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## SURF LIFE SAVING SA

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# C I R C U L A R

**Circular No: C09015**

**TO:** Presidents, Secretaries  
**FROM:** Elaine Farmer, General Manager  
**DATE:** 8<sup>th</sup> April 2009  
**SUBJECT:** Surf Life Saving SA Board of Management Vacancies

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### Background

Our current Constitution allows for two year appointments of Board of Management members on a rotating basis, plus the election of the State President for a two year tenure.

At the 29<sup>th</sup> August 2007 State Council meeting John Devitt was elected to fill the vacancy caused by the resignation of Shane Yeend. It was agreed by the meeting that he remain in place until May 2009.

In May 2008.

- Bill Jamieson – elected State President in 2007 for a two year period.
- Stephen Cornish, David Kinnear and John Devitt – were all due for re-election in 2009
- Claudia Goldsmith, Heather Thompson and Kym Hume – were all due for re-election in 2008. Heather and Claudia were re-elected but Kym decided not to re-nominate. John Baker was elected to fill the vacancy.
- Michael Schetter – annual appointment.

Stephen Cornish was due for re-election in 2009 but resigned in 2008. Craig Caldicott was elected to fill that vacancy and is therefore due for re-election.

Travis Kemp was elected to fill the vacancy created by David Kinnear in February 2009 – due for re-election in May 2009.

This means that at our May State Council meeting we need to declare some positions vacant.

### Current Status : Elections

State President	Bill Jamieson has completed his second year of his two year tenure.
Board of Management	Craig Caldicott, John Devitt and Travis Kemp are up for re-election (and all will re-stand).

### Current Status : Appointments

We have a commitment from Michael Schetter that he is happy to continue in the capacity of an "appointed" Board member.

### Presiding Members

Claudia Goldsmith, Heather Thompson and John Baker have all completed one year of their two year tenure

### Nominations

This circular, therefore, calls for the following nominations from members.

State President	:	:	:	:	:	2 year tenure
Board of Management	(3 members)	:	:	:	:	2 year tenure

Please remember that up to three members of the Board may be Club Presidents.

**NOTE:** All retiring members of the Board have indicated that they will be seeking re-election.

Nominations must be in writing and be in the hands of the General Manager on or before

**Thursday 30<sup>th</sup> April 2009**

### Skill Set

Attached you will find a skill set audit which you are asked to submit along with your nomination. This information is essential for State Council to ensure that a broad range of skills are available to the Board. (Not required by persons who are re-nominating.)

If you have any questions, please don't hesitate to give me a call.

Regards

*Elaine*



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## BOARD OF MANAGEMENT – BROAD SKILLS REQUIREMENT

**Requisite Skills and Audit:**                      **NAME:** \_\_\_\_\_

### FINANCIAL MANAGEMENT

	<b>Low</b>				<b>High</b>
> Understanding of budgeting	1	2	3	4	5
> Profit and loss	1	2	3	4	5
> Understanding of salary structures	1	2	3	4	5
> Understanding of balance sheet	1	2	3	4	5
> Understanding of chartered accounts	1	2	3	4	5

### STRATEGIC MANAGEMENT

	<b>Low</b>				<b>High</b>
> Understanding of strategic thinking, direction and goal setting	1	2	3	4	5
> Organisation vision and direction	1	2	3	4	5
> Leadership development and planning	1	2	3	4	5
> Management planning and operational excellence	1	2	3	4	5
> People development	1	2	3	4	5

### CORPORATE GOVERNANCE

	<b>Low</b>				<b>High</b>
> Legal wisdom	1	2	3	4	5
> Contractual guidance	1	2	3	4	5
> Legislative requirements	1	2	3	4	5
> Risk management	1	2	3	4	5
> Organisational governance	1	2	3	4	5

### BUSINESS MANAGEMENT

	<b>Low</b>				<b>High</b>
> Effective business strategy	1	2	3	4	5
> Human resource best practice	1	2	3	4	5
> Operational procedures and processes	1	2	3	4	5
> Organisational structure and capacity	1	2	3	4	5
> Organisational practices and records	1	2	3	4	5

### COMMUNICATION UNDERSTANDING

	<b>Low</b>				<b>High</b>
> Engagement with media	1	2	3	4	5
> Engagement with partners	1	2	3	4	5
> Effective ICT strategy	1	2	3	4	5
> Use of technology across SLSSA Club operations	1	2	3	4	5



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### STRATEGIC LOBBYIST

	Low				High
> Stakeholder understanding – Government and corporate	1	2	3	4	5
> Liaison knowledge and skills	1	2	3	4	5
> Advice on engagement strategy	1	2	3	4	5

### ORGANISATIONAL UNDERSTANDING

	Low				High
> History of SLSA and SLSSA	1	2	3	4	5
> Procedures and practices of SLSSA	1	2	3	4	5
> Future directions of surf lifesaving	1	2	3	4	5

### MARKETING UNDERSTANDING

	Low				High
> Marketing strategy	1	2	3	4	5
> "Push / Pull" strategies	1	2	3	4	5
> Marketing value-based partnerships	1	2	3	4	5

You may believe that you have attributes that would complement your position as a Board member, but which are not covered by any of the points above. If you do, please take the time to list them below.

You may also be on other Boards and/or Committees outside of surf lifesaving, or a member of another organisation. If this is the case then we would appreciate knowing what they are. Such information can be extremely useful for many reasons. Again, it would be appreciated if you could list those below.