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<b>Type:</b>	SLSNR BOARD APPOINTED SUB-COMMITTEE
<b>Title:</b>	COMPETITIVE LIFESAVING OPERATIONAL COMMITTEE (CLOC)
<b>Objective:</b>	TO ESTABLISH, MAINTAIN AND MANAGE SPORT AND RECREATION POLICIES, DEVELOPMENT PLANS AND INITIATIVES TO MEET THE STRATEGIC OBJECTIVES AND STRATEGIC PRIORITIES OF THE SPORT PORTFOLIO.
<b>RESPONSIBLE TO:</b>	SLSNR BOARD

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## 1. COMMITTEE STRUCTURE & FORMATION

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- 1.1. The SLSNR Board will appoint the members of the CLOC.
- 1.2. Members will be appointed for an initial period not exceeding three years, after which they will be eligible for extension or re-appointment after a formal review of their performance.
- 1.3. CLOC members will retire and be appointed by 30 May of each year.
- 1.4. To ensure continuity of the committee's knowledge and experience, the appointment process should be structured to ensure no more than three members of the committee retire at any one time.
- 1.5. The CLOC will nominate who is to Chair their committee within 30 days of their first meeting, and in the absence of the nominated member, members present at a CLOC meeting will appoint one of their number to chair that meeting.
- 1.6. **Role of the Chair**
  - 1.6.1. The Chair of the CLOC will also be a member of any relevant or related SLSNZ committees during their tenure
  - 1.6.2. Chair meetings and workshops in accordance with Standing Orders.
  - 1.6.3. Ensure the meeting is planned effectively and deals with matters in accordance with the terms of reference.
  - 1.6.4. Develop and implementing an annual committee work programme.
  - 1.6.5. Be the spokesperson for the committee.
  - 1.6.6. Ensure matters on the agenda are dealt with in an orderly and efficient manner.

## 2. COMPOSITION

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- 2.1 The CLOC will consist of at least five members.
- 2.2 The committee shall also include:
  - 2.2.1 SLSNR Manager - Junior Surf and Surf Sport Development (Ex-Officio)
  - 2.2.2 Any additional members co-opted by the CLOC



### 3. QUORUM:

**3.1** A quorum shall be 50% of all voting members. In instances where this is not a whole number, it is to be rounded up to the nearest whole number. No business may be transacted by the OC if a quorum is not present.

### 4. RESPONSIBILITIES:

The committee is responsible for the maintenance and management of Sport and Recreation policies, development plans and initiatives to meet the strategic objectives and strategic priorities of the sport portfolio.

The committee will establish an annual work programme and budget outlining key focus areas in line with its key responsibilities, which include

- 4.1.** Consultation with membership in the development of SLSNR Sport and Recreation priorities
- 4.2.** Monitoring the delivery of the Plan to ensure that the Plan is being delivered as detailed and within budget.
- 4.3.** Develop, monitor and review all SLSNR Sport and Recreation operational policies and programmes as detailed in the annual policy review programme
- 4.4.** The CLOC will sign off all SLSNR Sport and Recreation reviews and make recommendations to the SLSNR Board on any changes
- 4.5.** Monitoring performance of SLSNR Sport and Recreation programmes and services within the Plan
- 4.6.** Alignment of SLSNR Sport and Recreation activities and programmes with the SLSNZ policies and priorities

### 5. RELEVANT CONSIDERATIONS FOR DIRECTOR RECOMMENDATION PROCESS:

**4.1** Diversity of members is encouraged in order to include all perspectives, and make informed decisions on behalf of the membership.

**4.2** Where possible a balance of representation is sought from:

- Geographic spread across the region.
- Female representation within SLSNR
- Youth representation within SLSNR
- Collective member experience across all elements of SLSNR Sport and Recreation proficiencies and areas of delivery

### 6. AUTHORITIES

**6.1.** The CLOC has the authority to create working groups to assist with completion of their duties and responsibilities.



- 6.2. The CLOC is authorised by the SLSNR Board to carry out the core responsibilities and functions detailed above. It also has the authority to seek any information it requires from any officer or employee of SLSNR or its member clubs.
- 6.3. The committee will make recommendations to the SLSNR Board on all strategic matters requiring a decision.
- 6.4. The committee does not have the power or authority to make a decision in on behalf of SLSNR management or the Board, unless specifically delegated to do so.
- 6.5. The Chair of the CLOC will be responsible for drawing to the Chair of the SLSNR Boards immediate attention any material matter.

## 7. MEETINGS

- 7.1. Generally the CLOC will meet monthly having regard to the organisation's operations, reporting and annual cycle.
- 7.2. The committee may have in attendance such members of SLSNR management, SLSNR officers or member club officers including the Chief Executive, and such other persons including the member club directors or officers, as it considers necessary to provide appropriate information and explanations.
- 7.3. Reasonable notice of meetings and the business to be conducted shall be given to the members of the committee.
- 7.4. Any member of the committee may request a meeting at any time if they consider it necessary.
- 7.5. The CLOC may meet in person, by telephone or by video conference
- 7.6. From time to time as required the Chair of the CLOC may present to SLSNR General Meetings.

## 8. REVIEW OF THE COMMITTEE

- 8.1 The committee will undertake an annual self-review of its objectives and responsibilities.

## 9. REPORTING PROCEDURES

- 9.1 After each meeting the Chair will report the committees business and recommendations to the SLSNR Board

## 10. CONFLICT OF INTEREST:

- 10.1. Members of the CLOC shall declare any conflicts of interest and not participate in the consideration or voting of the particular matter of conflict. Notwithstanding this, members of the CLOC shall comply with the CLOC protocols in conducting the business and performing the duties of the CLOC.

## 11. PROCEDURE:

- 11.1 Except as otherwise provided in these Rules, the CLOC will regulate its own procedure.