



<b>Type:</b>	SLSNR SLT APPOINTED SUB-COMMITTEE
<b>Title:</b>	JUNIOR SURF OPERATIONAL COMMITTEE (JOC)
<b>Objective:</b>	TO ESTABLISH, MAINTAIN AND MANAGE JUNIOR SURF POLICIES, DEVELOPMENT PLANS AND INITIATIVES TO MEET THE OBJECTIVES AND PRIORITIES OF THE JUNIOR SURF PORTFOLIO.
<b>RESPONSIBLE TO:</b>	SLSNR SENIOR LEADERSHIP TEAM (SLT)

## 1. COMMITTEE STRUCTURE & FORMATION

- 1.1. The SLSNR SLT will appoint the members of the JOC.
- 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. JOC members will retire and be appointed by 30 May yearly.
- 1.4. To ensure continuity of the committee’s knowledge and experience, the appointment process should be structured so that no more than three members retire at a time.
- 1.5. The JOC committee 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 JOC meeting will appoint one of their number to chair that meeting.

### 1.6. Role of the Chair

- 1.6.1. The Chair of the JOC will also be a member of relevant SLSNZ National committees and working groups during their tenure
- 1.6.2. Ensure the meeting is planned effectively and deals with matters in accordance with the terms of reference.
- 1.6.3. Develop and implement an annual committee work plan.
- 1.6.4. Be the spokesperson for the committee.
- 1.6.5. Set the agenda for the meetings
- 1.6.6. Run the meetings
- 1.6.7. Ensure matters on the agenda are dealt with orderly and efficiently.

## 2. COMPOSITION

- 2.1 The JOC will consist of at least five members.
- 2.2 The committee shall also include:
  - 2.2.1 SLSNR Club Development Officer
  - 2.2.2 Any additional members co-opted by the JOC



### 3. QUORUM:

**3.1** A quorum shall be 50% of all voting members. When this is not a whole number, it should be rounded up to the nearest whole number. The JOC may transact no business if a quorum is not present.

### 4. RESPONSIBILITIES:

The committee is responsible for maintaining and managing Junior Surf policies and developing plans and initiatives to meet the portfolio's objectives and priorities.

The committee will establish an annual work plan outlining key focus areas in line with its key responsibilities, which include:

- 4.1.** Consultation with membership in the development of Junior Surf priorities
- 4.2.** Monitoring the delivery of the work plan to ensure that the work plan is being delivered as detailed, and within budget.
- 4.3.** The JOC will sign off all Junior Surf operational reviews and make recommendations to the SLSNR SLT on any changes
- 4.4.** Monitoring performance of Junior Surf programmes and services within the work plan
- 4.5.** Alignment of Junior Surf activities and programmes with the overall SLSNZ policies and priorities
- 4.6.** Appoint the Event Management Committee for junior events and competitions
- 4.7.** Oversight of junior surf coach and official development

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

**5.1** Diversity of members is encouraged 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 SLSNR
- Youth representation from within SLSNR
- Collective member experience across all elements of Junior Surf:
  - Junior Surf Coordinators
  - Rookies
  - Surf Sports
  - Officials

### 6. AUTHORITIES

**6.1.** The JOC can create working groups to complete their duties and responsibilities.

**6.2.** The SLSNR SLT authorises the JOC to carry out the above core responsibilities and functions. 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 recommend to the SLSNR SLT all matters requiring a decision.



- 6.4. The committee does not have the power or authority to decide on behalf of the SLSNR SLT, unless specifically delegated.
- 6.5. The Chair of the JOC will be responsible for immediately bringing any material matter to the SLSNR SLTs' attention.

## 7. MEETINGS

- 7.1. Generally, the JOC will meet monthly to discuss 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 General Manager, and such other persons including the member club directors or officers, as it considers necessary to provide appropriate information and explanations.
- 7.3. The committee members shall be given reasonable notice of meetings and the business to be conducted.
- 7.4. Any committee member may request a meeting at any time if necessary.
- 7.5. The JOC may meet in person, by telephone or by video conference
- 7.6. As required, the Chair of the JOC may present to SLSNR General Meetings or Delegates 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 committee's business and recommendations to the SLSNR SLT.

## 10. CONFLICT OF INTEREST

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

## 11. PROCEDURE:

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