



**DICKY BEACH SURF LIFESAVING CLUB
PROCEDURE NO. GOV005
BOARD ADVICE TO COMMITTEES**

Document Control

Version Control

Date	Version	Details	Author
23.04.2017	1	Initial Introduction of Procedure	Secretary
29.03.2018	2	Reflecting change of constitution regarding format of Board	Secretary
25.05.2020	3	Annual review of policy	Secretary

1. Purpose and Background

- 1.1 This procedure provides guidelines to ensure the Board's expectations for Committees are clearly communicated.
- 1.2 The procedure will allow for a clear two way communication process to be established following the annual election of the Board, committees and sub-committees.
- 1.3 This process will form part of the governance framework to be delivered to all relevant Club Officers.

2 Policy Statement

- 2.1 A meeting will be conducted at the commencement of each season with committees and sub-committees articulating the strategic vision, governance and operational requirements for the Club.

3. Applicability:

- 3.1 This procedure applies to appointed/elected officers of the Dicky Beach Surf Life Saving Club. The responsibility of implementing this policy/procedure rests with the Board.

4. Statutory/Constitution/By-Laws Requirements

- 4.1 This procedure specifically relates By-Laws Section 5.1 (d).

5. Procedures

- 5.1 Following the Club's Annual General Meeting, nominated Board Members will attend each committee and sub-committee and provide advice on the following:
 - 5.1.1 The Board's expectations, including reporting requirements;



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- 5.1.2 A full explanation of the committee's roles and functions and where the committee/subcommittee fits within the Club's overall structure; and
- 5.1.3 Outlining governance issues including but not limited to child protection; expenditure; governing policies and procedures.
- 5.2 The committee members will be encouraged to ask questions to ensure they fully understand their roles and governance requirements.
- 5.3 The committee will be provided the name of their Board Liaison Officer who they can contact at any time during the season for advice.

Authority

John Scott
President