

## Terms of Reference

<b>Type:</b>	Appointed Committee
<b>Title:</b>	Junior Surf Operational Committee (JOC)
<b>Objective:</b>	To establish, maintain and manage Junior Surf policies, development plans and initiatives to meet the strategic objectives and strategic priorities of the Junior Surf portfolio as signed off by the Board.
<b>Strategic Responsibility:</b>	Strategic Plan – Junior Surf
<b>Responsible to:</b>	The Board

### Structure:

- The JOC comprises:
  - Chair (as voted by Committee)**
    - 6 Appointed Committee Members**
    - Sport Manager**
- The Chair is responsible for liaising with the CEO on any matters relating to the objective as detailed above.
- A quorum shall be four (4) voting members.
- The JOC has the power to co-opt other Committee members or to create subcommittees to assist with completion of their duties and responsibilities.

### Voting Rights:

- All appointed members.

### Term:

- Two years.
- The committee will have 3 appointed members up for appointment on alternate years.

### Co-option Policy:

By consensus of the JOC the Chair may recommend to the Board, via the CEO, members or persons with the relevant expertise or skills onto the JOC to meet the needs provide relevant expertise or experience as determined from time to time by the JOC.

Any co-opted member shall remain a full voting member of the JOC until the next AGM of SLSNR at which time they may stand for appointment to the JOC.

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The following factors shall be taken into consideration when co-opting members onto the JOC:

1. A thorough understanding of Junior Surf within the Northern Region and/or New Zealand.
2. An ability to think strategically and work as productive committee member.

### **Vacancies**

In the event a member of JOC (appointed or co-opted) is unable to complete their term, the JOC may nominate a replacement member to the SLSNR Board for the remainder of the existing term of office. The following factors shall be taken into consideration when replacing members onto the JOC:

1. A thorough understanding of Junior Surf within the Northern Region and/or New Zealand.
2. An ability to think strategically and work as productive committee member.

### **Operating Principles:**

1. The JOC will operate with the primary focus of development, delivery and achievement of the Junior Surf Strategic Plan and operational priorities listed in the annual Management Plan.
2. The JOC will promote high quality club based and regional Junior Surf programmes that develop junior members to qualify as lifeguards.
3. The JOC shall meet and/or communicate via email, telephone or in person as necessary to complete annual work programme.
4. The JOC may have in attendance such other persons as it deems necessary to complete the task.
5. Only appointed, replacement or co-opted JOC members will have a right to vote at JOC meetings.
6. For clear and consistent communication no statements will be made concerning the work of the JOC, other than back to the CEO.
7. Work to a monthly or annually agreed meeting plan.
8. Additional meetings may be called at anytime by the Chair.
9. The JOC will speak as one on all issues.
10. All committee discussions are to be considered confidential.

### **Functions and Roles:**

- The JOC will be responsible (with the CEO) for the delivery and achievement of the Junior Surf Strategic Plan and operational priorities listed in the annual Management Plan.
- The JOC will have a clear understanding of the importance of Junior Surf membership and its development and its role in Club Sustainability.
- The JOC will assist the Board and CEO with the development and review of the organisations' Strategic Plan.
- The JOC is responsible for the development of the annual management plan and operating budget (the Plan) in conjunction with the CEO and approved staff members.

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- The JOC must consult with members in the development of the Plan to ensure all members views are taken into consideration.
- The JOC will monitor the delivery of the Plan to ensure that the Plan is being delivered as detailed and within budget.
- The JOC will develop, monitor and review all Junior Surf operational policies and programmes as detailed in the annual policy review programme
- The JOC will sign off all Junior Surf operational reviews and make recommendations via the CEO to the Board on any changes.
- The JOC is responsible for the performance of all Junior Surf programmes and services within the Plan and is required to communicate the progress and performance of all Junior Surf programmes and services to the CEO on a monthly basis.
- The JOC is responsible for ensuring the alignment of Junior Surf activities and programmes with the overall lifesaving and sport development programme and policies. The Junior Surf Operational committee will report directly to the LOC and SOC operational committee.
- The Chair of JOC is responsible for ensuring regular interaction and clarity about shared goals.
- The Chair of JOC is also responsible on behalf of SLSNR to ensure active engagement and collaboration with LOC and SOC for all JOC related programmes and policies.
- The JOC will follow the agreed consultation process made up of the following components:
  - i. Nature of review to clubs.
  - ii. Written submission deadline.
  - iii. Submission hearing date.
  - iv. Draft report recommendations – timings.
  - v. Sign-off:
    - Committee
    - CEO
    - Board

#### **Authority:**

1. The JOC shall operate within the above mentioned operating principles at all times.
2. The JOC will have the following executive powers with regard to its resolutions and recommendations:
  - 1. Authority to make amendments to the JOC plan:**
    - (a) Any amendments that relates to an existing programme and/or service within the current management plan but that does not affect an existing Policy or board resolution.
  - 2. Authority to make recommendations to the CEO:**
    - (a) Any recommendation to remove or add a specific programme and/or service to the existing management plan.
  - 3. Authority to make recommendations to the Board (through the CEO):**

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- (a) Any recommendation that alters an existing and new Policy and/or a current Board resolution.
- (b) Any recommendation that imposes an action on an individual and/or club.

**Budget:**

As per management plan – no authority to spend outside of agreed plan.

**Communication:**

The Chair of JOC and CEO to maintain regular phone contact – minimum of a call pre and post JOC meetings.

Chair of JOC has opportunity to attend and report JOC matters at Club Chairs when required.

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## ROLE DESCRIPTION

<b>Position:</b>	<b>Junior Surf Operational Committee</b>
<b>Responsible to:</b>	The Board, through the Sport Manager and Chief Executive
<b>Responsible for:</b>	Establishing, maintaining and managing Junior Surf policies, development plans and initiatives to meet the strategic objectives and strategic priorities of the Junior Surf portfolio as signed off by the Board.
<b>Functional Relationships:</b>	<ul style="list-style-type: none"> <li>• SLSNR Sport Manager</li> <li>• SLSNR CEO, Chairman and Board members</li> <li>• Surf Life Saving Clubs &amp; key Officers</li> <li>• SLSNR Junior Event Referee and Deputy Referee</li> <li>• SLSNR Event Safety Officer</li> </ul>
<b>Responsibilities:</b>	<ul style="list-style-type: none"> <li>• Attend Junior Surf Operational Committee meetings</li> <li>• Assist the Sport Manager with the production of the Strategic and Business plan as required</li> <li>• Assist the Sport Manager with updating, monitoring and management of the Junior Surf programme as required</li> </ul>
<b>Skills Required:</b>	<ul style="list-style-type: none"> <li>• Ability to relate to the different needs and pressures faced by staff and volunteers</li> <li>• Collaborative approach but also the assertiveness to join in robust discussion with fellow committee members when necessary</li> <li>• Integrity – acting ethically, ability to act independently and put the organisation's interests before personal interests</li> <li>• Emotional Intelligence – strong interpersonal skills, good listening skills and ability to be diplomatic and tactful</li> <li>• Communication – excellent verbal and written communication skills</li> </ul>

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<b>Desirable Knowledge &amp; Experience:</b>	<ul style="list-style-type: none"> <li>• Experience on a voluntary committee in SLSNR/NZ or a similar organisation</li> <li>• Understanding of the SLSNZ Junior Surf programme and its purpose</li> <li>• Understanding of child development, physical literacy and long term athlete development</li> <li>• Understanding of health and safety obligations and risk management</li> <li>• Understanding of event management and/or officiating</li> <li>• An awareness of the role that Surf Life Saving plays within the community and an understanding of Surf Life Saving Club 'culture'</li> </ul>
<b>Other Requirements:</b>	<ul style="list-style-type: none"> <li>• Time commitment – this role is a voluntary position which requires attendance at regular meetings</li> <li>• Energy and enthusiasm for Junior Surf</li> </ul>

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