

NOTICE OF ANNUAL GENERAL MEETING

63rd ANNUAL GENERAL MEETING - Umina SLSC

Notice is hereby given that the 63rd Annual General Meeting of members of Umina Surf Life Saving Club Inc. will be held at Umina Surf Life Saving Club House, 509 Ocean Beach Rd, Umina Beach on **Sunday 18th June 2023 at 2.00pm**

BUSINESS

1. To confirm the Minutes of the previous Annual General Meeting.
2. To deal with any business arising out of such Minutes.
3. To deal with any relevant correspondence.
4. To receive and adopt the Annual Report and Financial Statement.
5. The appointment and fixing of the remuneration of the auditors.
6. To deal with any Motions of which due notice has been given.
7. Notice of Motions:
 - Motion to approve affiliation be sought with SLSCC and SLSNSW
 - Approval of Life Membership nominations received.
 - Endorse the updated Club Constitution which was dealt with at a Special General Meeting held on 15th May 2023 (copies can be requested by email)
8. To elect Directors of the Club for the 2023/2024 and 2024/2025 Seasons.
 - Director of Finance
 - Director of Surf Sports
 - Director of Facilities
 - Director of Lifesaving
9. General Business of an Urgent Nature.

Please Note: The Chairman has the right to vary the order of the meeting.

Under the current constitution and by-laws, members need to be financial for the upcoming 2023/2024 season to be eligible to vote. We request that members renew their registration online via the members portal by 11th June 2023 https://members.sls.com.au/SLSA_Online/modules/login/

We will also be helping with online renewals prior to the AGM from 12.30pm to 1.30pm at the surf club on the day.

Information and nomination forms are attached or can be requested from the office or email: memberservices@uminaslsc.org.au

Written nominations must be received by the Director of Administration memberservices@uminaslsc.org.au or club office at admin@uminaslsc.org.au on or before 11th June 2023



Time frames for Directorships

FOR RENEWAL 2023/2024 – 2024/2025 voting at AGM	
Director of Surf Sports	2 Years
Director of Finance	
Director of Lifesaving	
Director of Facilities	
NOT FOR RENEWAL BELOW	
President	2 Years
Director of Education	
Director of Junior Activities	
Director of Administration	

OFFICER POSITIONS – RESPONSIBILITIES AND DUTIES

Director of Facilities

- Responsible for the oversight of all issues relating to the maintenance, repair and ongoing use of the Club building and facilities.
- Playing an active role in the overall management of the Club as a member of the Board.
- In consultation with the Chairperson, representing the Club in all negotiations with local, State and Federal Government authorities in relation to building and facilities matters.
- Arranging for relevant building work, maintenance and repairs to be undertaken by appropriately qualified tradespeople in accordance with any directives or approvals made or given by the Executive Committee.
- Managing Kiosk lease ensuring all requirements under the lease are met.
- Preparing and submitting the annual budget for the Club's facilities and building maintenance to the Director of Finance prior to the commencement of the season.
- In consultation with the Chairperson and Treasurer, determine the procedures to be adopted for the hiring of club facilities, including the rates for such hire.
- Any other duties and responsibilities as provided for in this Constitution and any Bylaws

Director Surf Sports/Competition

- Responsible for the oversight of the Club's competition and training programs including the organisation and discipline of all competitors and teams who represent the Club in competition, but not including junior activities members.
- Playing an active role in the overall management of the Club as a member of the Board.
- Ensuring sectional captains have in place a structured coaching, training & skills development program for the competitors in their area, including the design of training programs for individual competitors.
- In conjunction with sectional captains, ensuring the Club's competition member list is up to date and ensuring members are aware of carnival dates, and procedures at interclub, branch, state and national levels (including entry procedures and closing dates)
- In conjunction with the Director Youth Development, development and coordination of programs for U13-U19 members to facilitate their engagement and on-going involvement in all facets of surf sports competition.
- Ensuring sectional captains liaise with junior activities committee members and individual junior activity members to facilitate the transition of those members into the senior competition program.
- Facilitating entries and accommodation for competitors to carnivals.
- Ensuring any protests at carnivals are dealt with in an efficient and appropriate manner.
- Liaising with the captains of the competition sections on upcoming events/issues.
- Each year, allocating responsibility for tasks associated with carnival competition, including transport of gear and equipment, accommodation and travel arrangements, touring team managers, team selectors and such other competitor support personnel considered appropriate by the Director.

Treasurer/Director of Finance

- Playing an active role in the overall management of the Club as a member of the Board.
- Preparing and monitoring the Club's budget.
- Playing an active role in the overall.
- Maintaining the Club's accounting records including receipt of all monies paid to the Club, the issue of receipts for money received and the banking of all money received.
- Ensuring the timely and accurate payment of all invoices received by the Club.
- Facilitating the annual audit, presenting details to members at the Annual General Meeting.
- Producing relevant and timely financial reports and submitting these to each Board meeting as required.
- Causing the preparation of statutory returns and reports as required, including BAS and IAS.
- Ensuring the entity is compliant with financial and reporting obligations under relevant legislation and regulations, including Associations Incorporation Act (1984) and the Charitable Fundraising Act (1991) and various taxation requirements.
- Attending to payment of wages, superannuation and taxation liabilities for paid employees of the Club.
- Any other duties and responsibilities as provided for in this Constitution and any Bylaws.
- Co-ordinating and preparing all grant applications made by the club to local, State, Federal and non-government authorities and organisations.
- Ensure all Liquor Licencing obligations are met.
- Negotiate and manage Kiosk lease ensuring all requirements are met in conjunction with another member of the board.

Club Captain/Director Lifesaving

- Responsible for the conduct and control all patrols and the Club's compliance with any lifesaving agreements that may be in force from time to time.
- Playing an active role in the overall management of the Club as a member of the Board.
- Scheduling patrols and rostering patrol duties prior to the commencement of each season so as to ensure the Club meets any requirements of Branch, State or National levels of SLSA,
- Preparing and submitting the annual budget for the Club's lifesaving activities to the Director of finance prior to the commencement of the season,
- Overall responsible for ensuring all operational lifesaving equipment is well maintained and ready for use at all times.
- Working in consultation with the Chief Instructor/Director Education to ensure that all patrolling members are proficient each year incl. keeping Surfguard.
- Proficiencies current and up to date.
- In conjunction with the Director Youth Development, developing and coordinating programs for U13 to U19 members to facilitate an increasing role and responsibility in patrol activities.
- Maintaining a record of members' performances while on patrol, including communication with members who miss patrols to ensure they comply with any obligations arising under Club rules.
- Any other duties and responsibilities as provided for in this Constitution and any bylaws.



Expression of Interest Position Nomination Form

Date: _____

Seasons: 2023/2024 & 2024/2025

Name: _____

Address: _____

Phone: _____

Email: _____

Position Nominated for: _____

Previous Experience or Qualifications:

Signature: _____

Seconded by: (must be a current club member)

Phone: _____

Signature: _____

Office Use: Date received: _____ Financial member 2023/2024 season: Yes / No