



<b>Type:</b>	BOARD APPOINTED COMMITTEE
<b>Title:</b>	TRAINING ADVISORY GROUP (TAG)
<b>Objective:</b>	TO ADVISE THE SLSNR BOARD IN THE ESTABLISHMENT, MAINTENANCE AND MANAGEMENT OF LIFEGUARD TRAINING STRATEGY, POLICIES, PROCEDURES, PROCESSES, PROGRAMMES AND PLANS
<b>RESPONSIBLE TO:</b>	SLSNR BOARD

## 1. COMMITTEE STRUCTURE & FORMATION

- 1.1. The SLSNR Board will appoint the members of the TAG.
- 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.
  - 1.2.1. SLSNR IRB and Surf Life Guard Award Chief Examiner(s) will be appointed for the term of their position
- 1.3. TAG 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 TAG 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 TAG meeting will appoint one of their number to chair that meeting.
- 1.6. **Role of the Chair**
  - 1.6.1. The Chair of the TAG will also be a representative on any National committees and working groups relevant to their role.
  - 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

- 1.2. The TAG will consist of at least five appointed members.
- 1.3. The committee shall also include:
  - 1.3.1. SLSNR IRB Chief Examiner(s)
  - 1.3.2. SLSNR Surf Life Guard Award Chief Examiner(s)
  - 1.3.3. SLSNR Training Supervisor (Ex-Officio)
  - 1.3.4. Any additional members appointed the Board



### 3. QUORUM:

**3.1A** 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 TAG if a quorum is not present.

### 4. RESPONSIBILITIES:

The committee is responsible for providing advice and input to the SLSNR Board regarding the establishment, maintenance and management of lifeguard training strategy, policies, procedures, processes, programmes and plans.

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 lifeguard training and development priorities
- 4.2.** Monitoring the delivery of the annual plan as detailed within the budget
- 4.3.** Develop, monitor and review all lifeguard training and development operational policies and programmes as detailed in the annual policy review programme
- 4.4.** The TAG will sign off all lifeguard training and development operational reviews and make recommendations to the SLSNR Board on any changes
- 4.5.** Monitoring performance of lifeguard training and development programmes and services within the Plan
- 4.6.** Alignment of lifeguard training and development activities and programmes with National policies and priorities

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

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

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

- Geographic spread across the region.
- Female representation from within Surf Life Saving
- Youth representation from within Surf Life Saving
- Collective member experience across all elements of lifeguard training and development in SLSNR (namely)
  - Learning and Development
  - Training Assessment
  - Relevant Surf Life Saving practical knowledge and experience
  - Health and Safety standards relevant to a Surf Life Saving Environment
  - Capacity and Capability Development

### 6. AUTHORITIES

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



- 6.2. The TAG is authorised by the SLSNR Bord 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 matters requiring a decision.
- 6.4. The committee does not have the power or authority to make a decision on behalf of SLSNR management or the SLSNR Board, unless specifically delegated to do so.
- 6.5. The Chair of the TAG will be responsible for drawing to the Chair of the SLSNR Boards immediate attention any material matter.

## 7. MEETINGS

- 7.1. Generally the TAG 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 TAG may meet in person, by telephone or by video conference
- 7.6. From time to time as required the Chair of the TAG 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 TAG 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 TAG shall comply with the TAG protocols in conducting the business and performing the duties of the TAG.

## 11. PROCEDURE:

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