

Memorandum

To:	Club Presidents and Officers
From:	Kate Higginbotham, SLSNSW Member Services Manager
Date:	Friday 4 September 2015
Pages:	Four (4)
Subject:	SLSNSW Regional Forums

As previously advised, Surf Life Saving will be conducting a Regional Forums in the metro region of NSW in November 2015.

This important and very interactive forum will focus on effective governance and leadership to support the ongoing sustainability of our Surf Life Saving Clubs, and is free of charge to attendees.

As we expect that this opportunity will prove to be very popular we have been required to restrict attendees to three (3) people per Club. When selecting your attendees Clubs should focus on selecting three leaders or future leaders. This forum will be an excellent opportunity to introduce some of our younger members to the core elements required to effectively run a Surf Life Saving Club and for existing Club executive to brush up on their skills and knowledge.

DATE AND VENUE

The date and venue for this forum are as follows:

Metro Region

Open to Clubs from the Hunter, Central Coast, Sydney Northern Beaches and Sydney Branches.

DATE: 7/8 November 2015

VENUE: TAFE NSW, St Leonards Campus

DRAFT AGENDA

The DRAFT Agenda for the 2015 Regional Forums is as follows:

Saturday			
9.00 – 10.00am	Registration and Sign-in		
10.00 – 10.30am	Welcome and Overview		
10.30 – 11.30am	Governance for Sustainable Development What is governance? Why is effective governance needed in Surf Life Saving?		
11.35 – 12.30pm	Adapting to Change	Organisational Culture	Understanding the Governance structures within Surf Life Saving
12.30 – 1.30pm	Lunch (provided)		
1.30 – 2.10pm	Planning for Sustainability		
2.15 – 3.45pm	Strategic Planning Workshop	Strategic Planning Workshop	Strategic Planning Workshop
3.45 – 4.00pm	Afternoon Tea (provided)		
4.00 – 5.30pm	Risk Management and Compliance		

Sunday			
9.00 – 9.10am	Day One Re-cap		
9.10 – 10.00am	Building a Sustainable Team		
10.00 – 11.00am	Communication	Conflict Resolution	Mentoring and Empowering
11.00 – 11.15am	Morning Tea (provided)		
11.15am – 12.15pm	Facilitation Skills	Effective Decision making	Networking
12.20 – 1.00pm	Financial Management	Planning for a Cohesive Season	Member Retention and Growth
1.00 – 1.45pm	Lunch (provided)		
1.45 – 2.30pm	Volunteering definitions benchmarking and trends	Fundraising, sponsorships and grants	Supporting Quality Processes
2.30 – 3.30pm	Question and Answer Time		
3.30 – 4.00pm	Wrap-up		

Clubs are to register on behalf of their three (3) participants. There are breakout/workshop sessions on both Saturday and Sunday. To maximise the benefits of this Agenda, when registering please advise which participant is to attend which session.

It should be noted that although the content of the forums are tailored to Clubs, each Branch is also welcome to send three of their leaders.

Registration will be via the following link: <http://bit.ly/SLSNSWRegionalForums>

Closing date for registration for all three Regional Forums will be 9am, Monday 28 September 2015.

TRAVEL AND ACCOMMODATION SUBSIDY

Subsidies for travel and accommodation will be available to all attendees attending the Northern and Southern Regional Forums, as well as for those attending the Metro Forum from the Hunter and Central Coast Branches.

SLSNSW will pay a \$70 subsidy per person who attends the conference. Clubs are asked to pay any accommodation costs and then invoice SLSNSW for the \$70 per participant, along with proof of expenditure.

Following is a list of suggested accommodation for each region:

Metro Region

Best Western Twin Towers – 260 Pacific Hwy, Artarmon Phone 02 9439 1388

Hotel Urban – 94 Pacific Hwy, St Leonards Phone 02 9439 6000

YHA the Rocks – 110 Cumberland Street, The Rocks Phone 02 8272 0900

CALL FOR FORUM PRESENTERS

In addition to hearing from those outside Surf Life Saving, we hope that these forums will provide Clubs with an opportunity to share their experiences and learnings with the other Clubs in their region.

As such, we invite Clubs to look carefully through the topics areas on the draft agenda, and if you feel you have something to share, we would very much like to hear from you. To find out more, or to express interest in this opportunity please complete the online form: <http://bit.ly/SLSNSWRegionalForums>

Closing date for expressions of interest to present is 9am, Monday 21 September 2015.

SLSNSW CONTACTS

If you have any further questions, please contact the SLSNSW Quality Club Officer in your forum region:

Hunter, Central Coast, Sydney Northern Beaches and Sydney Branches

Brett Quince

T: 0407 237 592

E: bquince@surflifesaving.com.au

Surf Life Saving New South Wales

3 Narabang Way Belrose | PO Box 307 Belrose NSW 2085 Australia

T +61 2 9471 8000 F +61 2 9471 8001 E experts@surflifesaving.com.au

Fundraising Authority No. CFN11033 ABN: 93 827 748 379

www.surflifesaving.com.au