



**DICKY BEACH SURF LIFESAVING CLUB
PROCEDURE NO. GOV011
OPERATIONS OF THE
LIFE MEMBER COMMITTEE**

Document Control

Version Control

Date	Version	Details	Author
23.04.2017	1	Initial Introduction of Procedure	Secretary
25.05.2020	2	Annual review of policies	Secretary

1. Purpose and Background

- 1.1 To guide the Life Member Committee in conducting, recording and reporting its meetings; and
- 1.2 To guide the Chairperson of the Life Member Committee regarding their responsibilities to conduct, record and report meeting outcomes.

2 Policy Statement

- 2.1 The Life Member Committee shall provide advice concerning Life Member activities, initiatives and requirements to the Board and Club members.

3. Applicability:

- 3.1 This procedure applies to Life Members of the Dicky Beach Surf Life Saving Club. The responsibility of implementing this policy/procedure rests with the Life Member Committee under the supervision of the Board.

4. Statutory/Constitution/By-Laws Requirements

- 4.1 This procedure specifically relates to Section 32 of the Constitution; By-Law 5.7.

5. Considerations

- 5.1 The Life Member Committee shall be responsible for:
 - 5.1.1 Maintaining a record of all Life Members;
 - 5.1.2 Identifying any assistance that may be required by Life Members or their family;
 - 5.1.3 Making recommendations to the Board regarding building Life Members on the required Policy and Procedures No TEMP001;



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- 5.1.3 Assigning Life Members to all relevant Committees and the Board;
- 5.1.4 Maintaining the Club History;
- 5.1.5 Coordinating with the Administrator and relevant Club Officials any funeral arrangements or requirements for a Life Member on behalf of the Club;
- 5.1.6 Placing a plaque at the old club house site recognising a passing of a Life Member; and
- 5.1.7 Dealing with matters referred to it from the Board or Council.

6. Procedures

- 6.1 To control and monitor the responsibilities listed above the Life Member Committee shall conduct meetings at a minimum of one meeting per year.
- 6.2 The Chairperson for meetings will be elected by its members following the Annual General Meeting.
- 6.3 Should the Chairperson be absent, a vote will occur to elect the Chairperson of that meeting.
- 6.4 The Life Member Committee Agenda (TEMP014) for meetings shall be:
 - 6.4.1 Opening
 - 6.4.2 Attendances;
 - 6.4.3 Apologies;
 - 6.4.4 Disclosure of Interest
 - 6.4.5 Declaration of Confidentiality
 - 6.4.6 Confirmation of Minutes of Previous Meeting;
 - 6.4.7 Business Arising;
 - 6.4.8 Correspondence;
 - 6.4.9 Budget Issues;
 - 6.4.10 Strategic Plan;
 - 6.4.11 Reports;
 - 6.4.12 General business;
 - 6.4.13 Next Meeting Date; and
 - 6.4.14 Closure of Meeting.
- 6.5 The Life Member Committee shall report to the Board within seven days of their meeting on the required Minutes Template (TEMP009).
- 6.6 Draft Minutes are to be forwarded to all committee members for their approval and confirmation of correctness of the Minutes.



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- 6.7 Once the Minutes have been approved, a signed copy should be forwarded to the Club Secretary for consideration of the next Board Meeting.
- 6.8 Resolutions or recommendations for consideration by the Board shall also be provided on the Cover Committee Report (TEMP010) and should include a rationale to support the resolution or recommendation. This includes but is not limited to:
 - 6.8.1 Future Life Members;
 - 6.8.2 Budget approvals; and
 - 6.8.3 Current activities designated in the Strategic Plan.
- 6.9 Any Life Member may attend any Board meeting (advising the Secretary seven days prior to attendance) to further clarify any resolution or recommendation from this committee or to speak on any other subject matter.
- 6.10 Dissemination of Life Member information shall be through the Club Administrator by electronic and social media platforms used by the Club.

Authority

John Scott
President