

National Sport Committee (NSC) – Terms of Reference

(Updated 25 June 2023)

Purpose

Provide advice, feedback, and support to SLSNZ in relation to the development and delivery of Lifesaving Sport, including, but not limited to, Events, Officiating, Rules, High Performance, Participation, Coaching, Policies, and Member Recognition.

Advisors To

National Sport Manager (NSM) - SLSNZ

Committee Structure

1. The National Sport Manager plus four 'Regional Positions' and three 'Independent Positions.'
2. A SLSNZ Board member will be an ex-officio liaison to ensure a strong connection to the Board. This person will be appointed annually by the SLSNZ Board and have no voting rights.
3. Other SLSNZ staff may be invited to attend meetings but are not permitted to hold positions on the committee.
4. A quorum shall be the National Sport Manager or nominated person plus four (4) committee members with at least three of the 'Regional Positions' present.
5. The Chairperson will be a volunteer member of SLSNZ and will be appointed by the committee members at their first meeting after the appointment process, this will occur on an annual basis.

Appointment and Term

1. Regional Positions – At the conclusion of each term, the NSM will seek endorsement for one representative from each of the four operational regions of SLSNZ (Northern, Eastern, Central, and Southern). The representative should be a Local/Regional Sport Committee member and have endorsement from the Local/Regional Sport Committee(s) and the respective Regional Sport Manager.
2. Independent Positions - At the conclusion of each term, the NSM will openly advertise the vacant positions for applications.
3. All positions will be selected by a panel consisting of the NSM, COO, and the Board Representative.
4. The appointment process will consider the applicant's knowledge, experience, and skill set as outlined in the purpose above.
5. The committee can co-opt a member(s) if a position is not filled or becomes vacant during their term.
6. Positions will be for a two (2) year term, ending on 31 May of any given year.
7. Existing members may apply for a position at the conclusion of their term.

Roles & Responsibilities

1. Committee Members are to fulfill the purpose of the Committee to the best of their ability.
2. All Committee Members' experiences and voices must be respected and valued.
3. Committee Members are expected to engage with the membership to gain broader perspectives other than their own.
4. Committee Members are expected to act in the best interests of Surf Lifesaving overall, not just for the region or club they represent or to advance their personal opinions or beliefs.

Meetings

1. It is anticipated that there will be at least one face-to-face meeting each year, online meetings, and email communication as determined by the respective NSM and Committee Chairperson.
2. Meetings shall be conducted with an Agenda set and agreed upon by the NSM and Committee Chairperson.
3. NSC members may forward agenda items to the NSM or Committee Chairperson for consideration, ideally at least two weeks in advance.
4. All documentation must be distributed at least one week before the meeting.
5. Any personal or professional conflicts of interest with any items on the agenda should be noted at the start of each meeting.
6. Meeting notes will be emailed to the Committee after the meeting has been held and, where required, communicated to the membership.

Member Agreement

This agreement intends to demonstrate a shared commitment to delivering effective and efficient advice to Surf Life Saving New Zealand (SLSNZ) and its members.

As a volunteer, you agree:

- To adhere to and carry out the tasks outlined in the Terms of Reference
- To act in good faith and in the organisation's best interests.
- To actively participate in meetings on the agreed time and day or make contact when unavailable.
- That any confidential or sensitive information heard, observed, or obtained during the course of my work with SLSNZ shall remain confidential to SLSNZ
- There are no contracts, restrictions, or other matters which may interfere with your ability to discharge your obligations.

Member Declaration

I have read and understood the above and agree to abide by the Terms of Reference.

Name: _____

Signed: _____

Date: _____

SLSNZ appreciates your support, and we will endeavour to make your volunteer experience a productive and enjoyable one. If you have any concerns at any stage, please contact lewis.mclintock@surflifesaving.org.nz



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