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# NOTICE OF ANNUAL GENERAL MEETING

## SLSQ - POINT DANGER BRANCH Inc. BRANCH COUNCIL

Notice is hereby given of the 93<sup>rd</sup> Annual General Meeting of  
Surf Life Saving Queensland – Point Danger Branch Council.

**WHERE :** Pacific SLSC  
Gold Coast Highway  
Palm Beach Q

**WHEN :** Saturday 29<sup>th</sup> July 2017

**TIME :** 9: 00am  
*(8:00am onwards for registration and annual report collection)*

The business to be conducted at this meeting will be as follows :

- Affiliation of the Clubs
- Election/appointment of Councillors
- Apologies and Alternates (Proxies)
- Presentation and Adoption of Annual Report and Financial Statements
- Election of Officers and Appointed Officers
- Announcement of Life Membership Awards
- Endorsement of the Executive, the Boards of Life Saving, Surf Sports, Junior Activities as well as the following committees: Selection, Judiciary, Meritorious Awards for Lifesaving, Life Members & Honours Committee, Youth & Membership Development Committee, Chief Instructors Committee, District Supervisor/Assessors Committee and delegates of Auxiliary Organisations.
- Alterations to the constitution
- Motions (of which due notice has been given)

The chairperson shall decide the order in which business shall be undertaken.

**Ken Hunter**  
President

## **ELECTION OF DIRECTORS/OFFICERS**

As per Section C – Parts 1.1, 1.2 and 1.3 of the SLSQ – Point Danger Branch Constitution

- 1.1 Directors/Officers and committees shall be elected at the Annual General Meeting
- 1.2 (a) The President, Deputy President and Directors shall be elected for a term of two (2) years, which shall commence from the conclusion of the Annual General Meeting at which the election occurred until the conclusion of the second Annual General Meeting following  
  
(b) The Deputy President, Director of Surf Sports and Director of Business & Finance shall be elected in each year of even number and **the President, Director of Life Saving and the Director of Junior Activities shall be elected in each year of odd number.**
- 1.3 Nominations for Officer and Committees to be elected or appointed at the Annual General Meeting of the Council shall be in writing in the appropriate form, signed by the nominator and seconder, who shall be members of affiliated clubs, and bearing a certificate signed by the nominee expressing his willingness to accept the position for which he is nominated. Such nominations shall be in hands of the Branch Administrator (if appointed) at least twenty-eight (28) days prior to the date of the Branch Annual General Meeting and shall be promulgated to the affiliated clubs, Officers, Councillors and Life Members at least fourteen (14) days before that date.
- 1.4 If there are no nominations received aforesaid, nominations may be accepted at the Annual General Meeting provided the person nominated is present or had given a written consent to accept office. The election of Directors/Officers listed in the By-Laws shall be by the exhaustive or preferential ballot system, provided that the Executive Officers as identified in the By-laws shall be elected by the Branch Council only, by secret ballot. In the final ballot, should there be an equality of votes the following shall apply.
  - (a) If one of such nominees occupies the office, which is the subject of the ballot, such nominee shall be declared re-elected.
  - (b) If none of the nominees occupies the office, which is the subject of the ballot, the presiding Chairperson at the time of the ballot shall have a casting vote.

## VOTING

### As per Section E – Part C (3.1)

3.1 All voting members of the Council shall be entitled to one vote each at all meetings of the Council at which they are present, provided that the Chairperson shall have both deliberative and casting vote.

- ***ALL NOMINATIONS ARE TO BE IN AT POINT DANGER BRANCH BY  
SATURDAY 01<sup>st</sup> JULY 2017 BY 9:00am***
- ***PLEASE ADDRESS ALL NOMINATIONS TO***

***THE MANAGER  
POINT DANGER BRANCH  
PO BOX 236  
CURRUMBIN Q 4223  
[pdbsurf@slsqpointdanger.com.au](mailto:pdbsurf@slsqpointdanger.com.au)  
F : 07 55 982 349***

- ***ALL NOMINATIONS ARE TO BE ON THE APPROPRIATE FORM (PLEASE SEE ATTACHMENT***

BRANCH COUNCIL WILL BE VOTING ON THE FOLLOWING EXECUTIVE POSITIONS

- President
- Director of Life Saving
- Director of Junior Activities

**NOTE : IT IS UP TO THE INDIVIDUAL NOMINATING TO GAIN THE PROPOSER  
AND SECONDRS SIGNATURES FOR THEIR NOMINATION FORM.**

**THE BRANCH STAFF WILL NOT DO THIS ON YOUR BEHALF  
OR PROPOSE/SECOND YOUR NOMINATION**

**NO NOMINATIONS WILL BE ACCEPTED UNLESS THEY ARE COMPLETE.**



# NOMINATION FOR OFFICE 2017/2018

**NOMINATION FOR :** \_\_\_\_\_  
(Position and/or Board or Committee)

*Please note : Nominations for **NEW Executive positions ONLY** are asked to complete attached resume of service, If you are already a member of the Exec please do not complete*

**NOMINEES NAME :** \_\_\_\_\_  
(Given Name) (Surname)

**PHONE :** \_\_\_\_\_ (h) \_\_\_\_\_ (w)

**E-MAIL :** \_\_\_\_\_

**FINANCIAL MEMBER OF :** \_\_\_\_\_ SLSC

**PROPOSED BY :** \_\_\_\_\_ **SIGNATURE :** \_\_\_\_\_  
(please print)

**SECONDED BY :** \_\_\_\_\_ **SIGNATURE :** \_\_\_\_\_  
(please print)

**I declare that**

- I am the holder of a current positive notice Blue Card
- I am not disqualified from managing a corporation, within the meaning of the Corporations Act 2001 and
- I have not been disqualified by the Australian Charities and Not-for-profits Commission at any time during the previous year from being a responsible person (what the ACNC Act calls a 'responsible entities' under the ACNC Act.

I, \_\_\_\_\_ hereby agree to this nomination :  
(nominees name – please print)

**SIGNATURE :** \_\_\_\_\_ **DATE :** \_\_\_\_\_

Date Received		
Signature of Receiver		
Financial Member of the Club	YES	NO
Current Blue Card	YES	NO
ASIC/ACNC Disqualified Persons Check	YES	NO
Proposer and Seconder – Financial Members	YES	NO
Accepted	YES	NO

**THIS IS TO BE COMPLETED ONLY FOR NEW MEMBERS APPLYING FOR EXECUTIVE POSITIONS**

**(please note that if you already hold the position there is no need to complete this)**

**LIFE SAVING BACKGROUND**

*Please provide a brief overview of your involvement in Surf Life Saving at a Club, Branch, State or National level. I.e. Years of Membership, positions held, major achievement.*

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**PROFESSIONAL HISTORY**

*Please provide a brief overview of your professional history and qualifications*

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**RESUME INFORMATION RELEVANT TO THE POSITION** *i.e. Position held previously, years on committee)*

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**ABILITY TO COMMIT SUFFICIENT TIME TO THE ROLE & PERFORM DUTIES REQUIRED BY THE COMMITTEE**

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**REASONS FOR NOMINATING**

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## SLSQ POINT DANGER BRANCH POSITIONS AVAILABLE 2017/2018

The following table lists the range of positions available of the SLSQ Point Danger Branch and a brief description of the roles/responsibilities the position entails

POSITION	NO POSITIONS	RESPONSIBILITIES
<i>Please see below available positions as per the SLSQ Point Danger Branch Constitution and By-Laws</i>		
<b>EXECUTIVE COMMITTEE POSITIONS</b>		
President	1	<ul style="list-style-type: none"> <li>≠ The President shall be the nominal head of the Branch and shall be a member ex-officio of all Boards and Committees with the exception of the Selection Committee. He shall be a Councillor on State Council.</li> </ul>
Director Of Life Saving	1	<ul style="list-style-type: none"> <li>≠ be a an active member for no less than 5 years and have a working knowledge of education within life saving member of the Branch Board of Life Saving and direct, through the Clubs, the activities of the Branch Board of Life Saving and its members;</li> <li>≠ receive through the applicable Branch Officers, reports of their activities;</li> <li>≠ regularly submit to the Executive reports and recommendations regarding matters within the scope of the Board of Life Saving;</li> <li>≠ convene conferences and seminars dealing with practical lifesaving matters; have the power to invite interested parties to join sub-committees who shall report to Director of Life Saving;</li> <li>≠ in conjunction with his Officers, appoint Board members for duties and special duties associated with life saving operations and specifically related to a Branch strategic and/or management need;</li> <li>≠ act as Chairperson of all meetings of the Board of Life Saving;</li> <li>≠ work in conjunction with the Manager who will attend to all minutes of meetings, routine matters and correspondence.</li> </ul>
Director of Junior Activities	1	<ul style="list-style-type: none"> <li>≠ be Chairperson of the Board of Junior Activities.</li> <li>≠ be responsible to the Executive for the overall control and operation of the Board.</li> </ul>
<b>BOARD OF LIFE SAVING POSITIONS</b>		
Deputy Director Of Life Saving	1	<ul style="list-style-type: none"> <li>≠ Be a proficient member of the Board of Life saving</li> <li>≠ Assist the Director of Life Saving in his duties and shall deputise for him in his absence</li> <li>≠ Be an active member for no less than 5 years and a working knowledge of education within lifesaving</li> <li>≠ Shall attend to life saving matters pertaining to Junior Activities</li> <li>≠ Be responsible for junior activities instruction and examination of awards, water safety and competencies.</li> <li>≠ Oversee the junior activities programs at affiliated club and ensure compliance with current SLSA and SLSQ standards in consultation with the Director of Life Saving.</li> <li>≠ Attend and represent the Board of Junior Activities at the Board of Life Saving</li> <li>≠ Be responsible to the Point Danger Branch Director of Life Saving</li> </ul>
Emergency Care Advisor	1	<ul style="list-style-type: none"> <li>≠ be responsible to the Branch Director of Lifesaving</li> <li>≠ hold a current Blue Card or Exemption Notice issued by the Public Safety Business Agency;</li> <li>≠ attend meetings of the Branch Board of Life Saving when requested;</li> <li>≠ hold current SLSA First Aid and Advanced Resuscitation Certificates or equivalent;</li> <li>≠ be responsible for fostering high standards of First Aid treatment within the Branch;</li> <li>≠ update medical lists and supervise, by regular or delegated inspections, Club First Aid equipment and facilities;</li> <li>≠ arrange (in conjunction with the Branch Manager and Education Officer) training programs and prepare circulars for the guidance of First Aid and Resuscitation operators;</li> <li>≠ have a wide experience and up-to-date knowledge on the teaching and performance of resuscitation techniques and education programs;</li> </ul>
IRB Officer	1	<ul style="list-style-type: none"> <li>≠ hold a current SLSA IRB Assessors Certificate;</li> <li>≠ supervise IRB operations, standards and training within the Branch and shall attend meetings of the Board of Life Saving;</li> <li>≠ attend to IRB licensing of operators and registration of craft;</li> <li>≠ maintain a register of all IRB's, including type, engine number and Club ownership;</li> <li>≠ regularly visit the different Clubs to monitor patrol and serviceability techniques and advise on these matters if required;</li> <li>≠ organise competition (IRB only), seminars and training programs to lift the standard of IRB operation in accordance with the Association's Competition and Training Manuals;</li> <li>≠ co-ordinate examinations in line with the Association's training manual;</li> <li>≠ be a consultant for Clubs on new boats, new motors and any failures in manufacture or maintenance;</li> <li>≠ be responsible to the Director of Life Saving and Director Surf Sports provided that reporting shall be through the Branch and re-directed to the Executive Officer concerned.</li> </ul>
Education Officer	1	<ul style="list-style-type: none"> <li>≠ be the holder of a current SLSA Assessor's Certificate, and be a current proficient member of the Branch Board of Life Saving;</li> <li>≠ have the necessary skills and experience in teaching activities, and be responsible for a program of activity concerned with educating the members and the community at large on all matters of practical life saving and surf safety.</li> <li>≠ recommend action in specific areas of concern that require the preparation and promulgation of material, and shall attend the Board of Life Saving meetings applicable thereto;</li> <li>≠ initiate the conducting of conferences and assist with the preparation of agendas, supply of lecturers and set formats for other meetings where education forms a major portion of the objective;</li> <li>≠ liaise with Officers holding similar positions at National, State or Branch levels;</li> <li>≠ supervise through a small committee representative of the Clubs, and other education experts the establishment and operation of the Branch and each Club's educational operations;</li> <li>≠ be responsible to the Director of Life Saving provided that reporting shall be through the Branch and re-directed to the Executive Officer concerned.</li> </ul>

Assessment Officer	1	<ul style="list-style-type: none"> <li>≠ Be the holder of a current SLSA Assessors Certificate, and be a current proficient member of the Branch Board of Life Saving</li> <li>≠ Be responsible for organising Assessors to conduct examinations for Association Awards and annual Proficiency tests</li> <li>≠ Recommend action in specific areas of concern that require the preparation and promulgation or material, and shall attend the Board of Life Saving meetings applicable thereto.</li> </ul>
Board Secretary	1	≠ Administrator or appointed other delegate and shall be non voting
Club Captains	11	≠ As advised by the Affiliated Clubs of PDB.
<b>BOARD OF SURF SPORTS</b>		
Director of Surf Sports	0	≠ Currently in the middle of a two-year term
Deputy Director of Surf Sports	1	<ul style="list-style-type: none"> <li>≠ Be an accredited SLSA official and/or SLSA Coaching Accreditation</li> <li>≠ Assist the Director of Surf Sports in his duties and shall deputise for him in his absence.</li> <li>≠ Attend to surf sports matters pertaining to junior activities</li> <li>≠ Be responsible for the preparation &amp; organization of junior activities carnivals in consultation with Director of Surf Sports</li> <li>≠ Attend and represent the Board of Junior Activities at the Board of Surf Sports</li> <li>≠ Be responsible to the Point Danger Branch Director of Surf Sports</li> </ul>
Coaching Representative	1	≠ Must be a current accredited coach
Athlete Representative	1	≠ Must be a current athlete over the age of 18
Officials Representative	1	≠ Must be a current accredited official
Gear & Equipment Officer	1	<ul style="list-style-type: none"> <li>≠ be appointed for Surf Sports activities;</li> <li>≠ be responsible for all surf sports gear and equipment belonging to the Branch and shall supervise its maintenance and prepare a register for records and loan details and shall attend meetings of the Board;</li> <li>≠ supervise and co-ordinate the supply and return of the equipment required from Branch for any carnival, seminar, display or training activity and make a date record of same, its place of destination, date of return and any remarks required on condition of gear returned;</li> <li>≠ store equipment so that deterioration shall not occur and unauthorised access is not available;</li> <li>≠ see that disposable and useable items such as training bags and oxygen are replenished for immediate use;</li> <li>≠ arrange for the purchase of gear and equipment when directed and dispatch of same upon request;</li> <li>≠ arrange for regular inspections and storage of mobile equipment and vehicles, and ensure only authorised persons within the Branch have access;</li> <li>≠ be responsible to the Director Surf Sports provided that reporting shall be through the Branch and re-directed to the Executive Officer concerned.</li> </ul>
Coaching Officer	1	≠ Must be a current accredited coach
IRB Officer	1	≠ See above
Club Surf Sports Representatives	11	≠ As advised by the affiliated clubs
<b>BOARD OF JUNIOR ACTIVITIES</b>		
Director of Junior Activities	1	≠ As Above
Deputy Director of Life Saving	1	≠ As Above
Deputy Director of Surf Sports	1	≠ As Above
Youth Development Officer	1	<ul style="list-style-type: none"> <li>≠ Be Chairperson of the Committee of Youth and Membership Development</li> <li>≠ Be responsible to the Director of Junior Activities for the overall control and operation of the committee.</li> <li>≠ Ensure greater emphasis on a broad scope of membership issues.</li> </ul>
Club Junior Activities Chairperson	11	≠ As advised by affiliated clubs
<b>GENERAL POSITIONS</b>		
Grievance Officer	1	<ul style="list-style-type: none"> <li>≠ The Grievance officer shall be appointed by Council at the Annual General Meeting;</li> <li>≠ Attend to all matters referred to him by the Administrator;</li> <li>≠ Determine, in consultation with the Administrator (or his nominee) matters relating to grievances, harassment, equity and the like;</li> <li>≠ As soon as practicable after receiving a reference, meet with, or discuss the issue with the aggrieved party/parties, and take whatever steps and conduct whatever investigations are necessary to determine if the grievance is legitimate, including a requirement of members to provide a statement of report;</li> <li>≠ Take all reasonable steps to resolve any grievance by way of mediation or otherwise;</li> <li>≠ If appropriate, refer any such grievance to the Club/Branch President who must than action the grievance within a reasonable time but no longer than three (3) months</li> <li>≠ If the grievance is determined to be not legitimate, advise the aggrieved party/parties accordingly;</li> <li>≠ If unable to resolve a grievance or the grievance is considered to be of a very serious nature, she shall report the grievance to the Branch Executive for action;</li> <li>≠ Keep all information surrounding the circumstances of the grievance confidential, and communicate such information only to the Branch President or Appointee, and/or an appropriate enforcement body following a written authority from the Executive.</li> </ul>
<b>APPOINTED HONORARY POSITIONS</b>		
Patron	Any	<ul style="list-style-type: none"> <li>≠ duties shall be limited and in most cases the appointments will be made with respect to a person holding public office or as a tribute for services to the Association.</li> <li>≠ This is done via invitation pending the decision of the Branch executive</li> </ul>
Vice Patron	Any	<ul style="list-style-type: none"> <li>≠ duties shall be limited and in most cases the appointments will be made with respect to a person holding public office or as a tribute for services to the Association.</li> <li>≠ This is done via invitation pending the decision of the Branch executive</li> </ul>
Legal Officer	1	<ul style="list-style-type: none"> <li>≠ be appointed by the Council from a recommendation submitted by the Branch Executive;</li> <li>≠ attend to all legal matters relating to the Branch as determined by the Executive or Council;</li> </ul>

		<ul style="list-style-type: none"> <li>≠ advise on legal right with regard to summons or complaint with regard to the Branch or its members;</li> <li>≠ submit opinions on constitutional items requiring legal interpretations;</li> <li>≠ prepare legal documents, submissions etc on the request of the Executive or Council;</li> <li>≠ review documents, contracts etc as required by the Branch.</li> </ul>
Past President	1	≠ duties shall be limited to assisting the President at the request of the President.
Branch Team Manager	1	<ul style="list-style-type: none"> <li>≠ be appointed separately by the Selection Committee from nominations received in conjunction with the Branch Team Nominations, for Teams representing the Branch;</li> <li>≠ be responsible for the outfitting and funding of the Branch Team in excess of provisions made by the Executive;</li> <li>≠ submit progress reports to the Board of Surf Sports regularly, and a final report on team member performances and results</li> <li>≠ be responsible for the assembly (after selection), transport, accommodation and general behaviour of the team;</li> </ul>
Branch Team Coach	1	≠ be appointed separately by the Selection Committee from nominations received in conjunction with the Branch Team Nominations, for Teams representing the Branch;

## COMMITTEES

POSITION	NO POSITIONS	RESPONSIBILITIES
<i>Please see below available positions as per the SLSQ Point Danger Branch Constitution and By-Laws</i>		
<b>COMMITTEES</b>		
Selection Committee	5	≠ Must comprise the Director of Surf Sports. Plus, four (4) members from different clubs, endorsed by the Board of Surf Sports, elected by the Council from Club nominations.
Judiciary Committee	3	≠ Comprise of a Chairperson, a Secretary and at least three (3) others who are members of a Point Danger Branch affiliated club excluding members of PDB Council/Executive
Meritorious Awards Committee	7	<ul style="list-style-type: none"> <li>≠ be appointed at the Annual General Meeting</li> <li>≠ comprise a Chairperson (Director of Life Saving), the Director of Surf Sports, Youth Development Officer, Secretary and three (3) members of clubs comprising of at least one (1) Club President.</li> <li>≠ select individuals, lifesavers and or groups for Meritorious Awards.</li> <li>≠ submit its recommendations to the Executive for its endorsement and forwarding to Surf Life Saving Queensland.</li> </ul>
Life Members & Honours Committee	0	≠ Currently in the middle of a two year term
Youth & Membership Committee	12	<ul style="list-style-type: none"> <li>≠ The Annual General Meeting shall appoint a Committee for Youth and Membership Development.</li> <li>≠ Comprises of the Youth Officers from the 11 affiliated clubs and Branch YDO Officer</li> </ul>
Constitution Committee	3	≠ Comprise a at least three (3) members who are Life Members or Members of a Point Danger Branch affiliated club