



Type:	SLSNR BOARD APPOINTED SUB-COMMITTEE
Title:	LIFESAVING ADVISORY GROUP (LAG)
Objective:	TO ESTABLISH, MAINTAIN AND MANAGE SURF LIFE SAVING POLICIES, DEVELOPMENT PLANS AND INITIATIVES TO MEET THE STRATEGIC OBJECTIVES AND STRATEGIC PRIORITIES OF THE LIFESAVING DELIVERY PORTFOLIO
RESPONSIBLE TO:	SLSNR OPERATIONS MANAGER

1. COMMITTEE STRUCTURE & FORMATION

- 1.1. Upon the conclusion of a SLSNR facilitated application process, current LAG members will make recommendations to the SLSNR Operations Manager for appointments to the LAG. The SLSNR Operations Manager will ratify these recommendations and appoint new members of the LAG where no reasonable objection exists.
- 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. LAG members will retire and be appointed on 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 LAG 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 LAG meeting will appoint one of their number to chair that meeting.
- 1.6. **Role of the Chair**
 - 1.6.1. Chair meetings and workshops in accordance with Standing Orders.
 - 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 programme.
 - 1.6.4. Be the spokesperson for the committee.
 - 1.6.5. Ensure matters on the agenda are dealt with in an orderly and efficient manner.
 - 1.6.6. Provide a written report on the previous years’ regional lifesaving matters for publication in the SLSNR Annual Report
 - 1.6.7. Act as the SLSNR regional representative on the SLSNZ National Lifesaving Committee (NLC)

2. COMPOSITION

- 2.1. The LAG will consist of at least five appointed members.
 - 2.1.1. The LAG may appoint independent members as needed to fulfill representation requirements under 4.1
 - 2.1.2. Independent members will have full voting rights with appointed members
 - 2.1.3. Independent members will serve 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.



2.1.4. The committee shall also include:

SLSNR Lifesaving Manager

2.2. QUORUM:

2.2.1. 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 LAG if a quorum is not present.

3. RESPONSIBILITIES:

3.1. The committee is responsible for providing advice and input to the Lifesaving Operations Team and Operations Manager regarding the establishment, maintenance and management of lifesaving strategy, policies, procedures, processes, programmes and plans.

3.2. The committee is responsible for advocating for the lifesaving and Search and Rescue priorities and needs of Northern Region to all relevant national committees and staff.

3.3. The committee will establish an annual work programme and outline key focus areas in line with its key responsibilities, which include:

3.3.1. Consultation with membership in the development of Lifesaving delivery and Search and Rescue development priorities

3.3.2. Monitoring the delivery of the annual plan priorities

3.3.3. Develop, monitor and review all Lifesaving delivery and Search and Rescue operational policies and programmes as detailed in the annual policy review programme

3.3.4. The LAG will sign off all Lifesaving delivery and Search and Rescue operational reviews and decisions, making recommendations to the Lifesaving Operations Team and Operations Manager on any changes

3.3.5. Monitoring performance of Lifesaving delivery and Search and Rescue programmes and services within the relevant lifesaving work plans.

3.3.6. Alignment of Lifesaving delivery and Search and Rescue activities and programmes with the National programmes and policies.

4. 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.
- Youth representation
- Female representation
- Collective member experience across all elements of Lifesaving delivery and Search and Rescue and development in SLSNR (namely)
 - Relevant surf lifesaving practical knowledge and experience
 - Health and safety standards relevant to a surf lifesaving environment
 - Civil Defence and emergency services with NZ
 - Critical incident management and support
 - Innovation and development



5. AUTHORITIES

- 5.1. The LAG has the authority to create working groups to assist with completion of their duties and responsibilities.
- 5.2. The LAG is authorised by SLSNR 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.
- 5.3. The committee will make recommendations to SLSNR via the Operations Manager on all strategic matters requiring a decision.
- 5.4. The committee does not have the power or authority to make a decision on behalf of SLSNR management or SLSNZ or SLSNR Board's, unless specifically delegated to do so.
- 5.5. The Chair of the LAG will be responsible for drawing to the Operations Manager and/or the Chair of the SLSNR Boards immediate attention any material matter.

6. MEETINGS

- 6.1. Generally, the LAG will meet monthly having regard to the organisation's operations, reporting and annual cycle.
- 6.2. The committee may have in attendance such members of SLSNR/SLSNZ management, SLSNR/SLSNZ 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.
- 6.3. Reasonable notice of meetings and the business to be conducted shall be given to the members of the committee.
- 6.4. Any member of the committee may request a meeting at any time if they consider it necessary.
- 6.5. The LAG may meet in person, by telephone or by video conference
- 6.6. From time to time as required the Chair of the LAG may present to SLSNR General Meetings.

7. REVIEW OF THE COMMITTEE

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

8. REPORTING PROCEDURES

- 8.1. From time to time as required, the Chair of the LAG may present to SLSNR General Meetings and/or Delegate forums.
- 8.2. After each meeting the Chair will report the committee's business and recommendations to the SLSNR Delegate forum via the SLSNR Operations Manager.

9. CONFLICT OF INTEREST

- 9.1. Members of the LAG 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 LAG shall comply with the LAG protocols in conducting the business and performing the duties of the LAG.

10. PROCEDURE:

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