



Hawkes Bay Local Lifesaving Committee Terms of Reference (TOR)

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| Title: | Local Lifesaving Committee (LLC) |
| Objective: | To assist SLSNZ in the delivery and development of lifesaving programmes and activities |
| Responsible to: | Regional Lifesaving Manager |
| Supported by: | Club Support Officer |

Committee Structure:

1. The Club Support Officer (CSO) or other Central Region staff member plus;
2. The group shall comprise up to seven (7) other persons. These appointments may include representatives from within Surf Life Saving and other stakeholders or organisations.
3. The Chairperson will be a volunteer member of the area.
4. A quorum shall be three (3) committee members plus the Club Support Officer or other Central region staff member.
5. The committee has the ability to co-opt on specialist skills if required.

Appointment:

1. Appointment will be based upon a “best person for the role” philosophy.
2. Appointments will be made by the exiting Local Lifesaving Committee Chair, Regional Lifesaving Manager (RLM) and the Club Support Officer, following nominations from the clubs and members.
3. Club staff are eligible to apply.

Term:

1. The appointment of the LLC will be made in April of each year with the term of one (1) year.
2. Existing members may stand again/rollover.
3. Expressions of interest will be sent out in March and will close in early April.

Profile:

The following factors shall be taken into consideration when appointing members:

1. The ability to think strategically and philosophically and contribute to the future development/direction of lifesaving within their local area and the wider region.
2. A cross section of skills and experience from within SLSNZ or another organisation.
3. A comprehensive understanding of policy, regulation and models of best practice.
4. Club representation.

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5. Reporting and communication skills.
6. Commitment to participation in LLC activities.

Operating Principles:

1. The Local Lifesaving Committee shall meet and/or communicate via email or telephone as deemed necessary by the Chair of the LLC or Club Support Officer / other Central Region staff member
2. For clear and consistent communication, meeting minutes will be emailed to committee members after the meeting has been held. Meeting minutes will be uploaded to the SLSNZ website for clubs to access. Agendas will be sent to committee members prior to the meeting.
3. Members of the Local Lifesaving Committee are to be positive role models for all members of SLSNZ.
4. The Local Lifesaving Committee shall be united in supporting the positive implementation of the SLSNZ lifesaving plan and local lifesaving activities in a non-partisan manner.
5. Meetings, conference calls and any decisions made by email shall be recorded as minutes as deemed appropriate.
6. Committee members who incur any expenses associated with committee meetings or activities will be reimbursed in recognition of their time and support provided. Reimbursements will be made in conjunction with the SLSNZ membership reimbursement policy and associated documents.

Duties and Responsibilities:

1. Outline operating principles and adopt a strategic direction for lifesaving in the local area.
2. Assist development and delivery of the Lifesaving Plan and local activities.
 - *To endorse and support the local lifesaving management plan and calendar and provide timely feedback.*
3. Establish patrol operations guidelines for the area in conjunction with SLSNZ.
4. Sign off POMs and monitor that they are being carried out to the set standards.
 - *Develop and support the local patrol audit process.*
5. Participation in SLSNZ/local programme reviews.
6. Provide advice to the Club Support Officer or other SLSNZ staff.
7. Identify key priorities for the season.
 - *Short and long term goals*
 - *Project management plan*
8. Develop and implement measures/programmes to increase the standard of lifesaving in the local area.

Authority:

1. The Local Lifesaving Committee shall operate within the above mentioned duties and responsibilities.
2. The Local Lifesaving Committee will provide recommendations and advice to the Regional Staff within the boundaries of the TOR. The Regional Staff shall guide the LLC discussions and recommendations to keep them appropriate, current and specific to the TOR and within the limitations of the Staff roles, capability and time restraints.
3. The LLC shall provide recommendations and advice on how the budget should be allocated within the Local or Regional Area to ensure the Management plan is achieved. Regional Staff shall provide the boundaries regarding the budget to the LLC and regional staff maintain final accountability of the budget at a local and regional level.

Local Lifesaving Committee - Meeting and Work Schedule

| Month | Output / Agenda Items |
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| March | <ul style="list-style-type: none"> Expressions of interest for LLC sent to membership. |
| April | LLC selected by exiting LLC Chair, CSO, and RLM |
| May | Meeting #1 <ul style="list-style-type: none"> Set operating principles/strategic direction LLC terms of reference (re-visit/reaffirm TOR each year). Meeting schedule established for the year. Establish local lifesaving priorities for the season (continue current key priorities) Develop local lifesaving programme for the season. Opportunity to present any other lifesaving ideas. |
| June | Meeting #2 <ul style="list-style-type: none"> Endorse programme overview – lifesaving events and development activities. Ratify local calendar of lifesaving activities. Assist with the delivery of lifesaving plan. Select representative from Central Region LLC's to sit on the National Lifesaving Committee (in conjunction with Taranaki, Hawkes Bay and Capital Coast LLC and RLM). |
| July | Meeting #3 <ul style="list-style-type: none"> Full local, regional and national lifesaving programme available to clubs. Assist CSO and RLM in developing key priorities and implementation as required. Create working groups as required. Assist with the delivery of lifesaving plan. Make adjustments to the plan if required. |
| August – Mid October | Meeting #4 <ul style="list-style-type: none"> Work through POM development and sign off Update progress against work plan. Assist with the delivery of lifesaving plan. Make adjustments to the plan if required. |
| Mid October – January | Meeting #5 <ul style="list-style-type: none"> Mid-season review. Discuss issues or risk areas during the season. Review capability for delivery of the season plan. Check if local lifesaving programme is on track and planned well. |
| March / April | Meeting #6 <ul style="list-style-type: none"> Season review (completed on LLC season review form). Review local lifesaving plan, re-visit the previous season's LLC review highlighting any recommendations. Review key priorities. |