

Terms of Reference

Type:	Appointed Committee
Title:	Surf Life Saving Northern Region Constitution Review Task Group
Objective:	To report back to the SLSNR Board with a proposed new constitution that delivers improvements in keeping with, but not limited to, the initial findings of a review team
Strategic Responsibility:	Strategic Plan – Junior Surf
Responsible to:	The Board

Structure:

The task group will comprise the following members:

- i. Tim Jago (Convenor) – representing the north-western clubs
- ii. Stephen Smith – representing the south western clubs
- iii. Shane Burke – representing the north eastern clubs
- iv. Matt Williams (ex officio) – SLSNR acting CEO
- v. Toby Sharpe (ex officio) – legal advisor to the task group

The task group will report monthly direct to the Board. The Convenor will be able to attend board meetings to present reports and respond to questions.

Purpose and Intent

The purpose of the Surf Life Saving Northern Region Constitution Review Task Group (herein after 'the Task Group') is to report back to the SLSNR Board with a proposed new constitution that delivers improvements in keeping with, but not limited to, the initial findings of a review team reported to the Board in early May 2015 (attached).

The intent of the process(es) detailed in this Terms of Reference is that by June 2015 the SLSNR clubs will have adopted a new constitution, and that the 2016 Annual General Meeting and Election of Officers will be conducted in accordance with the new constitution.

Timeframe and Milestones

The task group is required to present its final report and recommendations to the SLSNR Board in May 2016.

Updated: October 2015 Approved by Board on 15.10.15

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The following milestones form a key part of the consultative process to involve SLSNR clubs and ensure their input is received in a full and timely manner:

October 22 (2015) – ToR advised to clubs at delegates meeting together with initial request for clubs and interested individual members to provide input / feedback (closing date xxxx)

November xxx – summary of club/ member submissions circulated to clubs / submitters.

December xxx – Task Group commentary to club submissions + options paper circulated to clubs / submitters.

February 2016 – verbal submissions to Task Group (ie each club allotted 30 minutes, individuals allotted 15 minutes)

March xxx – first full draft circulated. 7 day feedback period

April – final draft circulated

May – final task group report and recommendation to the Board

June - Special General Meeting to vote on adoption of new constitution

Process

The task group will meet and determine its own schedule that will deliver on the timeframe and milestones detailed above.

The task group will minute all meetings and decisions.

An update report will be provided to the Board monthly.

All meeting notes and club submissions shall be available for circulation to clubs.

Legal drafting and legal advice will be provided by Bell Gully Lawyers (Toby Sharp acting) via the SLSNR CEO. (For clarification, Bell Gully will not be required to report to anyone other than the CEO for the purposes of this constitution review project).

A SLSNR staffer will provide secretariat support to the task group as required.

The February 2016 meeting to hear verbal submissions will be conducted 'select committee' style.

The SLSNR Board may make submissions to the task group as if it were a club.

Budget

Task Group members participate in a voluntary capacity.

Bell Gully's participation is offset by a pro-bono arrangement.

SLSNR staff costs are to be met from within existing time and budget allocations.

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Amendments to this Terms of Reference

Only the SLSNR Board can amend this ToR. Any such amendment shall be notified to Clubs as soon as possible.

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