

26th June 2015

*Attention: Branch Presidents
Branch Secretaries and Chief Executive Officers
Club Secretaries*

Re: Calling for nominations for the SLSNSW Rules/Constitution Committee and Member Services Adviser

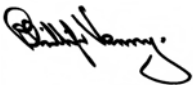
The Surf Life Saving New South Wales Board of Directors is calling for nominations for a Member Services Adviser and additional nominations for the Surf Life Saving New South Wales Rules/Constitution Committee.

Please be advised that nominations will be considered by the Surf Life Saving NSW Board of Directors at their Board Meeting scheduled for 10th August 2015. All appointments are for the terms indicated on the nomination form.

Candidates interested in expressing an interest for any of these positions should send the attached signed and endorsed nomination form to me along with a typed copy of your resume (1 page maximum) which details your credentials and relevant experience for the position/s to assist the Board of Directors to make a decision about the suitability of the candidates for the position/s. Females are encouraged to apply.

The attached nomination form needs to be lodged with Branches by noon, Tuesday, 28th July 2015 and forwarded to me at Surf Life Saving NSW by noon, Friday, 31st July 2015.

Yours sincerely



Phillip Vanny AM
Chief Executive Officer
Surf Life Saving New South Wales

Surf Life Saving New South Wales

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Surf Life Saving New South Wales
Nomination Form for 2015-2016/2016-2017 seasons
Rules/Constitution Committee and Member Services Adviser positions

Name:

Address:

Postcode:

Email:

Work Ph:

Mobile Ph:

Home Ph:

Club:

Branch:

Please tick the position/s you wish to express an interest for:

Committee

The Rules/Constitution (2 people required) – 3 year term

Advisers

Member Services Adviser - 1 year term

Nominee signature:

Branch Endorsement:

Date:

Nominations close at Branches – noon, Tuesday, 28th July 2015

Nominations close at Surf Life Saving NSW – noon, Friday, 31st July 2015

Please return this signed nomination form to Mr Phillip Vanny AM, Chief Executive Officer, Surf Life Saving NSW, PO Box 307, Belrose, NSW, 2085 or send via fax on 02 9471 8001 or via email: pa@surflifesaving.com.au

POSITION DESCRIPTION

Title:	SLSNSW Member Services Advisor
Reports to:	SLSNSW Director of Member Services
Purpose Statement:	To provide advice and guidance to the SLSNSW Member Services portfolio to ensure plans and projects being undertaken support the SLSNSW Strategic Plan and the needs of the membership.
Term:	1 Year (August 2015 to May 2016)

Responsibilities

1. Provide support and advice to the SLSNSW Director of Member Services and SLSNSW Member Services Manager in relation to strategic direction of the Member Services portfolio;
2. Support the SLSNSW Director of Member Services and SLSNSW Member Services Manager to engage and consult with the Branch Directors of Member Services;
3. Lead the consultation of the broader membership, at the direction of the SLSNSW Director of Member Services and SLSNSW Member Services Manager, in relation to specific projects within the Member Services portfolio; and
4. Support the SLSNSW Member Services Manager with the development and oversight of any working groups established to undertake project work within the Member Services portfolio.

Member Services Advisor Pre-requisites

Sound knowledge of the member services portfolio, including Club sustainability (governance and management); leadership; member recruitment, retention and recognition; junior and youth membership; inclusion and diversity; and member protection.

Skills and Attributes

- A strong commitment to the ideals of Surf Lifesaving;
- Leadership qualities and a commitment to modern governance practices, including an ideology of empowerment to support sustainability;
- Knowledge of Surf Life Saving policy and procedure as well as the legislative requirements of not-for-profit organisations;
- A high standard of professionalism, oral communication and interpersonal skills;
- Effective project/planning skills;
- An ability to adapt to a changing environment; and
- No negative judicial findings recorded in the Lifesaving movement.

Functional Relationships:

- SLSNSW Director Member Services
- SLSNSW Member Services Manager
- Branch Directors of Member Services
- SLS Clubs and Members (where directed)