

Surf Boat Sport Advisory Group Terms of Reference

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| Type: | Advisory Group |
| Title: | Surf Boat Sport Advisory Group (SBSAG) |
| Objective: | To assist SLSNZ in delivery and development of Surf Boat rowing. |
| Responsible to: | National Sport Committee |
| Date: | March 2016 |

Structure:

1. The advisory group shall comprise eight members, plus a National Sport Committee Representative.
2. The Chairperson will be elected at the first meeting once the appointments process is complete and will be a volunteer member of the SBSAG.

Appointment:

1. Two (2) positions will be appointed for each operational region of SLSNZ (i.e. two member's from Northern, Eastern, Central and Southern). There will be eight (8) positions on the committee.
2. All applicants must be nominated by their club. Each club may only nominate one representative.
3. Regional positions will be selected by the SBSAG appointments panel, consisting of a minimum of one (1) SLSNZ staff members and one (1) volunteer within each region.
4. The Chairperson of the SBSAG will be appointed by the committee members at its initial meeting and be re-endorsed by the committee on an annual basis ("appointed position").
5. SLSNZ employees are not permitted to stand for or hold positions on the SBSAG.
6. The committee have the ability to co-opt on specialist skills if required

Term:

1. All positions will be for a two (2) year term and a rotation schedule put in place so that only one Regional Rep per Region rotates off each year.
2. Existing members may re-stand / apply for a position on the SBSAG at the conclusion of any given term.

Operating Principles:

1. The SBSAG shall meet and/or communicate via email or telephone as necessary. Refer to **Appendix 1**, NSC Sub Advisory Groups Meeting Schedule for meeting dates.
2. The SBSAG may have in attendance such other persons as it deems necessary to provide appropriate information and explanations.
3. For clear and consistent communication no statements will be made concerning the work of the SBSAG other than back to the National Sport Committee.
4. Members are to be positive role models for all members of Surf Life Saving in New Zealand.
5. The SBSAG shall be united in supporting the positive implementation of a well rounded IRB Sport programme through the successful implementation of SLSNZ's Surf Sport Strategy
6. Meetings, conference calls and any decisions made by email shall be minuted by an Surf Boat Sport Advisory Group member.

7. A quorum shall be four (4) committee members with a minimum of three geographical members present.

Authority:

1. The SBSAG shall operate within the above mentioned principles, duties and responsibilities.
2. The SBSAG shall have no executive powers with regard to its findings and recommendations, but will provide recommendations to the National Sport Committee for endorsement.

Appendix 1: NSC Sub Advisory Groups Meeting Schedule

Currently there are three Sub Advisory Groups that report to the National Sport Committee which provide advice on specific areas of development, safety and enhancement to surf sports in the areas of IRB Racing, Surf Boat Racing and Surf Officials.

The following high level meeting schedule is developed around the NSC meeting schedule dates so the Sub Committees can feed recommendations to the NSC in a timely manner and aligned process.

High Level Meeting Schedule: EXAMPLE

| Sub Advisory Committee | Meeting 1 | Meeting 2 | Meeting 3 |
|---------------------------------------|--------------------------------------|-------------------------------------|--|
| IRB Sport Advisory Group | Thur 7 April 2016 7.30pm, Phone | Thur 7 July 2016 7.30pm, Phone | Thur 6 October 2016 7.30pm, Phone |
| Surf Boat Sport Advisory Group | Thur 14 April 2016 7.30pm, Phone | Thur 14 July 2016 7.30pm, Phone | Thur 13 October 2016 7.30pm, Phone |
| Surf Officials Leadership Group | Thur 21 April 2016, 7.30pm, Phone | Thur 21 July 2016, 7.30pm, Phone | Thur 20 October 2016, 7.30pm, Phone |
| Recommendations to the NSC by: | 24 May 2016 | 29 July 2016 | 11 November 2016 |

The intention is to have three scheduled Sub-Advisory Group meetings per year, all outside of the main competition period. Other ad-hoc meetings can be arranged as necessary to deal with particular topics of urgency.