

## Terms of Reference

<b>Type:</b>	Appointed
<b>Title:</b>	Allocations Committee
<b>Objective:</b>	To make recommendations to the Board via the CEO on the allocation of funds for distribution to clubs
<b>Responsible to:</b>	SLSNR Board through the SLSNR CEO
<b>Date:</b>	2 October 2015

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### Operating Rules:

1. The Allocations Committee is formed via the constitutional process at the AGM
2. The chairman is appointed via an internal vote of the 3 members, in the absence of a clear majority the decision can be escalated to the board
3. The Allocations Committee can make recommendations for co-option to the board up to a maximum committee size of four
4. The following factors shall be taken into consideration when co-opting members onto the Committee for this project:
  - a. A thorough understanding of the structure of SLSNR and its clubs.
  - b. Experience in funding and resource distribution.
  - c. Specialist skills required to develop appropriate models
5. The Allocations Committee can use additional people as required to complete the task.
6. The Allocations Committee can request a Board Sponsor to support feedback, guidance and board approval
7. The Allocations Committee shall meet and/or communicate via email, telephone or in person as necessary to complete the project.
8. Quorum is considered a majority of the current committee, with the chair having the casting vote
9. The Allocations committee will be guided by the board via the "Distribution Brief" and associated processes and each distribution will have its own clear "Distribution Brief"
10. For clear and consistent communication no statements will be made concerning the work of the Allocations Committee, other than back to the CEO or at approved communications forums.

### Term:

October to December - FY 15/16 ARAFA & NRC Distributions

The Board asks that if possible, these matters be concluded by 19 November with a representative(s) of the Committee attending the November 26th Board meeting to speak to the Committee's recommendation.

We would like the committee to present their recommendations to the club delegates at the 3rd December Club Delegates meeting, after approval from the board.

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January to September - Second generation allocation model for lifesaving operational spending

The Board asks that if possible, these matters be concluded by 31 May with a representative(s) of the Committee attending the June Board meeting to speak to the Committee's recommendation.

We would like the committee to present their recommendations to the club delegates at the 3rd July Club Delegates meeting, after approval from the board.

### **Duties and Responsibilities:**

1. To make recommendations to the Board of SLSNR via the CEO.

### **Authority:**

1. The Allocations Committee shall operate within the above mentioned duties and responsibilities.
2. The Allocations Committee will have no executive powers with regard to its findings and recommendations, but will provide recommendations to the CEO of SLSNR.
3. The Allocations Committee may meet with LOC, SOC, JOC, DOC or any other group they need to determine future needs of funding lifesaving activities

### **Guiding Principles:**

1. Each year's allocations are independent of the year before (every year is a new year)
2. The Purpose for the allocation as defined in the brief must be understood and reflected in the allocation
3. The recommendations from the Allocations Committee should be transparent and accompanied by reasoning
4. Clubs should have an opportunity to see and understand the brief agreed by the Allocations Committee
5. The Committee should at all times work towards the common good of the clubs in the Region

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