

Coffs Harbour Surf Life Saving Club

Policy:	Sub-Committee Election, Appointment and Obligations.
Purpose:	to guide club sub-committees in their obligations and responsibilities.
Applies to:	All sub-committees of the surf club.
Effective	2023 - 2024 Season



All sub-committees are to be appointed by the Board or elected by voting members of the Coffs Harbour Surf Life Saving Club. Any committee in accordance with the club's constitution will be ratified by the club board after election or appointment.

1. Formation of Sub-committee(s)

Members of the club may be appointed or elected to a sub-committee. These committees are determined by the Board or Surf and Beach Committee.

- a) No committee is to be formed without the approval of the board or surf and beach committee.
- b) Each committee at its inaugural meeting must determine a Terms of Reference and submit this to the appropriate entity either Board or Surf and Beach Committee. This is a governance requirement to establish transparency and clarity.

2. Historical and Existing Committees

Building and Maintenance, Junior Activities, Craft Carnival, Australia Day Fun Run, Business Operations, Crown Lease (TBA),

3. Obligations

Members of a sub-committee must provide regular reports to their respective governing entity e.g. the Craft Carnival sub-committee; report to the Surf and Beach committee, the Business Operations committee; report to the Board.

4. Communication

Minutes of meetings are to be recorded and reported to the appropriate governing authority e.g. Board or Surf and Beach Committee.

All communications involving matters of the committee must be communicated to **ALL** sub-committee members. Members must not exclude individuals from any communication i.e. email; reply all, SMS etc.

SLSA & SLS NSW have communication policies. Please refer to these policies when referring to other communication.

5. Budgets

A current budget (Seasonal) for spending is required by the club prior to events being organised. Before spending can commence budgets must be approved by the Board or Surf and Beach committee.

6. Delegated Authority to Spend Club Funds

- Sub-committees are authorized to spend club funds though must adhere to the club's purchasing policy.
- When engaging contractors or consultants permission must be granted in writing by the Board or Surf and Beach committee. This requires the expense to be recorded via the minutes at an appropriate meeting where the request to spend funds is discussed. If approved (Moved and seconded) the consultant or contractor can be engaged.

Relationship with other Club Policies

The Sub-Committee Election, appointment and Obligations Policy works in conjunction with the Clubs

- a) Constitution.
- b) Purchasing policy and
- c) Member Protection policy.
- d) Judiciary Procedures policy.

Misconduct

A member who is found to be in breach of this policy may be susceptible to judiciary proceedings.

Record of Approval for this Policy

Surf and Beach Committee

Approval Date: 10/08/2023

Signed By

Director of Surf Lifesaving: _____