

Type:	Board Appointed Committee
Title:	Operations Committee (OC)
Objective:	To assist and advise the Board in the establishment, maintenance and management of operational strategy, policies, procedures, processes, programmes and plans.
Responsible to:	SLSNR Board

Structure:

1. The Operations Committee shall comprise;
 - a. Chair
 - b. Operations Manager
 - c. Chairs of Advisory Groups
2. Other than the Operations Manager, whom is a staff member appointed by the Chief Executive, the Board shall appoint the other members
3. A quorum shall be three (3) members or a majority of members if additional members co-opted.
4. The Operations Committee may recommend to the Board the co-option of up to two additional members to assist with completion of its duties and responsibilities.
5. Co-opted members will remain members of the Committee until the next appointment.
6. Co-opted members will be eligible to vote on all matters.

Role Description:

There shall be a Role Description for each of the volunteer positions on the committee

Appointment process:

The Board shall call for applications for the positions using a volunteer application form and shall assess each against the published Role Description. The members of the committee will be expected to re-apply and be re-appointed annually

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Representation:

The Chair of the Operations Committee shall, *de facto*, be the SLSNR representative on the SLSNZ National Lifesaving Committee and as such, shall attend these meetings producing a written report back to the Operations Committee following each meeting

Term:

A maximum of two years

Meeting Process & Frequency:

The Operations Committee shall meet at least quarterly, in person, in advance of each Club Delegates meeting and/or AGM in order to consider and approve an Operations Report to the members. Additional meetings may be called at any time by the Chair.

Voting:

1. All non-staff members shall be entitled to vote
2. In the event of a tied result the Chair will have a casting vote

Vacancies

In the event a member of the Operations Committee is unable to complete their term, the Committee may nominate a replacement to the Board for the remainder of the existing term of office. However, the Board may also decide to re-advertise and appoint through the normal process

Operating Principles:

1. All committee discussions are to be considered confidential
2. For clear and consistent communication no statements will be made concerning the work of the Operations Committee, other than back to the CEO

Function:

1. The Operations Committee will operate with the primary focus of assisting and advising the Board, through the Operations Manager and Chief Executive in the establishment, maintenance and management of Operational strategy, policies, procedures, processes and plans as part of the SLSNR Strategic and Management Plan
2. The Operations Committee will review and advise on all operational policies and programmes
3. The Operations Committee will advise on the models for allocation of grant funding and/or equipment to clubs for operational purposes.
4. The Operations Committee will review and advise on annual member or club awards
5. Whilst having no financial responsibility, the Operations Committee will be expected to have an understanding of the Operational budget and how this relates to the whole organisational budget to help inform strategic planning, monitoring and review

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Reporting:

1. The Operations Manager through the Chief Executive will produce a report to each Board meeting, that will also be circulated to the Operations Committee
2. The Operations Committee will produce a report to the Club Delegates meeting on a quarterly basis

Consultation:

1. The Operations Committee will consult with Members through the Advisory Groups to ensure the views of the Clubs are taken into consideration
2. The members of the Operations Committee will attend each Club Delegates meeting to present their report which will provide Clubs an opportunity to provide feedback
3. The members of the Operations Committee will attend each Annual General Meeting to answer questions from members if required

ROLE DESCRIPTION

Position:	Chair – Operations Committee
Responsible to:	The Board, through the Operations Manager and Chief Executive
Responsible for:	Functional responsibility for the Chairs of the Advisory Groups that comprise the Operations Committee
Objective:	<p>To Chair the Operations Committee whose role is to assist and advise the Board, through the Operations Manager and Chief Executive in the establishment, maintenance and management of Operational strategy, policies, procedures, processes, programmes and plans</p> <p>To represent Surf Life Saving Northern Region on the SLSNZ National Lifesaving Committee</p>
Functional Relationships:	<ul style="list-style-type: none">• SLSNR Operations Manager• SLSNR CEO, Chairman and Board members• SLSNR Operations Team Members• Surf Life Saving Clubs & key Officers• Chair SLSNZ National Lifesaving Committee and its members

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Responsibilities:	<ul style="list-style-type: none"> • Chair Operations Committee meetings • Assist the Operations Manager with setting Operations Committee meeting dates and agendas • Assist the Operations Manager with the production and distribution of Operations Committee minutes • Assist the Operations Manager with the production of the Operational Strategic and Business plan • Assist the Operations Manager with updating, monitoring and management of the Operational Risk Register • Assist the Operations Manager with the production of the quarterly Operations Committee report for distribution to the Club Delegates and SLSNR Board • Occasionally attend Advisory Groups to offer assistance, counsel and support as and when required • Distribute agenda and minutes of SLSNZ National Lifesaving Committee meetings to Operations Committee members, gaining input and direction to assist with representative role • Attend SLSNZ National Lifesaving Committee meetings contributing to national strategy, policy, guidelines and procedures
Skills Required:	<ul style="list-style-type: none"> • Ability to effectively Chair meetings • Ability to relate to the different needs and pressures faced by staff and volunteers • Collaborative approach but also the assertiveness to join in robust discussion with fellow committee members when necessary • Integrity – acting ethically, ability to act independently and put the organisation's interests before personal interests • Emotional Intelligence – strong interpersonal skills, good listening skills and ability to be diplomatic and tactful • Communication – excellent verbal and written communication skills
Knowledge & Experience Required:	<ul style="list-style-type: none"> • Experience as a Chair of a voluntary committee in SLSNR/NZ or a similar organisation - an understanding of corporate governance and the inherent responsibilities including the legal, ethical, fiduciary and financial obligations • Strategic expertise – sound understanding of strategic planning processes and ability to review the strategy, make recommendations and contribute to effective decision making • Finances - the ability to contribute to business planning and budgeting, understanding the SLSNR company accounts as well as an understanding of financial reporting requirements • Legal – an understanding of SLSNR's legal responsibility which involves overseeing compliance with numerous laws relating to its operational activities and those of its clubs • Risk management – experience in managing areas of major operational risk to

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	<p>the organisation</p> <ul style="list-style-type: none"> • Management skills – experience in current management thinking • Understanding/experience dealing with local government would be an advantage • An awareness of the role that Surf Life Saving plays within the community and an understanding of Surf Life Saving Club ‘culture’
Other Requirements:	<ul style="list-style-type: none"> • Time commitment – this role is a voluntary position which requires attendance at the quarterly Operations meetings as well as the bi-monthly National Lifesaving Committee meetings (some of which may be held electronically) and the SLSNR and SLSNZ AGM’s • Energy and enthusiasm for this demanding role

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