
NOTICE OF ANNUAL GENERAL MEETING

SLSQ - POINT DANGER BRANCH Inc. BRANCH COUNCIL

Notice is hereby given of the 94th Annual General Meeting of
Surf Life Saving Queensland – Point Danger Branch Council.

WHERE : Tugun SLSC (Waves Function Room)
O'Connor Street
Tugun QLD

WHEN : Saturday 28th July 2018

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 30TH JUNE 2018 BY 9:00am***
- ***PLEASE ADDRESS ALL NOMINATIONS TO***

***THE MANAGER
POINT DANGER BRANCH
PO BOX 236
CURRUMBIN Q 4223
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

- Deputy President
- Director of Surf Sports
- Director of Business & Finance

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 2018/2019

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.

PROFESSIONAL HISTORY

Please provide a brief overview of your professional history and qualifications

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

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

REASONS FOR NOMINATING

SLSQ POINT DANGER BRANCH POSITIONS AVAILABLE 2018/2019

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>		
EXECUTIVE COMMITTEE POSITIONS		
Deputy President	1	<ul style="list-style-type: none"> ≠ shall be an Executive Officer (Director) of the Branch and shall assist the President and shall deputise for him in his absence. The Deputy President shall also carry out other special assignments as directed by the President or the Executive. ≠ The Deputy President shall be the direct line supervisor of the Branch Administrator/Manager (if appointed) and will oversee the day to day operations of the office in conjunction with the Administrator/Manager
Director Of Surf Sports	1	<ul style="list-style-type: none"> ≠ be an accredited member of the Branch Board of Surf Sports and direct, through the Clubs, the activities of the Branch Board of Surf Sports and its members; ≠ receive, through the applicable Branch Officers, monthly reports of their activities; ≠ regularly submit to the Executive reports and recommendations within the scope of the Board of Surf Sports; ≠ convene conferences, coaching seminars and clinics, officials' accreditations and other programs dealing with competition; ≠ prepare an annual calendar of surf sports events each year based on Club submissions having due regard for SLSA, SLSQ and other considerations and to submit to the Executive and Council for ratification; ≠ appoint officials from lists of accredited members of the Board of Surf Sports; ≠ act as Chairperson of all meetings of the Board of Surf Sports; ≠ work in conjunction with Manager who will attend to all minutes of meetings, routine matters and correspondence; ≠ investigate and report on all Special Event applications to the Executive with, if necessary, recommendations concerned with the running of the events; ≠ be responsible for the preparation of events for Branch programs and to conform to the requirements of the Competition Manual.
Director Of Business and Finance	1	<ul style="list-style-type: none"> ≠ keep account of the finances, the books, documents and property of the Branch. ≠ present a detailed account of the finances to each Executive Meeting, prepare a Financial Statement for presentation to each Council Meeting covering the period between meetings. ≠ be responsible to the Executive for the overall control and operation of the Board. ≠ work in conjunction with Staff, Branch Officers and Branch Administrator (if appointed) who shall attend to all minutes of meetings, routine matters and correspondence.
BOARD OF LIFE SAVING POSITIONS		
Director Of Life Saving	0	<ul style="list-style-type: none"> ≠ Currently in the middle of a two-year term
Deputy Director Of Life Saving	1	<ul style="list-style-type: none"> ≠ Be a proficient member of the Board of Life saving ≠ Assist the Director of Life Saving in his duties and shall deputise for him in his absence ≠ Be an active member for no less than 5 years and a working knowledge of education within lifesaving ≠ Shall attend to life saving matters pertaining to Junior Activities ≠ Be responsible for junior activities instruction and examination of awards, water safety and competencies. ≠ 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. ≠ Attend and represent the Board of Junior Activities at the Board of Life Saving ≠ Be responsible to the Point Danger Branch Director of Life Saving
Emergency Care Advisor	1	<ul style="list-style-type: none"> ≠ be responsible to the Branch Director of Lifesaving ≠ hold a current Blue Card or Exemption Notice issued by the Public Safety Business Agency; ≠ attend meetings of the Branch Board of Life Saving when requested; ≠ hold current SLSA First Aid and Advanced Resuscitation Certificates or equivalent; ≠ be responsible for fostering high standards of First Aid treatment within the Branch; ≠ update medical lists and supervise, by regular or delegated inspections, Club First Aid equipment and facilities; ≠ arrange (in conjunction with the Branch Manager and Education Officer) training programs and prepare circulars for the guidance of First Aid and Resuscitation operators; ≠ have a wide experience and up-to-date knowledge on the teaching and performance of resuscitation techniques and education programs;
IRB Officer	1	<ul style="list-style-type: none"> ≠ supervise IRB operations, standards and training within the Branch and shall attend meetings of the Board of Life Saving; ≠ attend to IRB licensing of operators and registration of craft; ≠ maintain a register of all IRB's, including type, engine number and Club ownership; ≠ regularly visit the different Clubs to monitor patrol and serviceability techniques and advise on these matters if required; ≠ 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; ≠ co-ordinate examinations in line with the Association's training manual; ≠ be a consultant for Clubs on new boats, new motors and any failures in manufacture or maintenance; ≠ 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.
Education Officer	1	<ul style="list-style-type: none"> ≠ be the holder of a current SLSA Assessor's Certificate, and be a current proficient member of the Branch Board of Life Saving; ≠ 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

		<p>surf safety.</p> <ul style="list-style-type: none"> ≠ 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; ≠ 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; ≠ liaise with Officers holding similar positions at National, State or Branch levels; ≠ 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; ≠ be responsible to the Director of Life Saving provided that reporting shall be through the Branch and re-directed to the Executive Officer concerned.
Assessment Officer	1	<ul style="list-style-type: none"> ≠ Be the holder of a current SLSA Assessors Certificate, and be a current proficient member of the Branch Board of Life Saving ≠ Be responsible for organising Assessors to conduct examinations for Association Awards and annual Proficiency tests ≠ 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.
Board Secretary	1	≠ Administrator or appointed other delegate and shall be non voting
Club Captains	11	≠ As advised by the Affiliated Clubs of PDB.
BOARD OF SURF SPORTS		
Director of Surf Sports	1	≠ As listed previously
Deputy Director of Surf Sports	1	<ul style="list-style-type: none"> ≠ Be an accredited SLSA official and/or SLSA Coaching Accreditation ≠ Assist the Director of Surf Sports in his duties and shall deputise for him in his absence. ≠ Attend to surf sports matters pertaining to junior activities ≠ Be responsible for the preparation & organization of junior carnivals in consultation with Director of Surf Sports ≠ Attend and represent the Board of Junior Activities at the Board of Surf Sports ≠ Be responsible to the Point Danger Branch Director of Surf Sports
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"> ≠ be appointed for Surf Sports activities; ≠ 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; ≠ 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; ≠ store equipment so that deterioration shall not occur and unauthorised access is not available; ≠ see that disposable and useable items such as training bags and oxygen are replenished for immediate use; ≠ arrange for the purchase of gear and equipment when directed and dispatch of same upon request; ≠ arrange for regular inspections and storage of mobile equipment and vehicles, and ensure only authorised persons within the Branch have access; ≠ be responsible to the Director Surf Sports provided that reporting shall be through the Branch and re-directed to the Executive Officer concerned.
Coaching Officer	1	≠ Must be a current accredited coach
IRB Officer	1	≠ As above
Club Surf Sports Representatives	11	≠ As advised by the affiliated clubs
BOARD OF JUNIOR ACTIVITIES		
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"> ≠ Be Chairperson of the Committee of Youth and Membership Development ≠ Be responsible to the Director of Junior Activities for the overall control and operation of the committee. ≠ Ensure greater emphasis on a broad scope of membership issues.
Club Junior Activities Chairperson	11	≠ As advised by affiliated clubs
GENERAL POSITIONS		
Grievance Officer	1	<ul style="list-style-type: none"> ≠ The Grievance officer shall be appointed by Council at the Annual General Meeting; ≠ Attend to all matters referred to him by the Administrator; ≠ Determine, in consultation with the Administrator (or his nominee) matters relating to grievances, harassment, equity and the like; ≠ 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; ≠ Take all reasonable steps to resolve any grievance by way of mediation or otherwise; ≠ If appropriate, refer any such grievance to the Club/Branch President who must then action the grievance within a reasonable time but no longer than three (3) months ≠ If the grievance is determined to be not legitimate, advise the aggrieved party/parties accordingly; ≠ 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; ≠ 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.
Club Supervisors	0	<ul style="list-style-type: none"> ≠ This position has been removed from the By-Laws ≠

APPOINTED HONORARY POSITIONS		
Patron	Any	<ul style="list-style-type: none"> ≠ 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. ≠ This is done via invitation pending the decision of the Branch executive
Vice Patron	Any	<ul style="list-style-type: none"> ≠ 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. ≠ This is done via invitation pending the decision of the Branch executive
Legal Officer	1	<ul style="list-style-type: none"> ≠ be appointed by the Council from a recommendation submitted by the Branch Executive; ≠ attend to all legal matters relating to the Branch as determined by the Executive or Council; ≠ advise on legal right with regard to summons or complaint with regard to the Branch or its members; ≠ submit opinions on constitutional items requiring legal interpretations; ≠ prepare legal documents, submissions etc on the request of the Executive or Council; ≠ review documents, contracts etc as required by the Branch.
Past President	1	<ul style="list-style-type: none"> ≠ duties shall be limited to assisting the President at the request of the President.
Branch Team Manager	1	<ul style="list-style-type: none"> ≠ be appointed separately by the Selection Committee from nominations received in conjunction with the Branch Team Nominations, for Teams representing the Branch; ≠ be responsible for the outfitting and funding of the Branch Team in excess of provisions made by the Executive; ≠ submit progress reports to the Board of Surf Sports regularly, and a final report on team member performances and results ≠ be responsible for the assembly (after selection), transport, accommodation and general behaviour of the team;
Branch Team Coach	1	<ul style="list-style-type: none"> ≠ 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>		
COMMITTEES		
Selection Committee	5	<ul style="list-style-type: none"> ≠ 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	<ul style="list-style-type: none"> ≠ 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"> ≠ be appointed at the Annual General Meeting ≠ 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. ≠ select individuals, lifesavers and or groups for Meritorious Awards. ≠ submit its recommendations to the Executive for its endorsement and forwarding to Surf Life Saving QLD.
Life Members & Honours Committee	4	<ul style="list-style-type: none"> ≠ be appointed at the Annual General Meeting ≠ comprise the at least four (4) Life Members of the Branch ≠ Note: The appointment of a member of the LMHC shall be on a two (2) year rotational basis. This will be voted on in every year of even number ≠ be responsible to the Council. ≠ make recommendations to the next Council meeting for adoption by the Council, . ≠ meet or engage in teleconferences as required by the President to research, determine recommendations, nominations and/or applications for awards. ≠ Meet with nominators of PDB Life Membership applications to review and assist with the application if necessary and further conduct interviews with prospective nominees if required ≠ nominate to appropriate authorities SLSA members considered by the Committee to be eligible for civil, civic, sporting, community and other honour awards. ≠ receive administrative assistance as required and inform the Executive Committee and Administrator (if appointed) of all applications so they may inform the Council Further, ensure that all correspondence relative to the committee is through the Administration Office of the Branch.
Youth & Membership Committee	12	<ul style="list-style-type: none"> ≠ The Annual General Meeting shall appoint a Committee for Youth and Membership Development. ≠ Comprises of the Youth Officers from the 11 affiliated clubs and Branch YDO Officer
Constitution Committee	3	<ul style="list-style-type: none"> ≠ Comprise a at least three (3) members who are Members of a Point Danger Branch affiliated club
Patrol Inspection Committee	6	<ul style="list-style-type: none"> ≠ (i) The Annual General Meeting shall appoint a Patrol Inspection Committee ≠ (ii) the committee shall comprise of the Director of Life Saving, the Deputy Director of Life Saving and six (6) members who shall be <ul style="list-style-type: none"> (a) current proficient assessors OR (b) former assessors (who are proficient in the Bronze Medallion) OR (c) current Club Captains ≠ (iii) The committee shall be responsible for the inspection of Club Patrols in conjunction with the SLSQ Patrol Operations Manual, Club Patrol Service Contract and endorsed SLSQ Point Danger Branch Patrol Inspection Form ≠ (iv) The committee shall organise regular inspections to be carried out throughout the season with a minimum of two inspections to be carried out for each club. Inspection dates must be communicated to the Branch office and results must be submitted with 7 working days of the inspection being carried out ≠ (v) Each inspection will be carried out using a minimum of two (2) personnel from the committee ≠ (vi) the Committee will be responsible, in conjunction with the Board of Life Saving in reviewing the SLSQ Point Danger Branch Patrol and First Aid Inspection Form annually to ensure compliance with the current SLSQ Patrol Operations Manual and Patrol Services Contract