be Ordinary Members of the Supporters Association that are voting members of the Currumbin Beach Vikings Surf Life Saving Club and be elected at the Annual General Meeting or any General Meeting of the Supporters Association or appointed to the Management Committee as the case may be.

15 Electing the Management Committee

- 1) A member of the Management Committee may only be elected as follows -
 - (a) any member of the Supporter's Association may nominate another member (the **candidate**) to serve as a member of the Management Committee;
 - (b) the nomination must be—
 - (i) in writing in the form of Committee Member Nomination Form (Refer to Appendix "D");
 - (ii) signed by the candidate and the members who nominated him or her;
 - (iii) accompanied by a copy of the Committee Member Role Position (Refer to Appendix "C") signed by the candidate in acknowledgment of the role's requirements;
 - (iv) given to the Secretary at least fourteen (14) days before the Annual General Meeting at which the election is to be held;
- 2) A person may be a candidate only if the person—
 - (a) is an adult; and
 - (b) is a current financial Ordinary Member of the Supporter's Association;
- 3) A list of the candidate's names in alphabetical order, with the names of the members who nominated each candidate, must be posted in a conspicuous place in the office or usual place of meeting of the Supporters Association for at least seven (7) days immediately preceding the Annual General Meeting.
- 4) If required by the Management Committee, balloting lists must be prepared containing the names of the candidates in alphabetical order.
- 5) Each member of the Supporters Association present and eligible to vote at the Annual General Meeting may vote for one (1) candidate for each vacant position on the Management Committee;
- 6) If, at the start of the meeting, there are not enough candidates nominated, nominations may be taken from the floor of the meeting.

16 Resignation, removal or vacation of office of Management Committee member

- 1) A member of the Management Committee may resign from the committee by giving written notice of resignation to the Secretary.
- 2) The resignation takes effect at -
 - a. the time the notice is received by the Secretary; or
 - b. if a later time is stated in the notice—the later time.
- 3) A member may be removed from office at a General Meeting of the Supporters Association if a majority of the members present and eligible to vote at the meeting vote in favour of removing the member.
- 4) Before a vote of members is taken about removing the member from office, the member must be given a full and fair opportunity to show cause why he or she should not be removed from office.

- 5) A member has no right of appeal against the member's removal from office under this rule.

17 Vacancies on Management Committee

- 1) If a casual vacancy happens on the Management Committee, the continuing members of the committee may appoint another member of the Supporters Association to fill the vacancy until the next Annual General Meeting.
- 2) The continuing members of the Management Committee may act despite a casual vacancy on the Management Committee.
- 3) However, if the number of committee members is less than the number fixed by or pursuant to these Rules as the necessary quorum of the Management Committee, the continuing members may act only to -
 - (a) increase the number of Management Committee members to the number required for a quorum; or
 - (b) call a General Meeting of the Supporter's Association.

18 Functions of Management Committee

- 1) Subject to these Rules or a resolution of the members of the Supporter's Association carried at a General Meeting, the Management Committee has the general control and management of the administration of the affairs, property and funds of the Supporters Association.
- 2) The Management Committee has authority to interpret the meaning of these rules and any matter relating to the Supporter's Association on which the rules are silent.
- 3) The Management Committee may exercise the powers of the Supporters Association -
 - (a) to borrow, raise or secure the payment of amounts in a way the members of the Supporters Association decide; and
 - (b) to secure the amounts mentioned in paragraph (a) or the payment or performance of any debt, liability, contract, guarantee or other engagement incurred or to be entered into by the Supporters Association in any way, including by the issue of debentures (perpetual or otherwise) charged upon the whole or part of the Supporters Associations property, both present and future; and
 - (c) to purchase, redeem or pay off any securities issued; and
 - (d) to borrow amounts from members and pay interest on the amounts borrowed; and
 - (e) to mortgage or charge the whole or part of its property; and
 - (f) to issue debentures and other securities, whether outright or as security for any debt, liability or obligation of the Supporters Association; and
 - (g) to provide and pay off any securities issued; and
 - (h) to invest in a way the members of the Supporters Association may from time to time decide.
- 4) For sub rule (3)(d), the rate of interest must not be more than the current rate being charged for overdrawn accounts on money lent (regardless of the term of the loan) by -
 - (a) the financial institution for the Supporters Association; or
 - (b) if there is more than one (1) financial institution for the Supporter's Association, the financial institution nominated by the Management Committee.

19 Meetings of Management Committee

- 1) Subject to this rule, the Management Committee may meet and conduct its proceedings as it considers appropriate.

- 2) The Management Committee must meet at least once every two (2) months to exercise its functions.
- 3) The Management Committee must decide how a meeting is to be called.
- 4) Notice of a meeting is to be given in the way decided by the Management Committee.
- 5) The Management Committee may hold meetings, or permit a committee member to take part in its meetings, by using any technology that reasonably allows the member to hear and take part in discussions as they happen.
- 6) A Committee member who participates in the meeting as mentioned in sub rule (5) is taken to be present at the meeting.
- 7) A question arising at a Committee meeting is to be decided by a majority vote of members of the committee present at the meeting and, if the votes are equal, the President / Chairperson shall have a deliberative and a casting vote.
- 8) A member of the Management Committee must not vote on a question about a contract or proposed contract with the Supporter's Association if the member has an interest in the contract or proposed contract and, if the member does vote, the members vote must not be counted.
- 9) The President is to preside as Chairperson at a Management Committee meeting.
- 10) If there is no President or if the President is not present within ten (10) minutes after the time fixed for a Management Committee meeting, the members may choose one (1) of their number to preside as Chairperson at the meeting.
- 11) Should any member of the Management Committee be absent without satisfactory reason for two (2) consecutive meetings, the position may be declared vacant and the position filled in accordance with Constitution clause 17.1.

20 Quorum for, and adjournment of, Management Committee meeting

- 1) At every meeting of the Management Committee, the attendance of four (4) members of the elected members shall constitute a quorum.
- 2) If there is no quorum within 30 minutes after the time fixed for a Management Committee meeting called on the request of members of the committee, the meeting lapses. Another day, time and place shall be determined.

21 Special meeting of Management Committee

- 1) If the Secretary receives a written request signed by at least 50% of the members of the Management Committee, the Secretary must call a special meeting of the Committee by giving each member of the Committee notice of the meeting within fourteen (14) days after the Secretary receives the request.
- 2) If the Secretary is unable or unwilling to call the Special Meeting, the President must call the meeting.
- 3) A request for a special meeting must state -
 - (a) why the special meeting is called; and
 - (b) the business to be conducted at the meeting.

- 4) A notice of a special meeting must state -
 - (a) the day, time and place of the meeting; and
 - (b) the business to be conducted at the meeting.
- 5) A Special Meeting of the Management Committee must be held within fourteen (14) days after notice of the meeting is given to the members of the Management Committee.

22 Minutes of Management Committee meetings

- 1) The Secretary must ensure full and accurate minutes of all questions, matters, resolutions and other proceedings of each Management Committee meeting are entered in a minute book.
- 2) To ensure the accuracy of the minutes, the minutes of each Management Committee meeting must be signed by the Chairperson of the meeting, or the Chairperson of the next Management Committee meeting, verifying their accuracy.

23 Appointment of sub-committees

- 1) The Management Committee may appoint a sub-committee consisting of members of the Supporters Association considered appropriate by the committee to help with the conduct of the Supporters Associations operations.
- 2) A member of the sub-committee who is not a member of the Management Committee is not entitled to vote at a Management Committee meeting.
- 3) A sub-committee may elect a Chairperson of its meetings.
- 4) If a Chairperson is not elected, or if the Chairperson is not present within ten (10) minutes after the time fixed for a meeting, the members present may choose one (1) of their number to be Chairperson of the meeting.
- 5) A sub-committee may meet and adjourn as it considers appropriate.
- 6) A question arising at a sub-committee meeting is to be decided by a majority vote of the members present at the meeting and, if the votes are equal, the question is decided in the negative.

24 Acts not affected by defects or disqualifications

- 1) An act performed by the Management Committee, a sub-committee or a person acting as a member of the Management Committee is taken to have been validly performed.
- 2) Sub rule (1) applies even if the act was performed when -
 - (a) there was a defect in the appointment of a member of the Management Committee, sub-committee or person acting as a member of the Management Committee; or
 - (b) a Management Committee member, sub-committee member or person acting as a member of the Management Committee was disqualified from being a member.

25 Resolutions of Management Committee without meeting

- 1) A written resolution signed by each member of the Management Committee is as valid and effectual as if it had been passed at a Committee meeting that was properly called and held.

- 2) A resolution mentioned in sub rule (1) may consist of several documents in like form, each signed by one (1) or more members of the Committee.

26 Annual General Meetings

Following the inaugural Annual General Meeting, each subsequent Annual General Meeting must be held -

- (a) at least once each year; and
- (b) within three (3) months after the end date of the Supporters Association's reportable financial year.

27 Business to be conducted at Annual General Meeting

1) The following business must be conducted at each Annual General Meeting of the Supporters Association -

- (a) receiving the Supporters Association's financial statement, and audit report, for the last reportable financial year;
- (b) presenting the financial statement and audit report to the meeting for adoption;
- (c) electing members of the Management Committee;
- (d) appointing an auditor for the present financial year;
- (e) considering any special resolutions;
- (f) opening the meeting for any items of general business.

28 Notice of General Meeting

- 1) The Secretary may call a general meeting of the Supporters Association.
- 2) The Secretary must give at least fourteen (14) days notice of the meeting to each member of the Supporters Association.
- 3) If the Secretary is unable or unwilling to call the meeting, the President must call the meeting.
- 4) The Management Committee may decide the way in which the notice must be given.
- 5) However, notice of the following meetings must be given in writing -
 - (a) a meeting called to hear and decide the appeal of a person against the Management Committee's decision -
 - (i) to reject the person's application for membership of the Supporters Association; or
 - (ii) to terminate the person's membership of the Supporters Association;
 - (b) a meeting called to hear and decide a proposed special resolution of the Supporters Association.
- 5) A notice of a General Meeting must state the business to be conducted at the meeting.

29 Quorum for, and adjournment of, General Meeting

- 1) The quorum for a General Meeting is shall be at least nine (9) persons.
- 2) No business may be conducted at a General Meeting unless there is a quorum of members when the meeting proceeds to business.
- 3) If there is no quorum within 30 minutes after the time fixed for a General Meeting called on the request of members of the Management Committee or the Supporters Association, the meeting lapses.

- 4) In any other case, it shall stand adjourned to the same day in the next week at the same time and place, or to such other day and at such other time and place as the Management Committee may determine, and if at the adjourned meeting a quorum is not present within 30 minutes from the appointed time for the meeting, the Ordinary Members present shall be a quorum.
- 5) The Chairperson may, with the consent of any meeting at which there is a quorum, and must if directed by the meeting, adjourn the meeting from time to time and from place to place.
- 6) If a meeting is adjourned under sub rule (5), only the business left unfinished at the meeting from which the adjournment took place may be conducted at the adjourned meeting.
- 7) The Secretary is not required to give the members notice of an adjournment or of the business to be conducted at an adjourned meeting unless a meeting is adjourned for at least thirty (30) days.
- 8) If a meeting is adjourned for at least thirty (30) days, notice of the adjourned meeting must be given in the same way notice is given for an original meeting.

30 Procedure at General Meeting

- 1) A member may take part and vote in a General Meeting in person, by proxy, or by using any technology that reasonably allows the member to hear and take part in discussions as they happen.
- 2) A member who participates in a meeting as mentioned in sub rule (1) is taken to be present at the meeting.
- 3) At each General Meeting -
 - (a) the President is to preside as Chairperson; and
 - (b) if there is no President or if the President is not present within 15 minutes after the time fixed for the meeting or is unwilling to act, the Deputy President is to preside as Chairperson;
 - (c) if there is no Deputy President or if the Deputy President is not present within 15 minutes after the time fixed for the meeting or is unwilling to act, the members present must elect 1 of their number to be Chairperson of the meeting; and
 - (d) the Chairperson must conduct the meeting in a proper and orderly way.

31 Voting at General Meeting

- 1) At a General Meeting, each question, matter or resolution, other than a special resolution, must be decided by a majority of votes of the ordinary members present.
- 2) Each Ordinary Member present and eligible to vote is entitled to one (1) vote only and, if the votes are equal, the Chairperson has a casting vote as well as a primary vote.
- 3) An Ordinary Member is not entitled to vote at a General Meeting if the member's annual subscription is more than one month in arrears at the date of the meeting.
- 4) The method of voting is to be by a show of hands or a division of members.
- 5) However, if at least 20% of the members present demand a secret ballot, voting must be by secret ballot.
- 6) If a secret ballot is held, the Chairperson must appoint two (2) members to conduct the secret ballot in the way the Chairperson decides.

- 7) The result of a secret ballot as declared by the Chairperson is taken to be a resolution of the meeting at which the ballot was held.

32 Special General Meeting

- 1) The Secretary must call a Special General Meeting by giving each member of the Supporters Association notice of the meeting within fourteen (14) days after -
 - (a) being directed to call the meeting by the Management Committee; or
 - (b) being given a written request signed by -
 - (i) at least 50% of the number of members of the Management Committee when the request is signed; or
 - (ii) at least 33% of the total number of ordinary members of the Supporters Association; or
 - (c) being given a written notice of an intention to appeal against the decision of the Management Committee -
 - (i) to reject an application for membership; or
 - (ii) to terminate a person's membership.
- 2) A request mentioned in sub rule (1)(b) must state -
 - (a) why the Special General Meeting is being called; and
 - (b) the business to be conducted at the meeting.
- 3) A Special General Meeting must be held within three (3) months after the Secretary -
 - (a) is directed to call the meeting by the Management Committee; or
 - (b) is given the written request mentioned in sub rule (1)(b); or
 - (c) is given the written notice of an intention to appeal mentioned in sub rule (1)(c).
- 4) If the Secretary is unable or unwilling to call the Special Meeting, the President must call the meeting.

33 Notice of Motion

- 1) Notices of any motion intended to be moved at an Annual General, General or Special Meeting of the Supporters Association, shall be given in writing signed by the mover and seconder thereof (who must be Ordinary Members of the meeting to which the Notice of Motion will be referred) to the Secretary at least twenty-eight (28) clear days prior to the date of such meeting and shall be included in the business paper on the notice calling such meeting.
- 2) The meeting may, by ordinary resolution:
 - (a) grant the mover and seconder leave to alter their motion, in a minor way without altering the intention of the motion;
 - (b) however, no major amendment to the motion will be accepted.
- 3) A motion of which due notice has been given, if unsuccessful, cannot be resubmitted, nor may any other motion having a similar effect be moved at the next meeting of the Supporters Association or within six (6) months from the date of its rejection, unless approved by the Management Committee.

34 Motions to Rescind

- 1) A motion to rescind any motion carried at a meeting of the Supporters Association or the Management Committee may be considered only at a subsequent meeting of those bodies.
- 2) A Notice of Motion to rescind a resolution carried at a previous meeting shall be accepted only on the written resolution of not less than two (2) voting members.

35 Proxies

- 1) An instrument appointing a proxy must be in writing and be in the following or similar form -
[*Currumbin Beach Vikings Surf Life Saving Supporters Association Inc.*]:
I, _____ of, _____ being
a member of the *Currumbin Beach Vikings Surf Life Saving Supporters Association Inc.*, (“the
Supporters Association”) appoint of as my proxy to vote for me on my behalf at the Annual
General Meeting of the Supporters Association Inc., to be held on the, date, month, year and at
any adjournment of the meeting.

Signed this, Day of, Month, Year.

Signature.

This form is to be used *in favour of/*against [*strike out whichever is not wanted*] the following
resolutions - [*List relevant resolutions*]

- 2) The instrument appointing a proxy must be signed by the non-attending member (“the appointor”).
- 3) A proxy:
 - (i) must be an Ordinary Member of the Supporters Association;
 - (ii) can act for only one (1) appointer per resolution required;
 - (iii) can only vote for or against a resolution based upon the express written direction of the appointer in the form set forth at clause 34(1) herein.
- 4) The instrument appointing a proxy is taken to confer authority to demand or join in demanding a secret ballot.
- 6) Each instrument appointing a proxy must be given to the Secretary before the start of the meeting or adjourned meeting at which the person named in the instrument proposes to vote.

36 Minutes of General meetings and Management Committee meetings

- 1) The Secretary must ensure full and accurate minutes of all questions, matters, resolutions and other proceedings of each General Meeting and Management Committee meeting are entered in a minute book.
- 2) To ensure the accuracy of the minutes -
 - (a) the minutes of each General Meeting and Management Committee Meeting must be signed by the Chairperson of the meeting, or the Chairperson of the next General Meeting, verifying their accuracy; and
 - (b) the minutes of each Annual General Meeting must be signed by the Chairperson of the meeting, or the Chairperson of the next meeting of the Supporters Association that is a General Meeting or Annual General Meeting, verifying their accuracy.
- 3) If asked by a member of the Supporters Association, the Secretary must, within twenty-eight (28) days after the request is made make the minute book for a particular General Meeting available for inspection by the member at a mutually agreed time and place.

37 By-Laws

- 1) The Management Committee may make, amend or repeal By-Laws, not inconsistent with these rules, for the internal management of the Supporters Association.

- 2) A By-Law may be set aside by a vote of members at a general meeting of the Supporters Association.

38 Alteration of rules

- 1) These rules may be amended, repealed or added to by a special resolution carried at a general meeting.
- 2) However, an amendment, repeal or addition is valid only if it is registered by the Chief Executive pursuant to the provisions of the *Associations Incorporation Act 1981*.
- 3) Notice of the proposed alteration shall be given in the manner provided for Notices of Motion but shall specifically state that it is a notice of proposal to alter the Constitution, either by amending or repealing an existing provision thereof or by adding a new provision.

39 Common seal

- 1) The Management Committee must ensure the Supporters Association has a common seal. (Refer to Appendix “E”)
- 2) The common seal must be -
 - (a) kept securely by the Management Committee; and
 - (b) used only under the authority of the Management Committee.
- 3) Each instrument to which the seal is attached must be signed by a member of the Management Committee and countersigned by -
 - (a) the Secretary; and
 - (b) another member of the Management Committee.

40 Funds and accounts

- 1) The funds of the Supporters Association shall be banked in the name of the Supporters Association in such Bank as the Management Committee may from time to time direct, and when practical a monthly donation of funds to the Club shall be effected.
- 2) Proper books and accounts shall be kept and maintained either in written or printed form in the English language showing correctly the financial affairs of the Supporters Association and the particulars usually shown in books of a like nature.
- 3) All monies shall be banked as soon as practicable after receipt thereof.
- 4) All amounts of fifty dollars (50) or over shall be paid by electronic fund transfer.
- 5) The Management Committee shall determine the amount of petty cash which shall be kept.
- 6) Cheques, other than cheques for wages, allowances or petty cash recoupment, must be crossed not negotiable.
- 7) All the expenditure shall be approved or ratified at a Management Committee meeting.

41 General financial matters

- 1) On behalf of the Management Committee, the Treasurer must, as soon as practicable after the end date of each financial year, ensure a financial statement for its last reportable financial year is prepared.
- 2) The financial statement must contain particulars of:
 - (a) The income and expenditure for the financial year just ended; and
 - (b) The assets and liabilities and of all mortgages, charges and securities affecting the property of the Supporters Association at the close of that year.
- 3) All such statements shall be examined by the Auditor who shall present his report upon such audit to the Secretary prior to the holding of the Annual General Meeting next following the financial year in respect of which such audit was made.
- 4) The income and property of the Supporters Association whencesoever derived shall be used and applied solely in promotion of its objects and in the exercise of its powers as set out herein and no portion thereof shall be distributed, paid or transferred directly or indirectly by way of dividend, bonus or otherwise by way of profit to or amongst the members of the Supporters Association provided that nothing herein contained shall prevent the payment in good faith of interest to any such member in respect of monies advanced by him or her to the Supporters Association or otherwise owing by the Supporters Association to him or her of remuneration to any officers or servants of the Supporters Association or to any member of the Supporters Association or other person in return for any services actually rendered to the Supporters Association.
- 5) Nothing herein contained shall be construed so as to prevent the payment or repayment to any member of out of pocket expenses, money lent, reasonable and proper charges for goods hired by the Supporters Association or reasonable and proper rent for premises demised or let to the Supporters Association.
- 6) No member shall be entitled to any benefit or advantage from the Supporters Association which is not shared equally by every member thereof.

42 Documents

The Management Committee shall provide for the safe custody of electronic files, computers, electronic hardware, books, documents, instruments of title and securities of the Supporters Association.

43 Financial year

- 1) The financial year of the Supporters Association shall close on 30 April in each year.
- 2) An External Auditor will be appointed each year to Audit the financial statements of the Supporters Association.

44 Dissolution

The Supporters Association shall be dissolved only with the consent of at least 75% of the Ordinary Members present at a Special Meeting called for that purpose, notice of which must be posted to the Management Committee and members at least twenty-eight (28) days prior thereto, and advertised in the Gold Coast Bulletin and the Courier Mail, or whatever is deemed to be major regional newspaper for the Gold Coast and Brisbane regions, at least once in each of the two (2) consecutive weeks immediately preceding such meeting.

45 Distribution of surplus assets to another entity

- 1) This rule applies if the Supporters Association -
 - (a) is dissolved in the way described in clause 42 or wound-up under part 10 of the Act; and
 - (b) has surplus assets.
- 2) The surplus assets must not be distributed among the members of the Supporters Association.
- 3) The surplus assets must be transferred in the first instance to the Currumbin Beach Vikings Surf Life Saving Club;
- 4) However, if the Currumbin Beach Vikings Surf Life Saving Club has, at that time ceased to exist, the surplus assets must, upon a resolution passed at a Special General Meeting of the Supporters Association prior to its dissolution or winding up, be transferred to another entity provided always that the other entity is one:
 - (a) having objects similar to the Supporters Association's objects; and
 - (b) the rules of which prohibit the distribution of the entity's income and assets to its members.
- 5) In this rule— **surplus assets** see section 92(3) of the Act.

CURRUMBIN BEACH VIKINGS SURF LIFE SAVING

SUPPORTERS ASSOCIATION INC.

BY-LAWS

TABLE OF CONTENTS

| | | |
|----|---|----|
| 1 | Members | 21 |
| 2 | Management Committee..... | 21 |
| 3 | Meetings..... | 23 |
| 4 | Staff..... | 24 |
| 5 | Committee Expenses | 24 |
| 6 | Discipline | 24 |
| 7 | Jurisdiction | 24 |
| 8 | Penalties..... | 24 |
| 9 | Appeals..... | 25 |
| 10 | References..... | 25 |
| | APPENDIX "A" - JUDICIARY COMMITTEE | 26 |
| | APPENDIX "B" – POLICIES, AGREEMENTS, CODES | 30 |
| | APPENDIX "C" – COMMITTEE MEMBERS ROLE POSITIONS | 52 |
| | APPENDIX "D" – COMMITTEE MEMBER NOMINATION FORM | 67 |
| | APPENDIX "E" – COMMON SEAL..... | 68 |
| | APPENDIX "F" – BADGE | 69 |

NOTE:

These By-Laws do not include all SLSA, SLSQ or Currumbin Beach Vikings Surf Life Saving Club policies. The Supporters Association, Policies, Agreements, Rules, Codes and Regulations are created reviewed and amended from time to time. New or revised Policies, Rules and Regulations are communicated by Bulletin or Circular or are available on the Currumbin Beach Vikings Surf Life Saving Supporters Association website page.

1 Members

- 1) Membership is subject to completion of the prescribed Club application form and payment of the required fee and the category of membership shall be subject to the constitution.
- 2) Members shall apply annually for renewal of membership by completion of the prescribed Club application form and payment of the required fee.
- 3) Should any members application for renewal of membership be refused then the member shall have the right of appeal.

2 Management Committee

- 1) Committee Members;

The Committee Members shall be the officers who shall have the authority by simple majority to make required decisions or urgent matters be by flying minute between meetings.

Shall comply with the following principles of statutory and common law duties as per the Currumbin Beach Vikings Surf Life Saving Supporters Association, Policies, Code of Conduct, Confidentiality Policy, Committee Member Agreement, Conflict of Interest and Declaration of Interests; (Refer to Appendix “B”)

- a) To act honestly and in good faith in the best interest of the Club and majority of members.
- b) To exercise a degree of care, skill and diligence that a responsible person in a like position would exercise in the Club’s circumstances.
- c) To exercise powers honestly and for the purposes for which they were conferred and not for collateral purposes.
- d) To avoid any actual or potential conflict between their obligations owed to the Club and their personal interests.
- e) To keep information obtained confidential.
- f) To prevent insolvent trading by the Club.
- g) To maintain corporate governance standards through professional development with such information as may be provided through Surf Life Saving Australia, Surf Life Saving Queensland and Clubs Queensland.

All Committee Members must have on their appointment to the Management Committee have read the Constitution and By-Laws and agree to be bound to the rules and principles contained therein.

2) Duties of Management Committee Members

The President;

- a) The President shall be the nominal head of the Supporters Association and shall be an ex officio Member of the Supporters Association.
- b) Shall have particular reference to the powers of the Supporters Association and President / Chairperson duty responsibilities set out in the Constitution and By-Laws.
- c) Preside at all meetings of the Management Committee and shall exercise the positions authority by generally supervising the affairs of the Supporters Association in conjunction with the Committee and its Members.
- d) Except where otherwise provided, the President, when presiding at a meeting of the Committee, shall have a deliberative and a casting vote.
- e) Have authority on every question of order, provided that such authority shall be exercised in a fair and unprejudiced manner towards all Members.

The Deputy President;

- a) The Deputy President shall deputise on behalf of the President in absence, with all duties relating the position of President.

The Secretary;

- a) The Secretary shall forward all notices with correspondence of all Management Committee meetings and to its members in accordance with the Constitution, in particular general meetings and special general meetings.
- b) Keep a register and be the document controller of all members and have an up-to-date record of their address as well as manage / oversee all documents relating to the Supporters Association. Shall have responsibility for nomination application forms for Membership, whether or not the applicants have been accepted.
- c) Shall have particular reference to the powers of the Supporters Association and Secretary duty responsibilities set out in the Constitution and By-Laws.
- d) Record, circulate and file minutes of all meetings of the Supporters Association in accordance with the Constitution.
- e) Shall conduct the correspondence of the Supporters Association and be responsible for the custody of all documents and instruments of Incorporation belonging to the Supporters Association and for the disposition of those documents.
- f) The Secretary shall carry out and, where appropriate, supervise all matters arising from resolutions passed at meetings of the Management Committee.
- g) Be responsible for the drafting of the Annual Report, to be submitted Management Committee for approval before printing and circulation to all Membership in accordance with the Constitution.

The Treasurer;

- a) The Treasurer shall be responsible to the Management Committee for the funds and the book of accounts of the Supporters Association.
- b) Shall have particular reference to the provisions of the Constitution and By-Laws.
- c) Be responsible for circulating to the Committee, the Balance Sheet and Financial Statements for adoption at the Annual General Meeting, pursuant to the Constitution.

- d) Shall have particular reference to the powers of the Supporters Association and Treasurer duty responsibilities set out in the Constitution and By-Laws.
- e) The Treasurer shall present to each monthly Management Committee meeting a Treasurer's report that outlines the financial position of the Supporters Association with a complete Profit and Loss Statement (management accounts) and Balance Sheet for adoption. The report should include bank balances of all accounts and outstanding creditors and debtors of the Supporters Association.

The Committee Member/s;

- a) Shall have all particular reference to the provisions, responsibilities and powers of the Management Committee set out in the Constitution and By-Laws.

3 Meetings

- 1) The procedures and order of business for the Annual General Meeting, General Meeting, Special General Meeting and Management Committee Meetings shall be as follows;

Annual General Meetings

- Opening / Welcome
- Attendance
- Minutes of previous meeting
- Annual Report and Statements of Financial Performance
- Auditors Report
- Election of Management Committee
- Affiliation
- Appointment of auditor
- Special resolutions (if required)
- Update of Constitution and By-Laws (if required)
- General business

General Meetings

- General meetings of the Club or Committee are to be held as required for the benefit of the Club and the Members. The meeting shall follow the Management Committee meeting format provided that all members may ask questions and expect competent answers.

Special General Meetings

- Special general meetings shall be called to deal with special business only as detailed in the notice of the meeting. They shall adopt the same format as a General Meeting.

Management Committee Meetings

- Opening / Welcome
- Attendance
- Disclosure of Interest
- Minutes of previous meeting
- Matters brought forward (Business Action Matrix)
- Correspondence (Inwards and Outwards)
- Regulatory and Compliance matters
- Finance Report
- Memberships
- Managers Report

- General Business
- 2) At any meeting of the Management Committee any Supporters Association codes of conduct and or policies may be endorsed by the Management Committee for all members to be required to follow.

4 Staff

The Management Committee shall pursuant to Clause 4(e) of the Constitution, appoint the Chief Executive Officer and General Manager who at the direction of the Management Committee shall be responsible for the operations of the Club's performance to achieve the Management Committees, Vision, Mission, Values and Goals.

5 Committee Expenses

- 1) Reimbursement of out of pocket expenses relating to Supporters Association business may be claimed in accordance of the reimbursement process procedure.

6 Discipline

- 1) The Management Committee may refer to the Judiciary Committee, any member who, in the opinion of the Committee has practised or counselled any unbecoming conduct or conduct which reflects upon the good name of the Supporters Association.
- 2) The Management Committee may refer to the General Manager and / or Judiciary Committee any member who has displayed behaviour contrary to the Clubs Code of Conduct Policy.
- 3) The Judiciary Committee's rules of procedure shall be determined by the Management Committee.
- 4) Penalty decisions shall be promptly conveyed in writing to the member concerned and it shall be incumbent on the Supporters Association to give immediate effect to such decision. (Refer to Appendix "A")

7 Jurisdiction

The penalising authority for the Supporters Association shall be vested in the following;

- a) The Management Committee;
- b) The Judiciary Committee;
- c) General Manager Supporters Club.

8 Penalties

- 1) The Supporters Club General Manager shall have the authority under state liquor licensing laws to penalise any member and or guest initially and the Management Committee shall have the power to further impose any penalty on a member. (Refer to Appendix "A")

This may consist of the following;

- a) Reprimand
- b) Suspension
- c) Termination
- d) Expulsion

- 2) Without limiting the scope of penalties that may be imposed, the form a penalty may take includes:
 - a) Reprimand - with the offence being recorded in the books of the penalising body;
 - b) Suspension - may be applied as a complete or partial suspension of a member's privilege for a definite period of time or until a definite pre-set goal is reached, and partial suspension could well require the member to carry out all or part of his duties in the Supporters Association without being able to avail himself of the normal facilities and privileges of a member. The extent or limit of the penalty must be set by the penalising authority imposing the said penalty.
 - c) Termination – Supporters Association membership may be terminated because of the prevailing circumstances, and when the extreme action of expulsion is not warranted; a member whose membership is terminated may re-apply for membership of the Supporters Association at some later time.
 - d) Expulsion - from "Supporters Association Membership" would be applied only as a response to a very serious offence against the Supporters Association or their principles or ideals.

9 Appeals

- 1) Any member penalised by a penalising authority for the Supporters Association shall have the right to lodge an appeal against such penalty to the Committee provided that the appeal shall be lodged in writing to the Club within fourteen (14) days of the notification of the penalty and shall set out clearly the grounds of the appeal. The appeal shall be placed before the Judiciary Committee within the Club, and shall be dealt with in the following manner: (Refer to Appendix "A")
 - a) Dismissed and the penalty upheld;
 - b) Dismissed and a heavier penalty imposed;
 - c) Upheld and a lighter penalty imposed;
 - d) Upheld and the appellant exonerated.

Note: All disciplinary and appeal hearings shall follow the principles of natural justice.

10 References

- 1) In addition to the matters set out in By-Law Clause 6, which are of a disciplinary nature, any interested party may submit a Reference or Grievance to the Supporters Association upon any matter touching the affairs of the Supporters Association and its members.
- 2) Every Reference or Grievance shall be in writing setting out clearly the matters sought to be investigated by the Supporters Association, and the Management Committee shall then decide where such Reference or Grievance shall be directed.
- 3) The hearing of a Reference or Grievance shall proceed in accordance with Appendix "A" to these By-Laws.
- 3) The hearing of any appeal from a decision on a Reference or Grievance shall proceed in accordance to these By-Laws. (Refer to Appendix "A").

APPENDIX "A" - JUDICIARY COMMITTEE

Rules of Procedure

1 Definitions

In these Rules:

- 1.1 "The Committee" means the Judiciary Committee.
- 1.2 "Secretary" means the Secretary for the time being of the Judiciary Committee.
- 1.3 "Member" for the purposes of these rules of procedure means a member of the Supporters Association.
- 1.4 "Reference" includes any complaint against a member of the Supporters Association brought by any person, and any dispute under the Supporters Association's Constitution and/or rules. The term also includes Grievances brought by a member of the Supporters Association against another member.

2 Jurisdiction

- 2.1 The Committee primarily has jurisdiction to hear a Reference of a disciplinary nature referred to it pursuant to the Constitution.
- 2.2 The Committee may also hear References directed to it by the Management Committee pursuant to the By-Law.
- 2.3 Every reference directed to the Judiciary Committee shall be dealt with by that Committee.
- 2.4 Every person bringing a reference shall have a right to be heard by the Committee provided that-
 - a) He or She has an interest in the subject matter of the reference;
 - b) His or Her reference is in clear and unambiguous terms.
- 2.5 In every case the Committee is required to proceed in accordance with the rules of natural justice.

3 Procedure

The following procedures be followed by the Judiciary Committee:

- 3.1 Upon receipt of a reference, the Chairperson of the Judiciary Committee or his Delegate may appoint an independent person to act as investigator upon the reference. Such appointment shall be in writing, enclosing a copy of the reference and instructing the investigator to make all relevant enquiries and prepare to assist the Committee within fourteen (14) days.
- 3.2 The investigator, if appointed, shall make all relevant enquiries and shall appear at the time and place appointed for the hearing by the Secretary of the Committee.
- 3.3 Upon receipt of a reference the Secretary shall forthwith appoint the time and place for the hearing suitable to the members of the Committee. He shall give at least seven (7) days' notice of the hearing to all interested parties and such notice shall be in or to the effect of the following form:

CURRUMBIN BEACH VIKINGS SURF LIFE SAVING SUPPORTERS ASSOCIATION Inc.

To:

Dear Sir/Madam,

You are hereby notified that a meeting of the Judiciary Committee of this Supporters Association will be held at on20.. ata.m. / p.m. to enquire into the following matter, referred to the Committee by the Supporters Association.

.....

You are required to be (present) (represented) at that time and place together with such witnesses as you may desire to call.

(Mr/Ms has been appointed pursuant to the Supporters Association Constitution as an independent investigator to make all relevant enquiries and to appear to assist the Committee at the hearing.) - Optional

The Secretary will, upon receipt of your request in writing, at least five (5) days before the day appointed for the investigation setting out the names and addresses of members of the Supporters Association who you desire to call as witnesses, require such members to be present at the investigation. If the time and place appointed are not suitable to you, you may apply for an adjournment by application in writing, to be in my hands at least three (3) days before the time appointed.

In any event, you are required to advise the committee of your intention to attend or not to attend as the case may be, three (3) days before the hearing is due to commence.

You are not entitled to legal representation as of right, but you may apply at the commencement of the enquiry for such representation, and the Committee may grant or refuse such application as it thinks fit. The same provisions shall apply where representation other than legal representation is required.

Yours faithfully,

Management Committee.

- 3.4 The Committee shall have power to require the attendance of any member at any hearing by the Committee. The Secretary shall give reasonable notice to a member informing him or her of the time and place of the hearing, and that he is required to attend.
- 3.5 In the case of a complaint against a member of the Supporters Association who has been suspended, he or she shall remain under suspension until the decision of the Committee, unless the Chairperson of the Committee decides otherwise.
- 3.6 The independent investigator if appointed by the Chairperson of the Committee shall make enquiries within a reasonable time.
- 3.7 The Committee shall likewise conduct the enquiry within a reasonable time, subject to any reasonable application for an adjournment in writing and received by the Secretary at least three (3) days before the time fixed for the enquiry.
- 3.8 No interested party shall be entitled to legal representation as of right at the Committee hearing provided always that an application may be made at the commencement of the hearing for such representation. The Committee may grant or refuse such an application as it sees fit. The same

provisions shall apply where an application is made for representation other than legal representation.

- 3.9 Any notice required by the Rules to be given by the Secretary shall be given in writing delivered personally or sent by prepaid post addressed to the member concerned. A notice given by post shall be deemed to have been given on the day following that on which it shall be posted.
- 3.10 Any member who fails without reasonable excuse to comply with the requirements of any notice addressed to him or her by the Secretary shall be subject to such action as the Management Committee, shall, on the report of the Committee think fit.

4 At the Hearing

- 4.1 All interested parties shall be present at the hearing, provided that a hearing may proceed in the absence of an interested party only where the Committee is satisfied by evidence that the party had due notice of the meeting and has chosen to be absent from the hearing, or the Committee agrees that it is in the best interest of the party not to be present.
- 4.2 A quorum of the Committee shall be three (3) members.
- 4.3 In the case of a complaint against a member, all witnesses other than the member concerned must remain out of the hearing until called upon to give evidence.
- 4.4 The independent investigator, if appointed, shall be present to assist the Committee.
- 4.5 The reference to the Committee shall be read by the Chairperson.
- 4.6 The independent investigator, if appointed, shall present relevant evidence, including the calling of witnesses. Any submissions by the investigator, or documentary evidence submitted by him, shall be given whatever weight the Committee thinks fit, subject always to the consideration that oral evidence from a witness may be of more weight than other forms of evidence. If the independent investigator is not appointed, the Committee itself shall receive the evidence relevant to the reference.
- 4.7 The person who is the subject of the reference shall then present relevant evidence on his own behalf.
- 4.8 In all cases where witnesses are called, they shall be examined by the party (if any) on whose behalf they have been called, and then cross-examined by the other interested parties to the reference. The party calling the witness shall have the right to re-examine the witness. The Committee members may ask questions of the witness, but no other examination or cross-examination of that witness shall be allowed except by leave of the Chairperson. Such cross-examination may be conducted through the Chairperson and / or by telephone or other multi-media as determined by the Committee.
- 4.9 The Committee may, in its discretion, refuse to admit evidence which is irrelevant or of so little weight as to be properly excluded.
- 4.10 At the conclusion of all the evidence, each interested party and the investigator, if appointed, may make submissions to the Committee in such speaking order as the Chairperson may direct. Right of reply by any party shall be at the discretion of the Chairperson.

5 At the Conclusion of the Hearing

- 5.1 The Committee shall meet in camera after the hearing has been completed and formulate its findings.
- 5.2 The findings of the Committee and the order or penalty agreed upon may be by the majority, with the Chairperson having a casting vote in the event of a tied decision. The minority may furnish separate findings, but the majority findings and order or penalty shall be deemed to be the decision of the Committee.

6 Determination of any Penalty

- 6.1 The Chairperson or other member of the Committee shall deliver the Committee's findings in the presence of such interested parties who wish to attend.
- 6.2 If an adverse finding is delivered, the party against whom the finding has been made, shall be invited to make submissions on penalty.
- 6.3 The Committee shall make any determinations of penalty as may be required and it sees fit. If necessary, the Committee may meet again in camera to consider a penalty.

7 Notification

- 7.1 The Secretary of the Committee shall forthwith give notice of the decision of the Committee to all interested parties, together with notice of any made order or penalty imposed, which upon being confirmed by the appointing authority shall become effective forthwith.
- 7.2 The Committee shall furnish its report at the first meeting of the appointing authority after the hearing is completed. That authority shall either confirm the decision of the Committee or proceed according to the next succeeding paragraph.
- 7.3 The decision of the Committee cannot be altered by the appointing authority, but a two-thirds majority of those present and voting at the meeting may return the reference to the Committee for further consideration or the hearing of additional evidence. The grounds of such return of the reference shall be clearly stated.

8 Appeals

- 8.1 Any person aggrieved by a decision of the Committee upon a Reference has a right to appeal to the next highest authority from that which appointed the committee which conducted the hearing within fourteen (14) days of being notified of a decision in writing.

APPENDIX "B" – POLICIES, AGREEMENTS, CODES



Currumbin Beach Vikings Surf Life Saving Supporters Association Inc.

Code of Conduct Policy

Purpose

This Code of Conduct policy outlines the required standards of behaviour and practice by Management Committee Members in undertaking their role position with Currumbin Beach Vikings Surf Life Saving Supporters Association Inc.

1. Personal and professional behaviour

- 1.1 Committee Members are to perform any duties associated with their position in a conscientious, competent, impartial and honest manner, consistent with the values of the Supporters Association.
- 1.2 Committee Members are to treat all others with respect and courtesy, having regard for their dignity and rights.
- 1.3 Committee Members act fairly, positively and equitably, respecting diversity in the environment which they operate in.
- 1.4 Committee Members prevent and respond to unlawful discrimination against other Committee Members, volunteers, members, patrons, customers and stakeholders.
- 1.5 Committee Members do not engage in bullying, violence, harassment or any other forms of victimisation.
- 1.6 Be aware of, operate and maintain an uncompromising adherence to the Policies, Rules and Regulations.
- 1.7 Committee Members dress and act in public in a professional manner that does not reflect adversely on the Club or the Committee.
- 1.8 Committee Members use of social media does not compromise the Club's reputation and does not include derogatory, shaming or other personal attacks towards or about the, Club, Committee Members, Governing Bodies, Members, Volunteers, Patrons or other Stakeholders.

2. Accountability

- 2.1 Committee Members use facilities and equipment for their proper purposes, and care for and maintain such facilities and equipment correctly.
- 2.2 Committee Members maintain confidentiality of all Club and personal information obtained during elected term and other formal engagement with the Club and utilise such information for the purposes of carrying out duties, and not for financial or other benefit, or to take advantage of another person or organisation.
- 2.3 Committee Members maintain Club and personal records in accordance with legislative and Club's policy requirements.
- 2.4 Committee Members ensure all decisions made in the course of their duties are transparent and align with Club's policies and procedures.
- 2.5 Committee Members understand and comply with all Club policies and procedures.
- 2.6 Committee Members are responsible for seeking clarification where needed regarding any part of their position, including details of this Code of Conduct.
- 2.7 Committee Members take responsibility for reporting conduct by other Committee Members, Members or Patrons which contravenes any law, organisational policy and procedures, or this Code of Conduct.
- 2.8 Preserve and protect the standing and reputation of the governing body association.
- 2.9 Understand the consequences of any breach of the Club's, Code of Conduct policy.

3. Safe Environment

- 3.1 Committee Members are to perform their duties in a safe and competent manner in accordance with Club workplace health and safety policies and procedures, and relevant workplace health and safety legislation.
- 3.2 Committee Members must take care to not put themselves or others at risk or reduce their ability to carry out their duties through unsafe practices, inappropriate behaviours or the misuse of alcohol or drugs.
- 3.3 Committee Members take action in preventing, identifying and responding to workplace health and safety risks.

Acceptance

I, _____ have read, understand and agree to this Code of Conduct. I commit to the required standards of behaviour and practice as outlined in the Code of Conduct with Currumbin Beach Vikings Surf Life Saving Supporters Association.

Member Signature _____

Print Name _____

Role Position _____

Date _____

End of Document.



Currumbin Beach Vikings Surf Life Saving Supporters Association Inc.

Confidentiality Policy

Purpose

This Confidentiality Policy outlines the required standards in privacy and principles that must be observed by all Management Committee Members in undertaking their role position with Currumbin Beach Vikings Surf Life Saving Supporters Association Inc.

1. Prerequisite

- 1.1 Committee Members of the Management Committee may be exposed to information which is confidential and/or privileged and proprietary in nature, it is the policy that such information must be kept confidential both during elected position and after.
- 1.2 Committee Members are to adhere to respecting the privacy of all our members, staff, volunteers, patrons and stakeholders.
- 1.3 Committee Members may be exposed to personal and financial information of staff employees and individual agreements and are to remain confidential and should not be disclosed or discussed with anyone without permission or authorisation from the Committee President/Chairperson.
- 1.4 Committee Members must take care to ensure that unauthorised individuals do not overhear any discussion of a confidential nature and that documents containing confidential information are not left in the open or inadvertently shared.
- 1.5 Committee Members are expected to return materials containing privileged or confidential information at the time of separation/expiration from elected position.

1.6 Unauthorised disclosure of confidential or privileged information is a serious violation of this policy and will subject the member(s) to appropriate disciplinary proceedings, including removal/dismissal from elected position.

2. Non-Compete Clause

2.1 Signatory agrees not to engage in any activity that is competitive with any activity of organisation/company during the course of their relationship and for a period of 3 years after termination of an Agreement. For purposes of this paragraph, competitive activity encompasses forming or making plans to form a business entity that may be deemed to be competitive with any business of the Club.

2.2 This does not prevent Signatory from seeking or obtaining employment or other forms of business relationships with a competitor after termination of an Agreement with the Club so long as such competitor was in existence prior to the termination of relationship with the Club and Signatory was in no way involved with the organisation/company or formation of such competitor.

3. Business Opportunities

3.1 During the terms of an Agreement, if Signatory becomes aware of any project, investment, venture, business or other opportunity (any of the preceding, collectively referred to as an (“Opportunity”) that is similar to, competitive with, related to, or in the same field as the Club, or any project, investment, venture, or business of the organisation/company, then Signatory shall so notify both the Club President and the Club CEO immediately in writing of such opportunity and shall use Signatory’s good-faith efforts to cause the Club to have the opportunity to explore, invest in, participate in, or otherwise become affiliated with such opportunity.

Acceptance

I, _____ have read, understand and agree to this Confidentiality Policy. I commit to the required standards of behaviour and practice as outlined in the policy. I agree to abide by the requirements of the policy and inform the President immediately if I believe any violation (unintentional or otherwise) of the policy has occurred. I understand that violation of this policy will lead to disciplinary action, up to and including termination of my role position with Currumbin Beach Vikings Surf Life Saving Supporters Association.

Member Signature _____

Print Name _____

Role Position _____

Date _____

End of Document.



Currumbin Beach Vikings Surf Life Saving Supporters Association Inc.

Conflict of Interest Policy

Purpose

This Conflict of Interest outlines the requirement of Management Committee to effectively identify, disclose and manage any actual, potential or perceived conflicts of interest in order to protect the integrity and manage risk in their role position for the Currumbin Beach Vikings Surf Life Saving Supporters Association Inc.

1. Objective

1.1 Committee Members are aware of and aim to ensure their obligations to disclose any conflicts of interest that they have, and to comply with this policy, ensure that effective management of those conflicts as elected position representatives.

2. Scope

2.1 This policy applies to all Committee Members of the Management Committee its role description of responsibilities.

3. Definition

- 3.1 A conflict of interest occurs when a member/s personal interests conflict with their responsibility to act in the best interest of the Club. Personal interests include direct interests as well as those of family, friends, or other organisations/companies a member maybe involved with or have interest in (for example, as a shareholder). It also includes a conflict between a Committee Member's duty to the Club and another member has (for example, to another Club). A conflict of interest maybe actual, potential or perceived and maybe financial or non financial.
- 3.2 These situations present the risk that a Member will make a decision based on, or affected by, these influences, rather than in the best interests of the Club and must be managed accordingly.

4. Policy

4.1 This policy has been developed because conflicts of interest commonly arise, and do not need to present a problem to the charity if they are openly and effectively managed. It is the policy of the Club as well as a responsibility of the Management Committee, that ethical, legal, financial or other conflicts of interest are avoided and that any such conflicts (where they do arise) do not conflict with the obligations to the Club and will manage conflicts of interest by requiring Committee Members to:

- Avoid conflicts of interest where possible.
- Identify and disclose any conflicts of interest.
- Carefully manage any conflicts of interest, and
- Follow this policy and respond to any breaches.

5. Responsibility

5.1 The Committee is responsible for:

- Establishing a system for identifying, disclosing and managing conflicts of interest across the charity.
- Monitoring compliance with this policy, and
- Reviewing this policy on an annual basis to ensure that the policy is operating effectively.
- The Club must ensure that its Committee Members are aware of the ACN governance standards, particularly governance standard 5, and that they disclose any actual or perceived material conflicts of interests as required by governance standard 5.

6. Identification and disclosure

6.1 Once an actual, potential or perceived conflict of interest is identified, it must be entered into the Club's register of interests, as well as being raised with the Committee. Where all of the other Committee Members share a conflict, the Committee should refer to governance standard 5 to ensure that proper disclosure occurs. The register of

interests must be maintained by the Club CEO and record information related to a conflict of interest (including the nature and extent of the conflict of interest and any steps taken to address it).

7. Confidentiality of disclosures

7.1 Declarations of disclosures will be restricted to the Club CEO and Currumbin Beach Vikings Surf Life Saving Supporters Club Committee Members.

8. Action required for Management Committee of conflicts of interest

8.1 Conflicts of interest of Committee Members once the conflict of interest has been appropriately disclosed, the Committee (excluding the Committee Member disclosing and any other conflicted Committee Member) must decide whether or not those conflicted Committee Members should:

- Vote on the matter (this is a minimum),
- Participate in any debate, or
- Be present in the room during the debate and the voting.
- In exceptional circumstances, such as where a conflict is very significant or likely to prevent a Committee Member from regularly participating in discussions, it may be worth the Committee considering whether it is appropriate for the person conflicted to resign from the Committee.

9. What should be considered when deciding what action to take

9.1 In deciding what approach to take, the Committee will consider whether the conflict needs to be avoided or simply documented.

9.2 Whether the conflict will realistically impair the disclosing person’s capacity to impartially participate in decision-making.

9.3 Alternative options to avoid the conflict.

- The Club’s objects and resources, and
- The possibility of creating an appearance of improper conduct that might impair confidence in, or the reputation of, the Club.

9.4 The approval of any action requires the agreement of at least a majority of the Committee (excluding any conflicted Committee Member/s) who are present and voting at the meeting. The action and result of the voting will be recorded in the minutes of the meeting and in the register of interests.

10. Compliance with this policy

If the Committee has a reason to believe that a member subject to the policy has failed to comply with it, it will investigate the circumstances.

If it is found that this member has failed to disclose a conflict of interest, the Committee may take action against them. This may include seeking to terminate their relationship with the Club.

If a member suspects that another Committee Member has failed to disclose a conflict of interest, they must notify the Committee President/Chairperson or Club Chief Executive Officer who is responsible for maintaining the register of interests.

Acceptance

I, _____ have read, understand and agree to this Conflict of Interest policy. I commit to the required standards of behaviour and practice as outlined in the policy with Currumbin Beach Vikings Surf Life Saving Supporters Association.

Member Signature _____

Print Name _____

Role Position _____

Date _____



Currumbin Beach Vikings Surf Life Saving Supporters Association Inc.

Declaration of Interests Policy

Purpose

This Declaration of Interests outlines the required standards of requirements in relation to disclosure of personal interests by Management Committee Members in undertaking their role position with Currumbin Beach Vikings Surf Life Saving Supporters Association Inc.

- 4. Committee Members are to perform any duties associated with their position in a committed to high standard of ethical conduct and accordingly places great importance on making clear any existing or potential conflict of interest.
- 5. Committee Members protect the integrity of the Club in its governance role.
- 6. Enable the Committee, Management, Members and others affected by the decisions to have confidence in the integrity of those decisions.
- 7. Protect the reputations of all Committee Members in carrying out their collective responsibilities to Currumbin Beach Vikings Surf Life Saving Supporters Club and its Members.

I declare and describe below, are all material business, financial and other relationships, positions, or circumstances in which I am currently involved and/or believe could potentially contribute to a conflict of intersect.

For the elected year season period of: _____

Acceptance

I, _____ have read, understand and agree to this Declaration of Interests Policy. I commit to the required standards of behaviour and practice as outlined in the policy with Currumbin Beach Vikings Surf Life Saving Supporters Association.

Member Signature _____

Print Name _____

Role Position _____

Date _____



Currumbin Beach Vikings Surf Life Saving Supporters Association Inc.

Delegation of Authority Policy

Purpose

This Delegation of Authority Policy sets out the circumstances under which the Management Committee of Currumbin Beach Vikings Surf Life Saving Supporters Association may delegate its responsibilities.

Delegations of authority are the mechanisms by which the Management Committee enables employees of the Supporters Association to act on the Management Committee's behalf.

Application

1. The purpose of the delegations of authority is to establish a framework for delegating functions within the Club operations in a manner that facilitates efficiency and effectiveness and increases the accountability of Staff Management for their performance.
2. The responsibilities delegated apply to the Chief Executive Officer and / or to the positions determined by the Management Committee who have, or may be given by the Staff Management, delegated authority to act on behalf of the Management Committee.
3. Delegations of authority within the Supporters Association are intended to achieve Four (4) objectives;
 - a) To ensure the efficiency and effectiveness of the Club's administrative and operations processes.
 - b) To ensure that the appropriate employees have been provided with the level of authority necessary to discharge their responsibilities.
 - c) To ensure that delegated authority is exercised by the most appropriate and best informed individuals within the Club operations.
 - d) To ensure internal controls are effective.
4. Delegations of authority are a key element in effective governance and management of the Club and provide formal authority to particular staff to commit the Club to the purchase of goods or services and / or incur liabilities for the Club.

Responsibilities

The Management Committee of the Supporters Association is responsible for the management of the Club operations.

The Committee has by vote, determined to delegate certain items of its powers and functions to the position of Chief Executive Officer and / or to those titles of positions determined by the Committee.

The Chief Executive Officer;

- a) Is charged with the duty of promoting the interests and furthering the development of the Club operations.
- b) Is responsible for the administrative, financial, and other business of the Club operations.
- c) Exercises a general supervision over the Staff Management of the Supporters Club.
- d) Performance manages the General Manager of the Supporters Club.

The Management Committee is committed to the highest standards of integrity, fairness and ethical conduct, including full compliance with all relevant legal requirements, Club policies and procedures and in turn requires that all its Committee Members, and the Chief Executive Officer and other staff employees are acting on its behalf to meet those same standards of integrity, fairness and ethical behaviour, including compliance with all legal requirements, Club's policies and procedures.

There is no circumstance under which it is acceptable for the Supporters Association or any of its employees to knowingly and deliberately not comply with the law or to act unethically in the course of performing or advancing the Club's business.

In exercising their delegated authority, a delegate must ensure that;

- a) There is provision in the budget for the proposed expenditure or is otherwise approved by the Management Committee.
- b) The expenditure is for a proper purpose in the conduct of business for the Club.
- c) The authority does not relate to the delegate's own personal expenses.
- d) It is associated with their normal function and area of responsibility.
- e) Judgment should be exercised by the delegate by referring any matter within their delegated authority that should, because of its special nature or materiality, be referred to a higher authority.

Delegation limits apply to the total value of the transaction and not to instalments.

The authority to approve a transaction is taken to include the authority to terminate or cancel a transaction including the authority to terminate a contract evidencing the transaction in accordance with its terms.

In exercising financial delegations, compliance with the following principles will be fundamental in any purchasing or procurement transaction on behalf of the Club.

Purchasing / Procurement

Purchasing / Procurement requirements;

| Item Value | Requirement |
|--------------------|--|
| >\$10,000 | Must obtain at least up to 3 quotes and receive written approval from the Management Committee. |
| \$5,000 - \$10,000 | Must obtain at least up to 2 quotes and receive approval sign off by the Treasurer or authorised stand-in prior to purchase and be noted in the weekly operations meeting minutes. |
| \$2,000 - \$5,000 | Must obtain at least up to 2 quotes and be at the CEO's discretion of purchase. Purchasing to be noted in the weekly operations meeting minutes. |

- All purchases and procurements for the Supporters Association are strictly for the purpose of the Supporters Club in fulfilling its charter and providing benefits to members and guests, on the premises of the Club.
- If expenditure is to rectify an urgent safety, health or environmental issue where formal written approval procedures are not practical, expenditure may occur on appropriate verbal approval by the nominated authority as outlined above, with written confirmation / justification to be filed within 5 days.

If personal injury on Club premises / grounds, or significant Club property damage is deemed imminent, immediate procurement can be approved by Chief Executive Officer or General Manager.

- Committee President or Treasurer provided that the estimated procurement cost does not exceed 75% of the estimated cost of the anticipated damage.
- All individual Club expenditure up to \$2,000 must be listed in each monthly report to the Management Committee by the respective General Manager report.
- No purchase may be completed by using multiple incremental purchases.
- Where practical, purchases should be via a supply or service agreement.

Supply Contracts

Supply contracts requirements;

| Item Value | Requirement |
|--------------------|---|
| >\$20,000 | Must obtain at least a up to 3 quotes and receive written approval from the Management Committee. |
| \$2,000 - \$20,000 | Should obtain at least a up to 2 quotes and receive approval signed off by the Treasurer or authorised stand-in prior to purchase and be noted in the weekly operations meeting minutes and the monthly General Manager report. |

- All expenditure up to \$2,000 must be listed in each monthly report to the Management Committee by the respective General Manager report.
- Where practical, regular supply purchases should be via a supply contract.
- No supply contract should exceed 12 months duration unless prior written approval is obtained from the Management Committee.
- All supply contracts should be in writing, clearly dated and signed by the appropriate authority level by both parties.
- Amendments to any current contract must be in writing and signed by the appropriate level authority.
- Staff Management must maintain a Supply Contracts Register which will be audited annually.

Delegation of Authority Procedure

1. Delegations are attached to the position occupied, not to the occupant of the role position. The responsibilities of a position appear in a role description, a duty statement, a role statement or a statement of responsibility appropriate to the role position.
2. Delegations reflect the Club's organisational structure. Levels of authority are hierarchical through relevant lines of responsibility up to and including the Chief Executive Officer. This means that formal authorities held by any delegate are included in those held by that delegate's Manager or Supervisor.
3. Unless the Management Committee so authorises it is not open to a delegate to sub-delegate and the authorised delegate remains responsible and accountable for any decision or action taken by an unauthorised sub-delegation.
4. A delegation cannot be exercised where the position holding the delegation has a conflict of interest or where the delegation will result, either directly or indirectly, in any tangible benefit to the delegate. In such cases a transfer of the function to the Chief Executive Officer or alternatively to the Management Committee must occur.
5. This policy applies only to formal delegations. All delegations of an informal nature where no commitment or liability is incurred on behalf of the Club are carried out in the normal business of the Club without the requirement for a written authority.
6. Where an employee is acting in a higher position, that person will hold the delegation level appropriate to the higher position unless otherwise determined by the Management Committee.
7. A staffing delegation cannot be exercised in regard to staff for which the delegate does not hold line management responsibility.

Formal Delegations of Authority to Delegate – Chief Executive Officer

The Management Committee determined to delegate certain powers and functions to the Chief Executive Officer of the Club. In delegating these powers and functions, the Management Committee requires the Chief Executive Officer to consult with the General Manager before initiating any action where the exercise of the power or function may impact or affect the day to day operations of the Club;

- a) The power to recruit, appoint, manage, performance review, supervise, counsel, discipline and terminate employees as necessary for the benefit of the efficient running of the Club and the overall achievement of the strategic direction set by the Management Committee.
- b) The power to implement, manage and review an effective employee performance management process for the benefit of the efficient running of the Club and the overall achievement of the strategic direction set by the Management Committee.
- c) The power to manage the activities of the Club on a day to day basis including;
 - I. Regularly undertaking audits of the quality and efficiency of the Clubs products and services.
 - II. Leading and directing other employees.
 - III. Managing finances in a prudent way.
 - IV. Fulfilling reporting obligations to statutory and regulatory authorities within required timeframes.
 - V. Ensuring a safe and healthy workplace for employees and a safe environment for members, guests and visitors.
 - VI. Establishing Management Committee approved procedures relating to banking, safe custody of documents and other administrative functions.
 - VII. Establishing where required Management Committee approved procedures relating to Policy and Procedures.

Acceptance

I, _____ have read, understand and agree to this Delegation of Authority Policy. I commit to the required standards of behaviour and practice as outlined in the policy. I agree to abide by the requirements of the policy and inform the President immediately if I believe any violation (unintentional or otherwise) of the policy has occurred. I understand that violation of this policy will lead to disciplinary action, up to and including termination of my role position with Currumbin Beach Vikings Surf Life Saving Supporters Association.

Signature _____

Print Name _____

Role Position _____

Date _____



Currumbin Beach Vikings Surf Life Saving Supporters Association Inc.

Strategic Planning Policy

Purpose

This Strategic Planning policy outlines the required process practices by the Management Committee in undertaking their role position with Currumbin Beach Vikings Surf Life Saving Supporters Association Inc.

Responsibilities

As the Management Committee, we actively participate in the strategic planning process of the Currumbin Beach Vikings Surf Life Saving Supporters Association Strategic Plan.

Strategic planning is about setting and achieving goals that promote the long-term viability of the Club. It is important as strategic planning;

1. Enables the Management Committee to effectively administer the Club so it meets the needs and aspirations of the Club.
2. Helps the Management Committee to direct valuable resources towards attainment of realistic goals to enhance the financial viability of the Club.
3. Allows the Management Committee to continually monitor the progress of the Club and make informed changes in response to the Club’s new internal and external operating environments.
4. Provides the Management Committee with a work plan to achieve the vision and mission of the Club.

It is important to note that strategic planning is different from operational planning because operational planning deals with the day-to-day management of the Club and is undertaken by the Chief Executive Officer. Strategic planning, on the other hand, focuses on the long-term viability of the Club in line with the objects of the Club, as stated in the Club Constitution and By-Laws and the Club’s Vision and Mission statement as well as Values and Goals. It is undertaken by the Management Committee.

SWOT Analysis

One of the most effective ways of engaging in strategic planning is to do an ongoing SWOT analysis of the Club. SWOT stands for;

| | |
|--|---|
| Strengths i.e. Advantages that the Club has over other similar venues in the local area. | Weaknesses i.e. Drawbacks that are inhibiting the Club from reaching its full potential. |
| Opportunities i.e. Possible ways in which the Club can further strengthen its operations, including financial capabilities. | Threats i.e. Risks that could exert significant negative influence on the operational viability of the Club. |

The Management Committee shall undertake the SWOT process in accordance with the Strategic Planning Policy.

Armed with the information and ideas gathered from all stakeholders, the Management Committee can then identify the strengths, weaknesses, opportunities or threats in the Club operations and formulate strategies to address them in accordance with operational and the business practice. An example of this approach is given in the table below;

| SWOT Analysis and Action Plan | |
|---|--|
| <p>Strengths e.g. Close proximity to the beach Action: Develop a ground floor beachside area to take advantage of new customer market</p> | <p>Weaknesses e.g. Lack of disabled access Action: Upgrade of Club entrance and accessibility</p> |
| <p>Opportunities e.g. Greater business growth and diversity Action: Support a local charity through a fundraising event at the Club</p> | <p>Threats e.g. Business competitors and restricted growth Action: Develop and promote a Membership kit that outlines the benefits offered by the Club</p> |

To ensure that the strengths, weaknesses, opportunities and threats are properly addressed, the Management Committee ought to work out tangible targets (called Key Performance Indicators or KPIs) that would indicate progress on each strength, weakness, opportunity and threat, the timeframes in which they should be completed and the distribution of actions and responsibilities.

The Strategic Plan

The Management Committee shall formally approve the Strategic Plan for it to have effect and ought to periodically review progress and make any necessary amendments in approach, resource allocation or timeframe to assist the persons nominated to address each goal to the satisfaction of the Management Committee. The Management Committee ought to have a standing agenda item titled 'Strategic Plan' to facilitate this process.

Principles

The Management Committee commits to the strategic planning process of the Club.

- Strategic planning focuses on the long-term viability of the Club in line with the Constitution and By-Laws and the Vision and Mission statement, rather than the day-to-day management of the Club, which is operational planning that is undertaken by the Chief Executive Officer.
- Strategic planning involves identifying the strengths, weaknesses, opportunities and threats faced by the Club through regular consultation with stakeholders, including Members, and formulating strategies to address each aspect, with a view to strengthening the strategic long-term viability of the Club.
- The need to determine specific goals and targets from the strategies, which the Chief Executive Officer and other assigned persons must achieve in the most efficient way within a predetermined timeframe.
- The Management Committee formulates and approves a Strategic Plan that incorporates the strategic policy directions taken by the Management Committee.
- A regular or 12-month review performance progress on the attainment of set goals and targets and implements corrective actions as required.
- When carrying out the strategic planning process, the Management Committee will ensure compliance with applicable legislation and conformity with the Constitution and By-Laws, codes, policies and guidelines.

Action Plan

Instructions;

1. Identify a strategic goal that is consistent with the objects of the existence of the Club.
2. Outline Key Performance Indicators (KPI) to quantify the strategic goal.
3. Set a date by which the KPI should be achieved.
4. Outline specific actions to achieve the KPI.
5. Indicate any financial or other resources needed to achieve the KPI.
6. State whose responsibility it is to achieve the goal.

| Goal | KPI | Deadline | Action | Resources | Responsibility |
|---|--|-----------------|---|-----------------------------|----------------------------------|
| e.g. Be a top of mind venue of choice | e.g. Member & Guest visitation growth | e.g. 30/June | e.g. Develop a Business Plan and next stage building upgrade | e.g. Budget | e.g. CEO/Management Committee |
| e.g. Better serve our Members & Guests | e.g. 15% increase | e.g. Ongoing | e.g. Improvements in products and services offered by the Club | e.g. Available financial | e.g. CEO and General Manager |

Confidentiality and Privacy

All consultations of the Strategic Plan shall be conducted in complete confidence of the Management Committee and Management Staff. No conversations or information shared or given during the session discussions will be communicated to any other persons or parties.

The Strategic Plan is a confidential document and should be kept secure, that is, it should not fall in the hands of competitors and other unauthorised parties who may use it to the Club's disadvantage.

Policy Review

The Management Committee may make changes to this policy and procedures from time to time to improve the effectiveness of its purpose. In this regard, any Committee Member who wishes to make any comments or suggestions about this policy may forward them to the Secretary and or President for meeting agenda tabling and discussion.

Responsibility and Accountability

The Management Committee of Currumbin Beach Vikings Surf Life Saving Supporters Association has ultimate responsibility for the implementation and review of the Strategic Plan Policy, and delegation of management responsibilities. In fulfilling the objectives of this policy, management is committed to regular consultation to ensure that the policy operates effectively.

End of Document.



Currumbin Beach Vikings Surf Life Saving Supporters Association Inc.

Risk Management Policy

Purpose

This Risk Management Policy sets out the circumstances under which the Management Committee of Currumbin Beach Vikings Surf Life Saving Supporters Association manages the risks and the review by the Management Committee.

This Policy has been developed by the Management Committee, in consultation with management staff, staff and other stakeholders of the Supporters Association, to ensure that all risks present in its operating environment are properly identified, assessed and managed on an ongoing basis.

The Policy is considered adopted upon approval by the Management Committee from the date of revision on the footer of this document. The Policy will reflect a point in time representation of risk management by the Supporters Association and should be reviewed quarterly, with a comprehensive review undertaken annually.

Specifically, this Policy:

- Documents how risks have been identified, assessed and evaluated;
- Identifies how risk management strategies will be developed, in order to manage the identified risks;
- Identified who will be responsible for the management of the identified risks and when those risk management strategies will be reviewed; and
- Contains a register containing all risks identified as part of the Policy, risk severity and likelihood ratings, relevant risk management strategies, responsible officers and review dates.

Risk Identification

The process of risk identification involves the Supporters Association determining which risks are likely to arise, affecting its operations and leading to potential liability.

The Supporters Association has used the following strategies to identify risks:

- Physical inspection of site;
- Review of work practices;
- Survey being sent to management and staff; and
- Professional consultant's report.

The Supporters Association has considered the Australian Standard for Risk Management in identifying risks.

The following categories have been used to assist in the identification of relevant risks:

- Corporate Governance risks;
- Employment risks;
- Patron risks; and
- Premises risks.

Risks that have been identified as part of this Policy are contained in the Risk Management Action Plan.

Risk Analysis and Evaluation

The process of risk analysis and evaluation involves the Supporters Association determining the likelihood and severity of the identified risk.

The likelihood of a risk occurring is a qualitative measure of probability that the risk will emerge. The following categories have been developed as a qualitative measure:

- Not likely;
- Likely;
- Very likely; and
- Almost certain.

The seriousness of a risk is a qualitative measure of the impact the risk may cause. The following categories have been developed as a qualitative measure:

- Minor;
- Serious;
- Very serious; and
- Disastrous.

The Risk Management Policy of the Supporters Association has adopted the following method of rating identified risks:

| | | | | | |
|------------|--------------|------------|----------|-------------|----------------|
| Likelihood | | | | | |
| Severity | | Not likely | Likely | Very likely | Almost certain |
| | Minor | [rating] | [rating] | [rating] | [rating] |
| | Serious | [rating] | [rating] | [rating] | [rating] |
| | Very serious | [rating] | [rating] | [rating] | [rating] |
| | Disastrous | [rating] | [rating] | [rating] | [rating] |

*Rating scale is 1 to 5 (1 being the least, 5 being highest).

Identified risks have been analysed, evaluated and rated in the Risk Management Action Plan.

Risk Mitigation

Risk mitigation involves the Supporters Association engaging in the identified risk and assigning actions to either reduce the likelihood of the risk occurring or the severity of the risk, should it occur.

Risk mitigation strategies have been identified and included in the Risk Management Action Plan.

Monitor and Review

Risk Management and the Policy should be continually monitored by the Management Committee of the Supporters Association and form part of the yearly Performance Review and fit in with the Supporters Association’s overall Strategic Plan.

- The Risk Management Policy will be reviewed Annually.
- The Risk Management Action Plan and identified risks will be reviewed Quarterly.

Risk Management Action Plan

The Risk Management Action Plan sets out identified risks, the likelihood and severity of such risks occurring, measures taken to mitigate such risks, who is responsible for such actions and relevant review dates, costs etc.

The Risk Management Action Plan is to be reviewed in accordance with Monitor and Review.

| No. # | Identified risk | Likelihood | Severity | Mitigation | Cost of mitigation | Responsible officer | Review Date | Comment |
|-------|------------------------------|------------|----------|------------|--------------------|---------------------|-------------|----------|
| [#] | [Insert description of risk] | [insert] | [insert] | [insert] | [insert] | [insert] | [insert] | [insert] |
| | | | | | | | | |
| | | | | | | | | |

End of Document.



Currumbin Beach Vikings Surf Life Saving Supporters Association Inc.

Work Health and Safety Policy

Purpose

This Work Health and Safety Policy sets out the circumstances under which the Management Committee of Currumbin Beach Vikings Surf Life Saving Supporters Association manages the work health and safety, and the review by the Management Committee.

The Management Committee is firmly committed to a policy enabling all work activities to be carried out safely, and with all possible measures taken to remove (or at least reduce) risks to the health, safety and welfare of workers, contractors, authorised visitors, and anyone else who may be affected by our operations. We are committed to ensuring we comply with the Work Health and Safety Act 2012, the Work Health and Safety Regulations 2012 and applicable Codes of Practice and Australian Standards as far as possible.

Monitor and Review

This Policy has been developed by the Management Committee, in consultation with management staff, staff and other stakeholders of the Supporters Association, to ensure that all work health and safety in its operating environment are properly identified, assessed, and managed on an ongoing basis.

The Policy is considered adopted upon approval by the Management Committee from the date of revision on the footer of this document. The Policy will reflect a point in time representation of work health and safety by the Supporters Association and should be reviewed quarterly, with a comprehensive review undertaken annually.

Responsibilities

- The Management Committee:

Will provide and maintain as far as possible:

- A safe working environment;
- Safe systems of work;
- Plant and substances in safe condition;
- Facilities for the welfare of workers;
- Information, instruction, training, and supervision that is reasonably necessary to ensure that each worker is safe from injury and risks to health;
- A commitment to consult and co-operate with workers in all matters relating to health and safety in the workplace; and
- A commitment to continually improve our performance through effective safety management.

- **Workers:**

Each worker has an obligation to:

- Comply with safe work practices, with the intent of avoiding injury to themselves and others and damage to plant and equipment;
- Take reasonable care of the health and safety of themselves and others;
- Wear personal protective equipment and clothing where necessary;
- Comply with any direction given by management for health and safety;
- Not misuse or interfere with anything provided for health and safety;
- Report all accidents and incidents on the job immediately, no matter how trivial; and
- Report all known or observed hazards to their supervisor or manager.

Application of this policy

We seek the co-operation of all workers, members, patrons, and other persons. We encourage suggestions for realising our health and safety objectives to create a safe working environment with a zero-accident rate. This policy applies to all business operations and functions, including those situations where workers are required to work off-site.

End of Document.



Currumbin Beach Vikings Surf Life Saving Supporters Association Inc.

Remuneration and Discretionary Bonus Scheme Policy

Purpose

The Currumbin Beach Vikings Surf Life Saving Supporters Association, Management Committee understands that our people are our most valuable asset. As such, we are committed to rewarding our employees for high performance and behaviours that assist us to meet our key objectives.

The purpose of this policy is to:

- Clearly outline the anticipated outcomes of how remuneration is managed, reviewed, and agreed for all roles;
- Explain how salary bands are agreed and managed both internally and with the Management Committee and Remuneration Sub-Committee;
- Detail how the discretionary bonus scheme operates; and
- Confirm confidentiality requirements related to bonus payments.

Timeline

1. June

(a) **Week 3 and 4** – General Manager prepares information for salary or wage review for the Supporters Association.

2. July

(b) **Week 1** – Award changes are announced, and Chief Executive Officer approves Award rate increases where legislated.

Weeks 2 to 4 – Chief Executive Officer reviews any additional over Award increases presented by the General Manager and finalises Supporters Association remuneration changes, submitting recommendations to the Remuneration Sub-Committee for approval.

3. August

(c) **Weeks 1 to 3** – President presents Performance Review summary and Strategic Goals to the Management Committee to decide whether to ratify percentage increases in remuneration and any discretionary bonuses for the General Manager and employees. Actual dollar amounts will not be shared for reasons of confidentiality.

Week 4 – Remuneration changes and bonus (if relevant) are paid and/or implemented by 31st August annually to all relevant staff.

Eligibility

In order to be eligible for consideration for an increase in remuneration or a discretionary bonus an employee must at the time of the review being calculated:

- Have successfully completed their probation; and
- Not be currently in performance management process.

In periods of extended absence (such as unpaid leave, extended personal leave or parental leave) eligibility to receive a portion of the bonus payment will be at the discretion of the Chief Executive Officer and Management Committee.

Remuneration Reviews and Benchmarking

Employee Remuneration

To ensure both legal compliance with relevant Awards and alignment with industry rates, the General Manager is responsible for ensuring the better off overall tests (BOOT) are undertaken annually for all Supporters Association staff employees. The Chief Executive Officer is responsible for any final recommendations in remuneration for all Supporters Association employees including (BOOT) tests where relevant.

Both the Chief Executive Officer and General Manager are encouraged to consider and collate information and to determine hospitality industry salary bandings for all positions within the Supporters Association to ensure that any changes in remuneration are both fair and well aligned to the organisation, role and industry.

The final review and consideration for salary or wage changes for all roles sits with the Chief Executive Officer who shall make recommendation to the Remuneration Sub-Committee, to be decided on a majority basis and in the case of no clear majority, the President will have the casting vote.

All recommendations for changes in salary or wages are to be presented to the Management Committee prior to 31st August annually for approval and sign off. The Management Committee's role is to scrutinise any proposed changes in line with the financial performance of the Supporters Association, budgets and overheads as well as to mitigate risk around personal bias, based upon a common-sense test.

Discretionary Bonus

Employee Discretionary Bonus

In rare circumstances, the Chief Executive Officer may wish to provide a bonus to employees. This may be due to an outstanding effort in the previous 12 months, the employee being at the top of their salary banding and therefore not eligible for a remuneration increase, or for significant development within their role.

A recommendation for payment of a bonus is at the sole discretion of the Chief Executive Officer subject to the condition that the overall wage expense for the Supporters Association meets an agreed percentage of overhead target recommended by the Treasurer and approved by the Remuneration Sub-Committee.

Bonuses are by no means a standard part of either regular remuneration packages and are in place only to be able to provide a level of financial flexibility to the Chief Executive Officer in his role of leading the Supporters Association business.

The Currumbin Beach Vikings Surf Life Saving Supporters Association, Management Committee acknowledges that bonus structures are complex to get right and can inadvertently ‘promote’ some behaviours whilst overlooking others. For that reason the Discretionary Bonus Scheme seeks to provide both the Remuneration Sub-Committee and Chief Executive Officer some level of flexibility when assessing bonus entitlements. The value of this bonus, if agreed to be paid, will be aligned with the organisation’s financial position.

Summary

The final review and consideration for discretionary bonuses for all roles sits with the Chief Executive Officer who shall make recommendations to the Remuneration Sub-Committee, to be decided on a majority basis and in the case of no clear majority, the President will have the casting vote.

All recommendations for the payment of discretionary bonuses determined by the Remuneration Sub-Committee are to be presented to the Management Committee prior to 31st August annually for approval and sign off.

The Management Committee’s role is to scrutinise the proposed discretionary bonus payments in line with the financial performance of the Supporters Association, budgets and overheads as well as to mitigate risk around personal bias, based on a common-sense test.

End of Document.



Currumbin Beach Vikings Surf Life Saving Supporters Association Inc.

People and Culture Policy

Purpose

This People and Culture Policy sets out the circumstances under which the Management Committee of Currumbin Beach Vikings Surf Life Saving Supporters Association manages the people, culture and performance, and the review by the Management Committee.

The Management Committee is firmly committed to a policy enabling this charter setting out the role, composition, operation, responsibilities, and the manner in which it discharges those responsibilities.

All strategies, culture, diversity inclusion, work activities, and employment conditions as set out under the Registered and Licensed Clubs Award 2020 and applicable legislation. This includes, but is not limited to, the National Employment Standards in the Fair Work Act 2009 be carried out in the safety and wellbeing for all working employees.

Monitor and Review

This Policy has been developed by the Management Committee, in consultation with management staff, and other stakeholders of the Supporters Association, to ensure that all people and culture in its operating environment, assess its performance, effectiveness and fulfilment of its responsibilities under this charter are properly identified, assessed, and managed on an ongoing basis.

The Policy is considered adopted upon approval by the Management Committee from the date of revision on the footer of this document. The Policy will reflect a point in time representation of people and culture by the Supporters Association and should be reviewed quarterly, with a comprehensive review undertaken annually.

Responsibilities

The Management Committee:

Will provide and maintain People and Culture.

People Strategies;

- Reviewing and monitoring the effectiveness of people strategies, frameworks, and practices with the objective that they align to business strategy and support culture, purpose, and values;
- Reviewing principles and practices;
 - To attract, retain, develop, and motivate staff team members; and
 - Manage staff team member performance.
- Reviewing employee engagement plans and initiatives to support culture, purpose, values, and ways of working;
- Reviewing and making recommendations on succession and leadership development plans for staff management and Management Committee;
- Reviewing the capability of nominated critical position roles (not otherwise designated by Chief Executive Officer or General Manager), together with capability needs.

Diversity and Inclusion;

- Reviewing and recommending diversity and inclusion strategies, policies and diversity related measurable objectives and reviewing progress against those objectives (including Management Committee diversity).

Health, Safety and Wellbeing;

- Reviewing and recommending any significant workplace health, safety, and wellbeing policies;
- Monitoring the adequacy of health, safety and wellbeing frameworks, systems, processes, and practices for managing health and safety risks;
- Reviewing:
 - Health, safety, and wellbeing information relevant to operations; and
 - Reports on significant investigations of health and safety incidents and actions taken to minimise such risks.
- A commitment to consult and co-operate with workers in all matters relating to people, culture, and performance in the workplace; and

- A commitment to continually improve our performance through effective people and culture management.

Sustainability;

- Reviewing and recommending strategies, policies and standards associated with employee related aspects of people pillar sustainability strategy and reviewing progress against any related objectives and initiatives and management of related risks.

Ethical Behaviour;

- Reviewing material breaches of, Code of Conduct, Confidentiality and Fraud Policies.

Legislative and Regulatory;

- Overseeing compliance with industrial awards, payroll, superannuation, and other employee related legislative and regulatory obligations;
- Reviewing reports on changes to key laws and regulations impacting the operations which are within the Management Committee’s area of responsibility;
- Reviewing or approving (as the case may be) any policy or document designated to the Management Committee under its Policy framework and not otherwise specified in this policy charter;
- Performing any other responsibilities delegated from time to time;
- Referring any matter or responsibility that may be relevant for consideration by the Management Committee to an External Auditor, Industry Advisor or appointed Human Resources Consultant.

Workers:

Each worker has an obligation to Performance:

- Comply with people, culture, and performance practices, with the intent of wellbeing to themselves and others;
- Comply with any direction given by management for people, culture, and performance;
- Report any incidents on the job immediately, no matter how trivial to their supervisor or manager.

Application of this policy

We seek the co-operation of all staff management, workers, members, patrons, stakeholders, and other persons. We encourage suggestions for realising our people, culture, and performance objectives to create a sustainable working environment. This policy applies to all business operations and functions, including those situations where workers are required to work off-site.

End of Document.

APPENDIX "C" – COMMITTEE MEMBERS ROLE POSITIONS



CURRUMBIN BEACH VIKINGS SURF LIFE SAVING SUPPORTERS ASSOCIATION INC.

| | |
|----------------------|--|
| Position: | President / Chairperson |
| Reporting to: | Currumbin Beach Vikings Surf Life Saving Supporters Association |
| Salary: | Voluntary |
| Hours: | Non - Designated |
| Location: | Currumbin Beach Vikings Surf Life Saving Club 741 Pacific Parade, Currumbin, QLD, 4223. |

PURPOSE OF THE POSITION

The President provides strategic guidance and leadership in support of all functions of the Supporters Association, ensuring optimal growth, profitability and sustainability whilst maintaining corporate governance excellence.

The primary focus is to ensure the governance, legal liquor licensing and gaming requirements are in a professional and corporate manner, all processes are operating effectively and profitable to support the vision and mission statements, with effective leadership, strategy and operational effectiveness to achieve long term sustainability of the Currumbin Beach Vikings Surf Life Saving Supporters Association.

Pre-requisites

To nominate for the position of President of Currumbin Beach Vikings Surf Life Saving Supporters Association you must have:

- Be a current financial Ordinary Member that are a voting member of the Currumbin Beach Vikings Surf Life Saving Club.
- Have a full understanding of the Currumbin Beach Vikings Surf Life Saving Supporters Association Inc. Constitution and By-Laws.
- Have previously held a Management Committee position role on the Currumbin Beach Vikings Surf Life Saving Supporters Association for a minimum period of 12 months.
- Must not have any negative judicial findings recorded against you in the SLSA Life Saving Association.
- Have a strong commitment to the ideals of Surf Life Saving.
- Have experience and/or proven ability to fill a leadership role in a not-for-profit, community club or volunteer based organisation, which includes a good understanding of financial statements, administration needs and the ability to speak in public.
- Have knowledge of modern governance policy practices, including business strategy and risk management.
- Have good listening and strategic project management skills.
- Have knowledge of the legal requirements of Liquor Licensing and Gaming.
- Have knowledge and experience of the hospitality and entertainment industry.

As adopted by the Members - 31/July/2019 and registered on 22/January/2020

- Have a high standard of oral communication, interpersonal skills and effective time management skills.
 - Committed to the purpose for which the Supporters Association has been established and operates, and its on-going success. Participate in the Committees, visitation and events schedule.
-

Objectives of the President

- Motivate the generation of profitable revenue funds to maintain a positive, modern, forward thinking approach, growth development and sustainability to the Currumbin Beach Vikings Surf Life Saving Supporters Association, through the implementation of modern governance, a modern constitution and updated policies and procedures.
 - As the President, represent the Currumbin Beach Vikings Surf Life Saving Supporters Association in a professional, positive and appropriate manner in accordance with each situation.
 - Ensure a high standard of management practices are maintained.
 - Ensure the Currumbin Beach Vikings Surf Life Saving Supporters Association is working towards the vision and mission of the strategic plan and implementing the operational plan in accordance with the Supporters Association's policies and procedures.
 - Facilitate and encourage positive, effective and efficient decision making processes based on sound information and clear judgment.
-

Responsibilities & Duties

General Commitment

By nominating for the position of President of Currumbin Beach Vikings Surf Life Saving Supporters Association you are giving an undertaking to the members of the Supporters Association that you will commit to the following standards:

- Chair each Supporters Association meeting, Provide Leadership within the Supporters Association, including strategic guidance for all Committee Members and Supporters Association members.
- Liaise with the Committee Members to create a dynamic environment that supports and encourages members to frequent and support the Supporters Association.
- Undertake to provide open discussion and accountable activeness within meetings.
- Committee Members must attend a 75% attendance record of the yearly scheduled calendar Management Committee meetings.
- Strive to drive the Supporters Association forward in a positive and professional manner.
- Develop and support the implementation of the strategic goals with a view to further enhance and develop the long term strategic blueprint for the Supporters Association's future.
- Work positively and supportively to develop harmonious organisational relationships.
- Represent the collective interests of Members to the best of your abilities.
- Comply with the Constitution and By-Laws or rules, codes, policies and guidelines.
- Oversee the affairs of the Supporters Association with care and diligence.
- Engage in strategic planning and financial monitoring to ensure ongoing viability of the Supporters Association.
- Commit your time and expertise to the promotion of the Supporters Association's objectives and activities.
- Make decisions based on sound business principles, research and analysis.
- Seek and receive open independent or professional advice on all complex matters.
- Maintain confidentiality of discussions and deliberations.
- Respect the role of the Chief Executive Officer to run the Supporters Association on a day-to-day basis without interference.

- Liaise with the Chief Executive Officer in one voice and any employee, member or volunteer only through the Chief Executive Officer.
 - Seek ongoing assurance from the General Manager on operational matters, including legislative compliance.
 - Ensure governance and operational risks are eliminated or else minimised and managed adequately.
 - Be accountable, transparent and ethical in your actions, decisions and decision making processes.
 - Declare conflicts of interests and gifts or gratuities to you as Management Committee Member.
 - Promote an organisational culture that encourages care, diligence, compliance and cooperation.
 - Interact with all parties with honesty and integrity and with basic courtesies.
 - Fulfil your obligations and represent the Supporters Association to all statutory or regulatory authorities.
 - Adhere to prevailing community standards and show sensitivity to Members' needs.
 - Work as a team, facilitate and extend to each Member the necessary respect and courtesy.
-

Qualifications

No Formal qualifications required, however, General Business, Executive Management or Office Management; related qualifications would be a definite advantage.

Skills & Experience

- Minimum five (5) years general Life Saving involvement.
 - Experience with business strategy and financial statement performance results.
 - An understanding in best practice governance and compliance.
 - Experience in the industry sector/s of hospitality, entertainment and customer service.
 - Experience working within a community club organisation. (Preferably in Surf Life Saving).
-

Personal qualities

- Good written and verbal communication skills.
 - Ability to work with others.
 - Neat and tidy presentation.
 - Ability to prioritise tasks, time manage and handle multiple job workloads.
 - Attention to detail.
 - Ability to adapt to a changing environment.
 - Be open minded and subjective.
-

RE-ELECTION

Re-Election period: Every 1 Year at the AGM.

NOMINEE'S SIGNATURE _____ DATE _____

CHAIRPERSON'S
SIGNATURE _____ DATE _____



CURRUMBIN BEACH VIKINGS SURF LIFE SAVING SUPPORTERS ASSOCIATION INC.

| | |
|----------------------|--|
| Position: | Deputy President |
| Reporting to: | Currumbin Beach Vikings Surf Life Saving Supporters Association |
| Salary: | Voluntary |
| Hours: | Non - Designated |
| Location: | Currumbin Beach Vikings Surf Life Saving Club 741 Pacific Parade, Currumbin, QLD, 4223. |

PURPOSE OF THE POSITION

The Deputy President provides strategic guidance and leadership in support of all functions of the Supporters Association, ensuring optimal growth, profitability and sustainability whilst maintaining corporate governance excellence.

The primary focus is to ensure the governance, legal liquor licensing and gaming requirements are in a professional and corporate manner, all processes are operating effectively and profitable to support the vision and mission statements, with effective leadership, strategy and operational effectiveness to achieve long term sustainability of the Currumbin Beach Vikings Surf Life Saving Supporters Association.

Pre-requisites

To nominate for the position of Deputy President of Currumbin Beach Vikings Surf Life Saving Supporters Association you must have:

- Be a current financial Ordinary Member that are a voting member of the Currumbin Beach Vikings Surf Life Saving Club.
- Have a full understanding of the Currumbin Beach Vikings Surf Life Saving Supporters Association Inc. Constitution and By-Laws.
- Must not have any negative judicial findings recorded against you in the SLSA Life Saving Association.
- Have a strong commitment to the ideals of Surf Life Saving.
- Have experience and/or proven ability to fill a leadership role in a not-for-profit, community club or volunteer based organisation, which includes a good understanding of financial statements, administration needs and the ability to speak in public.
- Have knowledge of modern governance policy practices, including business strategy and risk management.
- Have good listening and strategic project management skills.
- Have knowledge of the legal requirements of Liquor Licensing and Gaming.
- Have knowledge and experience of the hospitality and entertainment industry.
- Have a high standard of oral communication, interpersonal skills and effective time management skills.
- Committed to the purpose for which the Supporters Association has been established and operates, and its on-going success. Participate in the Committees, visitation and events schedule.

Objectives of the Deputy President

- Motivate the generation of profitable revenue funds to maintain a positive, modern, forward thinking approach, growth development and sustainability to the Currumbin Beach Vikings Surf Life Saving Supporters Association, through the implementation of modern governance, a modern constitution and updated policies and procedures.
 - As the Deputy President, represent the Currumbin Beach Vikings Surf Life Saving Supporters Association in a professional, positive and appropriate manner in accordance with each situation.
 - Ensure a high standard of management practices are maintained.
 - Ensure the Currumbin Beach Vikings Surf Life Saving Supporters Association is working towards the vision and mission of the strategic plan and implementing the operational plan in accordance with the Supporters Association's policies and procedures.
 - Facilitate positive, effective and efficient decision making processes based on sound information and clear judgment. Deputise as the Chairperson/President in his or her meeting absence.
-

Responsibilities & Duties

General Commitment

By nominating for the position of Deputy President of Currumbin Beach Vikings Surf Life Saving Supporters Association you are giving an undertaking to the members of the Supporters Association that you will commit to the following standards:

- Provide Leadership within the Supporters Association, including strategic guidance for all Committee Members and Supporters Association members.
- Liaise with the Committee Members to create a dynamic environment that supports and encourages members to frequent and support the Supporters Association.
- Undertake to provide open discussion and accountable activeness within meetings.
- Committee Members must attend a 75% attendance record of the yearly scheduled calendar Management Committee meetings.
- Strive to drive the Supporters Association forward in a positive and professional manner.
- Develop and support the implementation of the strategic goals with a view to further enhance and develop the long term strategic blueprint for the Supporters Association's future.
- Work positively and supportively to develop harmonious organisational relationships.
- Represent the collective interests of Association members to the best of your abilities.
- Comply with the Constitution and By-Laws or rules, codes, policies and guidelines.
- Oversee the affairs of the Supporters Association with care and diligence.
- Engage in strategic planning and financial monitoring to ensure ongoing viability of the Supporters Association.
- Commit your time and expertise to the promotion of the Supporters Association's objectives and activities.
- Make decisions based on sound business principles, research and analysis.
- Seek and receive open independent or professional advice on all complex matters.
- Maintain confidentiality of discussions and deliberations.
- Respect the role of the Chief Executive Officer to run the Club on a day-to-day basis without interference.
- Liaise with the Chief Executive Officer in one voice and any employee, member or volunteer only through the Chief Executive Officer.
- Seek ongoing assurance from the Chief Executive Officer on operational matters, including legislative compliance.

- Ensure governance and operational risks are eliminated or else minimised and managed adequately.
 - Be accountable, transparent and ethical in your actions, decisions and decision making processes.
 - Declare conflicts of interests and gifts or gratuities to you as Management Committee Member.
 - Promote an organisational culture that encourages care, diligence, compliance and cooperation.
 - Interact with all parties with honesty and integrity and with basic courtesies.
 - Fulfil your obligations to statutory or regulatory authorities.
 - Adhere to prevailing community standards and show sensitivity to members’ needs.
 - Respect the authority of the President (or the person performing this role).
 - Work as a team and extend to each other necessary respect and courtesy.
-

Qualifications

No Formal qualifications required, however, General Business, Executive Management or Office Management; related qualifications would be a definite advantage.

Skills & Experience

- Minimum five (5) years general Life Saving involvement.
 - Experience with business strategy and financial statement performance results.
 - An understanding in best practice governance and compliance.
 - Experience in the industry sector/s of hospitality, entertainment and customer service.
 - Experience working within a community club organisation. (Preferably in Surf Life Saving).
-

Personal qualities

- Good written and verbal communication skills.
 - Ability to work with others.
 - Neat and tidy presentation.
 - Ability to prioritise tasks, time manage and handle multiple job workloads.
 - Attention to detail.
 - Ability to adapt to a changing environment.
 - Be open minded and subjective.
-

RE-ELECTION

Re-Election period: Every 1 Year at the AGM.

NOMINEE’S SIGNATURE _____ DATE _____

CHAIRPERSON’S
SIGNATURE _____ DATE _____



CURRUMBIN BEACH VIKINGS SURF LIFE SAVING SUPPORTERS ASSOCIATION INC.

| | |
|----------------------|--|
| Position: | Secretary |
| Reporting to: | Currumbin Beach Vikings Surf Life Saving Supporters Association |
| Salary: | Voluntary |
| Hours: | Non - Designated |
| Location: | Currumbin Beach Vikings Surf Life Saving Club 741 Pacific Parade, Currumbin, QLD, 4223. |

PURPOSE OF THE POSITION

The Secretary provides strategic guidance and leadership in support of all functions of the Supporters Association, ensuring optimal growth, profitability and sustainability whilst maintaining corporate governance excellence.

The primary focus is to ensure the governance, legal liquor licensing and gaming requirements are in a professional and corporate manner, all processes are operating effectively and profitable to support the vision and mission statements, with effective leadership, strategy and operational effectiveness to achieve long term sustainability of the Currumbin Beach Vikings Surf Life Saving Supporters Association.

Pre-requisites

To nominate for the position of Secretary of Currumbin Beach Vikings Surf Life Saving Supporters Association you must have:

- Be a current financial Ordinary Member that are a voting member of the Currumbin Beach Vikings Surf Life Saving Club.
- Have a full understanding of the Currumbin Beach Vikings Surf Life Saving Supporters Association Inc. Constitution and By-Laws.
- Have previously held a Management Committee position role on the Currumbin Beach Vikings Surf Life Saving Supporters Association for a minimum period of 12 months.
- Must not have any negative judicial findings recorded against you in the SLSA Life Saving Association.
- Have a strong commitment to the ideals of Surf Life Saving.
- Have experience and/or proven ability to fill a leadership role in a not-for-profit, community club or volunteer based organisation, which includes a good understanding of financial statements, administration needs and the ability to speak in public.
- Have knowledge of modern governance policy practices, including business strategy and risk management.
- Have good listening and strategic project management skills.
- Have knowledge of the legal requirements of Liquor Licensing and Gaming.
- Have knowledge and experience of the hospitality and entertainment industry.
- Have a high standard of oral communication, interpersonal skills and effective time management skills.

- Committed to the purpose for which the Supporters Association has been established and operates, and its ongoing success. Participate in the Committees, visitation and events schedule.
-

Objectives of the Secretary

- Motivate the generation of profitable revenue funds to maintain a positive, modern, forward thinking approach, growth development and sustainability to the Currumbin Beach Vikings Surf Life Saving Supporters Association, through the implementation of modern governance, a modern constitution and updated policies and procedures.
 - As the Secretary, represent the Currumbin Beach Vikings Surf Life Saving Supporters Association in a professional, positive and appropriate manner in accordance with each situation.
 - Ensure a high standard of management practices are maintained, oversee the facilitation of meeting Agendas, Minutes, Documentation and Nominations of all the Management Committee meetings.
 - Ensure and maintain all document control and signatory requirements with the Chief Executive Officer and General Manager.
 - Act as the Public Officer of the Currumbin Beach Vikings Surf Life Saving Supporters Association to affiliated and government bodies, working towards the vision and mission of the strategic plan and implementing the operational plan in accordance with the Supporters Association's policies and procedures.
 - Facilitate and encourage positive, effective and efficient decision making processes based on sound information and clear judgment.
-

Responsibilities & Duties

General Commitment

By nominating for the position of Secretary of Currumbin Beach Vikings Surf Life Saving Supporters Association you are giving an undertaking to the members of the Supporters Association that you will commit to the following standards:

- Provide Leadership within the Supporters Association, including strategic guidance for all Management Committee Members and Supporters Association members.
- Liaise with the committee members to create a dynamic environment that supports and encourages members to frequent and support the Supporters Association.
- Undertake to provide open discussion and accountable activeness within meetings.
- Committee Members must attend a 75% attendance record of the yearly scheduled calendar Management Committee meetings.
- Strive to drive the Supporters Association forward in a positive and professional manner.
- Develop and support the implementation of the strategic goals with a view to further enhance and develop the long term strategic blueprint for the Supporters Association's future.
- Work positively and supportively to develop harmonious organisational relationships.
- Represent the collective interests of Supporters members to the best of your abilities.
- Comply with the Constitution and By-Laws or rules, codes, policies and guidelines.
- Oversee the affairs of the Supporters Association with care and diligence.
- Engage in strategic planning and financial monitoring to ensure ongoing viability of the Supporters Association.
- Commit your time and expertise to the promotion of the Supporters Association objectives and activities.
- Make decisions based on sound business principles, research and analysis.
- Seek and receive open independent or professional advice on all complex matters.
- Maintain confidentiality of discussions and deliberations.

- Respect the role of the Chief Executive Officer to run the Club on a day-to-day basis without interference.
 - Liaise with the Chief Executive Officer in one voice and any employee, member or volunteer only through the Chief Executive Officer.
 - Seek ongoing assurance from the Chief Executive Officer on operational matters, including legislative compliance.
 - Ensure governance and operational risks are eliminated or else minimised and managed adequately.
 - Be accountable, transparent and ethical in your actions, decisions and decision making processes.
 - Declare conflicts of interests and gifts or gratuities to you as Management Committee Member.
 - Promote an organisational culture that encourages care, diligence, compliance and cooperation.
 - Interact with all parties with honesty and integrity and with basic courtesies.
 - Fulfil your obligations to statutory or regulatory authorities.
 - Adhere to prevailing community standards and show sensitivity to members’ needs.
 - Respect the authority of the President (or the person performing this role).
 - Work as a team and extend to each other necessary respect and courtesy.
-

Qualifications

No Formal qualifications required, however, General Business, Executive Management or Office Management; related qualifications would be a definite advantage.

Skills & Experience

- Minimum five (5) years general Life Saving involvement.
 - Experience with business strategy and financial statement performance results.
 - An understanding in best practice governance and compliance.
 - Experience in the industry sector/s of hospitality, entertainment and customer service.
 - Experience working within a community club organisation. (Preferably in Surf Life Saving).
-

Personal qualities

- Good written and verbal communication skills.
 - Ability to work with others.
 - Neat and tidy presentation.
 - Ability to prioritise tasks, time manage and handle multiple job workloads.
 - Attention to detail.
 - Ability to adapt to a changing environment.
 - Be open minded and subjective.
-

RE-ELECTION

Re-Election period: Every 1 Year at the AGM.

NOMINEE’S SIGNATURE _____ DATE _____

CHAIRPERSON’S

SIGNATURE _____ DATE _____

As adopted by the Members - 31/July/2019 and registered on 22/January/2020



CURRUMBIN BEACH VIKINGS SURF LIFE SAVING SUPPORTERS ASSOCIATION INC.

| | |
|----------------------|--|
| Position: | Treasurer |
| Reporting to: | Currumbin Beach Vikings Surf Life Saving Supporters Association |
| Salary: | Voluntary |
| Hours: | Non - Designated |
| Location: | Currumbin Beach Vikings Surf Life Saving Club 741 Pacific Parade, Currumbin, QLD, 4223. |

PURPOSE OF THE POSITION

The Treasurer provides strategic guidance and leadership in support of all functions of the Supporters Association, ensuring optimal growth, profitability and sustainability whilst maintaining corporate governance excellence.

The primary focus is to ensure the governance, legal liquor licensing and gaming requirements are in a professional and corporate manner, all processes are operating effectively and profitable to support the vision and mission statements, with effective leadership, strategy and operational effectiveness to achieve long term sustainability of the Currumbin Beach Vikings Surf Life Saving Supporters Association.

Pre-requisites

To nominate for the position of Treasurer of Currumbin Beach Vikings Surf Life Saving Supporters Association you must have:

- Be a current financial Ordinary Member that are a voting member of the Currumbin Beach Vikings Surf Life Saving Club.
- Have a full understanding of the Currumbin Beach Vikings Surf Life Saving Supporters Association Inc. Constitution and By-Laws.
- Have previously held a Management Committee position role on the Currumbin Beach Vikings Surf Life Saving Supporters Association for a minimum period of 12 months.
- Must not have any negative judicial findings recorded against you in the SLSA Life Saving Association.
- Have a strong commitment to the ideals of Surf Life Saving.
- Have experience and/or proven ability to fill a leadership role in a not-for-profit, community club or volunteer based organisation, which includes a good understanding of financial statements, administration needs and the ability to speak in public.
- Have knowledge of modern governance policy practices, including business strategy and risk management.
- Have good listening and strategic project management skills.
- Have knowledge of the legal requirements of Liquor Licensing and Gaming.
- Have knowledge and experience of the hospitality and entertainment industry.
- Have a high standard of oral communication, interpersonal skills and effective time management skills.
- Committed to the purpose for which the Supporters Association has been established and operates, and its on-going success. Participate in the Committees, visitation and events schedule.

Objectives of the Treasurer

- Motivate the generation of profitable revenue funds to maintain a positive, modern, forward thinking approach, growth development and sustainability to the Currumbin Beach Vikings Surf Life Saving Supporters Association, through the implementation of modern governance, a modern constitution and updated policies, procedures and reporting.
 - As the Treasurer, represent the Currumbin Beach Vikings Surf Life Saving Supporters Association in a professional and appropriate manner in accordance with BAS, Audit, ATO and Annual Financial reporting.
 - Ensure a high standard of accounts and financial practices are maintained with up to date records of all income, expenditure and cash flow are in line with budgetary requirements.
 - Ensure all signatory requirements are met with the Chief Executive Officer and General Manager.
 - Ensure the Currumbin Beach Vikings Surf Life Saving Supporters Association is working towards the vision and mission of the strategic plan and implementing the operational plan in accordance with the Supporters Association's policies and procedures.
 - Facilitate and encourage positive, effective and efficient decision making processes based on sound information and clear judgment.
-

Responsibilities & Duties

General Commitment

By nominating for the position of Treasurer of Currumbin Beach Vikings Surf Life Saving Supporters Association you are giving an undertaking to the members of the Supporters Association that you will commit to the following standards:

- Provide Leadership within the Supporters Association, including strategic guidance for all Committee Members and Supporters Association members.
- Liaise with the committee members to create a dynamic environment that supports and encourages members to frequent and support the Supporters Association.
- Undertake to provide open discussion and accountable activeness within meetings.
- Committee Members must attend a 75% attendance record of the yearly scheduled calendar Management Committee meetings.
- Strive to drive the Supporters Association forward in a positive and professional manner.
- Develop and support the implementation of the strategic goals with a view to further enhance and develop the long term strategic blueprint for the Supporters Association's future.
- Work positively and supportively to develop harmonious organisational relationships.
- Represent the collective interests of Supporters Association members to the best of your abilities.
- Comply with the Constitution and By-Laws or rules, codes, policies and guidelines.
- Oversee the affairs of the Supporters Association with care and diligence.
- Engage in strategic planning and financial monitoring to ensure ongoing viability of the Supporters Association.
- Commit your time and expertise to the promotion of the Supporters Association's objectives and activities.
- Make decisions based on sound business principles, research and analysis.
- Seek and receive open independent or professional advice on all complex matters.
- Maintain confidentiality of discussions and deliberations.
- Respect the role of the Chief Executive Officer to run the Club on a day-to-day basis without interference.
- Liaise with the Chief Executive Officer in one voice and any employee, member or volunteer only through the Chief

Executive Officer.

- Seek ongoing assurance from the Chief Executive Officer on operational matters, including legislative compliance.
- Ensure governance and operational risks are eliminated or else minimised and managed adequately.
- Be accountable, transparent and ethical in your actions, decisions and decision making processes.
- Declare conflicts of interests and gifts or gratuities to you as Management Committee Member.
- Promote an organisational culture that encourages care, diligence, compliance and cooperation.
- Interact with all parties with honesty and integrity and with basic courtesies.
- Fulfil your obligations to statutory or regulatory authorities.
- Adhere to prevailing community standards and show sensitivity to members’ needs.
- Respect the authority of the President (or the person performing this role).
- Work as a team and extend to each other necessary respect and courtesy.

Qualifications

No Formal qualifications required, however, General Business, Executive Management or Office Management; related qualifications would be a definite advantage.

Skills & Experience

- Minimum five (5) years general Life Saving involvement.
- Experience with business strategy and financial statement performance results.
- An understanding in best practice governance and compliance.
- Experience in the industry sector/s of hospitality, entertainment and customer service.
- Experience working within a community club organisation. (Preferably in Surf Life Saving).

Personal qualities

- Good written and verbal communication skills.
- Ability to work with others.
- Neat and tidy presentation.
- Ability to prioritise tasks, time manage and handle multiple job workloads.
- Attention to detail.
- Ability to adapt to a changing environment.
- Be open minded and subjective.

RE-ELECTION

Re-Election period: Every 1 Year at the AGM.

NOMINEE’S SIGNATURE _____ DATE _____

CHAIRPERSON’S
SIGNATURE _____ DATE _____



CURRUMBIN BEACH VIKINGS SURF LIFE SAVING SUPPORTERS ASSOCIATION INC.

| | |
|----------------------|--|
| Position: | Committee Person |
| Reporting to: | Currumbin Beach Vikings Surf Life Saving Supporters Association |
| Salary: | Voluntary |
| Hours: | Non - Designated |
| Location: | Currumbin Beach Vikings Surf Life Saving Club 741 Pacific Parade, Currumbin, QLD, 4223. |

PURPOSE OF THE POSITION

The Committee Person provides strategic guidance and leadership in support of all functions of the Supporters Association, ensuring optimal growth, profitability and sustainability whilst maintaining corporate governance excellence.

The primary focus is to ensure the governance, legal liquor licensing and gaming requirements are in a professional and corporate manner, all processes are operating effectively and profitable to support the vision and mission statements, with effective leadership, strategy and operational effectiveness to achieve long term sustainability of the Currumbin Beach Vikings Surf Life Saving Supporters Association.

Pre-requisites

To nominate for the position of Committee Person of Currumbin Beach Vikings Surf Life Saving Supporters Association you must have:

- Be a current financial Ordinary Member that are a voting member of the Currumbin Beach Vikings Surf Life Saving Club.
- Have a full understanding of the Currumbin Beach Vikings Surf Life Saving Supporters Association Inc. Constitution and By-Laws.
- Must not have any negative judicial findings recorded against you in the SLSA Life Saving Association.
- Have a strong commitment to the ideals of Surf Life Saving.
- Have experience and/or proven ability to fill a leadership role in a not-for-profit, community club or volunteer based organisation, which includes a good understanding of financial statements, administration needs and the ability to speak in public.
- Have knowledge of modern governance policy practices, including business strategy and risk management.
- Have good listening and strategic project management skills.
- Have knowledge of the legal requirements of Liquor Licensing and Gaming.
- Have knowledge and experience of the hospitality and entertainment industry.
- Have a high standard of oral communication, interpersonal skills and effective time management skills.
- Committed to the purpose for which the Supporters Association has been established and operates, and its on-going success. Participate in the Committees, visitation and events schedule.

Objectives of the Committee Person

- Motivate the generation of profitable revenue funds to maintain a positive, modern, forward thinking approach, growth development and sustainability to the Currumbin Beach Vikings Surf Life Saving Supporters Association, through the implementation of modern governance, a modern constitution and updated policies and procedures.
 - As a Committee Member, represent the Currumbin Beach Vikings Surf Life Saving Supporters Association in a professional, positive and appropriate manner in accordance with each situation.
 - As a Management Committee Member, ensure a high standard of management practices are maintained.
 - Ensure the Currumbin Beach Vikings Surf Life Saving Supporters Association is working towards the vision and mission of the strategic plan and implementing the operational plan in accordance with the Supporters Association's policies and procedures.
 - Facilitate and encourage positive, effective and efficient decision making processes based on sound information and clear judgment.
-

Responsibilities & Duties

General Commitment

By nominating for the position of Committee Person of Currumbin Beach Vikings Surf Life Saving Supporters Association you are giving an undertaking to the members of the Supporters Association that you will commit to the following standards:

- Provide Leadership within the Supporters Association, including strategic guidance for all Committee Members and Supporters Association members.
- Liaise with the committee members to create a dynamic environment that supports and encourages members to frequent and support the Supporters Association.
- Undertake to provide open discussion and accountable activeness within meetings.
- Committee Members must attend a 75% attendance record of the yearly scheduled calendar Management Committee meetings.
- Strive to drive the Supporters Association forward in a positive and professional manner.
- Develop and support the implementation of the strategic goals with a view to further enhance and develop the long term strategic blueprint for the Supporters Association's future.
- Work positively and supportively to develop harmonious organisational relationships.
- Represent the collective interests of Supporters Association members to the best of your abilities.
- Comply with the Constitution and By-Laws or rules, codes, policies and guidelines.
- Oversee the affairs of the Supporters Association with care and diligence.
- Engage in strategic planning and financial monitoring to ensure ongoing viability of the Supporters Association.
- Commit your time and expertise to the promotion of the Supporters Association's objectives and activities.
- Make decisions based on sound business principles, research and analysis.
- Seek and receive open independent or professional advice on all complex matters.
- Maintain confidentiality of discussions and deliberations.
- Respect the role of the Chief Executive Officer to run the Club on a day-to-day basis without interference.
- Liaise with the Chief Executive Officer in one voice and any employee, member or volunteer only through the Chief Executive Officer.
- Seek ongoing assurance from the Chief Executive Officer on operational matters, including legislative compliance.
- Ensure governance and operational risks are eliminated or else minimised and managed adequately.

- Be accountable, transparent and ethical in your actions, decisions and decision making processes.
 - Declare conflicts of interests and gifts or gratuities to you as Committee Member.
 - Promote an organisational culture that encourages care, diligence, compliance and cooperation.
 - Interact with all parties with honesty and integrity and with basic courtesies.
 - Fulfil your obligations to statutory or regulatory authorities.
 - Adhere to prevailing community standards and show sensitivity to members’ needs.
 - Respect the authority of the President (or the person performing this role).
 - Work as a team and extend to each other necessary respect and courtesy.
-

Qualifications

No Formal qualifications required, however, General Business, Executive Management or Office Management; related qualifications would be a definite advantage.

Skills & Experience

- Minimum five (5) years general Life Saving involvement.
 - Experience with business strategy and financial statement performance results.
 - An understanding in best practice governance and compliance.
 - Experience in the industry sector/s of hospitality, entertainment and customer service.
 - Experience working within a community club organisation. (Preferably in Surf Life Saving).
-

Personal qualities

- Good written and verbal communication skills.
 - Ability to work with others.
 - Neat and tidy presentation.
 - Ability to prioritise tasks, time manage and handle multiple job workloads.
 - Attention to detail.
 - Ability to adapt to a changing environment.
 - Be open minded and subjective.
-

RE-ELECTION

Re-Election period: Every 1 Year at the AGM.

NOMINEE’S SIGNATURE _____ DATE _____

CHAIRPERSON’S
SIGNATURE _____ DATE _____

APPENDIX "D" – COMMITTEE MEMBER NOMINATION FORM



Currumbin Beach Vikings Surf Life Saving Supporters Association Inc.

Committee Member Nomination

Management Committee Member season 20 ___/20 ___

Nomination For: _____
(Position)

Name: _____
(Given Names) (Surname)

Address: _____
(Postal)

Phone: _____
(Business) (Private)

Mobile: _____

Email: _____

Acceptance.

I, _____ have read, understand and agree to this Committee Member position. I commit to the required standards of behaviour and practice as outlined in the role position and the attached associated documentation is true and correct in my application with the Currumbin Beach Vikings Surf Life Saving Supporters Association.

Member Signature _____

Print Name _____

Date _____

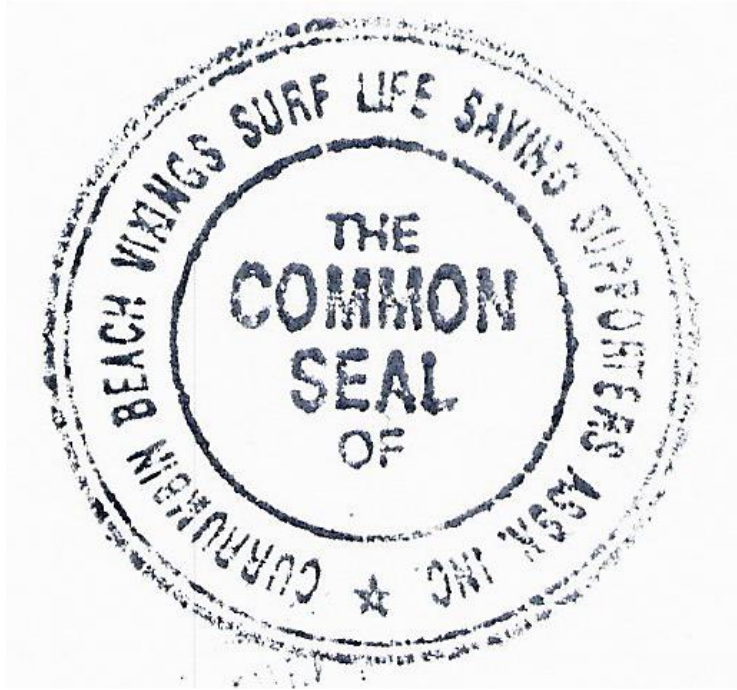
Seconded by, Ordinary Member.

(Name) (Signature) (Date)

Office use: Confirmation by Secretary.

Signature _____ Date _____

APPENDIX "E" – COMMON SEAL



APPENDIX "F" – BADGE

