



Nominations are invited for the following Director positions on the North Queensland Branch Board for 2024, each for terms of:

Board of Directors Positions

President (1 position 2-year term)

Director of Finance (1 position 2-year term)

Director of Lifesaving (1 position 2-year term)

Director of Youth & Membership (1 position 2-year term)

Casual Positions – only 1-year. This is the second year of a 2-year term

Deputy President (1 position 1-year term)

Director of Administration, & IT [Secretary] (1 position 1- year term)

Nominations must be:

- Submitted on the prescribed form (attached), signed by the nominator, seconder and nominee.
- Endorsed by an Executive Officer of the nominee's club.

Only candidates meeting the prerequisites and criteria set out in this circular shall be eligible to stand for election.

Please note:

Nominations close with the North Queensland Branch Administrator at 5.00pm on Friday 22nd March 2024.

Elections will take place at the North Queensland Branch Annual General Meeting on Saturday 20th April 2024 at 26 Leisure Road Smithfield 4878.

1. ROLE OF THE NORTH QUEENSLAND BRANCH BOARD OF DIRECTORS

The primary function of the Board of Directors is to govern and provide leadership to NQB, affiliated Clubs and members.

The Board is responsible for acting on all issues in accordance with NQB's objects and for the benefit of Surf Life Saving, members, and the community.

The specific powers and responsibilities of the Board are:

- (i) provide entrepreneurial leadership and direction for North Queensland Branch.
- (ii) set and monitor strategy and performance objectives.
- (iii) review and approve systems of risk management, safety and internal compliance.
- (iv) ensure NQB conforms with legal and ethical standards.
- (v) review and approve policies.
- (vi) make, alter or repeal By-Laws, except those regulating authority of the Council.
- (vii) approve and monitor budgets, progress of major capital expenditure, capital management and divestitures.
- (ix) monitor the performance of the organisation, including the performance of the Committees.



- (x) appoint Committees, Panels, Working Groups and Advisors.
- (xii) perform duties in the best interests of North Queensland Branch and Surf Life Saving Queensland and in accordance with the Director's Code of Conduct.

2. TERMS OF OFFICE

All Directors shall be elected for two (2) year terms,

- The President, Director of Finance, Director of Lifesaving, Director of Youth & Membership shall be elected in **even** numbered years.
- The Deputy President, Secretary (Director of Administration & IT), Director of Surf Sports and Director of Junior Activities shall be elected in **odd** numbered years.

3. PRE-REQUISITES / SELECTION CRITERIA FOR DIRECTORS

Nominees shall:

- be a financial member of an affiliated club.
- have his/her nomination endorsed by his/her club.
- meet the following selection criteria:

Only candidates meeting the selection criteria set out below will be qualified to stand for election:

- very sound knowledge of, and empathy for, Surf Life Saving.
- previous experience in organisational work from either private business or member.
- demonstrated ability to understand a wide scope of community issues, including requirements and objectives of governing/charitable bodies.
- management or administration skills, preferably with a knowledge of risk management and the Associations Incorporation/ Corporate Laws in the areas of corporate governance and directors' duties and responsibilities.
- sound presentation and communication skills.
- ability to demonstrate major achievements or contributions in previous roles (either professionally or in surf lifesaving);
- ability to work and communicate effectively within the group and with external parties.
- understanding the strategic planning process and ability to implement developed procedures.
- commitment to the role and ability to devote sufficient time and energy to the position.

4. SLSQ DIRECTORS CODE OF CONDUCT

Nominees must agree to and comply with the SLSQ Directors Code of Conduct i.e.:

- act honestly and in good faith in the best interests of Surf Life Saving Queensland.
- exercise due care, skill and diligence in preserving, protecting and advancing NQB and Surf Life Saving.
- exercise their powers fairly and for the purposes for which they were conferred, and not misuse or profit from information obtained through their position.
- respect confidential information obtained and disclose any actual or potential conflict between their obligations owed to NQB and their personal interests and other duties.



NORTH QUEENSLAND QUEENSLAND

- fulfill their fiduciary obligation to NQB, including the prevention of insolvent trading.
- adhere to SLSA and SLSQ policies, rules and regulations, including the acceptance and responsibility for the decisions and actions of the NQB Council and/or Executive;
- provide positive and accountable leadership for NQB and affiliated Clubs and auxiliary organisations.
- promote NQB's vision of "zero preventable deaths in Queensland public waters"
- actively support and promote NQB Strategic Plan.
- actively promote NQB organisational values i.e.
- we are responsive to the need of our members and community.
- we operate with integrity, equity and accountability.
- we are innovative in improving our services.
- we operate as a team; and,
- we accept our responsibility to lead and represent North Queensland Branch.
- report to the President.

CLOSING DATE

Nominations are to be marked attention to the Branch Administrator and must be received by **5.00pm Friday 22nd March 2024** via one of the following methods,

- Email to the Branch Office (preferred)
Surf Life Saving North Queensland <northqueensland@lifesaving.com.au>
- Hand delivery, 26 Leisure Road Smithfield 4878

FURTHER INFORMATION

If any prospective nominee is unsure of the requirements or expectations of a Director or requires a copy of the NQB Constitution or By Laws, it is available on our website.



**NOMINATION FOR DIRECTOR/DEPUTY DIRECTOR
APPLICATION FORM
NOMINATION FOR:**

(Position)

NOMINEE'S NAME:

(Given Names) (Surname)

POSTAL ADDRESS:

(Post Code)

PHONE: (0) _____ (0) _____

(Personal) (Business)

BLUE CARD NO: _____ **EXPIRY DATE:** _____

MOBILE: _____ **EMAIL:** _____

MEMBER OF: _____ **SLSC**

Proposed by

(Print Name) (Club) (Signature) (Date)

Seconded by

(Print Name) (Club) (Signature) (Date)

I agree to the nomination, and further acknowledge and accept:

- I am not prohibited from holding office of an incorporated company or association; and
- I have read and understand the "Code of Conduct for NQB Directors" and agree to comply with the Code; and
- I am the holder of a "Working with the Children Suitability Card" (Blue Card)

(Nominee's signature) (Date)

ENDORSED BY: (must be a Club/ Branch Executive Officer)

(Club) (Position) (Signature) (Date)



NOMINEE PROFILE

SURF LIFE SAVING BACKGROUND

Please provide a brief overview of your involvement in Surf Life Saving at Club, Branch, State and/or National levels e.g. years of membership, positions held, major achievements.

SLSA AWARDS/ACCREDITATIONS/QUALIFICATIONS RELEVANT TO THE POSITION

(Award/ Accreditation/ Qualification) (Date)

(Award/ Accreditation/ Qualification) (Date)

(Award/ Accreditation/ Qualification) (Date)

(Award/ Accreditation/ Qualification) (Date)

(Award/ Accreditation/ Qualification) (Date)

(Award/ Accreditation/ Qualification) (Date)



PROFESSIONAL HISTORY

Please provide a brief overview of your professional history and qualifications.

PERSONAL HISTORY/ INTERESTS

Please provide details of your personal interests and hobbies, including any involvement with other community groups/services.

DIRECTOR'S SKILLS & EXPERIENCE (SELECTION CRITERIA)

Please provide responses to the following questions related to the desired skills and experience of SLSQ Directors.

1. Previous experience in organisational leadership in the private or community sectors (e.g. Committee/ Board roles)

2. Awareness of legal responsibilities of governing bodies of community service and/or charitable organisations

3. Previous management or administrative skills, including risk management



4. Presentation and communication skills

5. Understanding of, and involvement in, the strategic planning process and monitoring organisational performance

6. Ability to commit sufficient time and energy to the role of Director

7. Reasons for nominating for a Director's position (e.g. major goals and/or issues you wish to focus on?)
