



DICKY BEACH SURF LIFESAVING CLUB
PROCEDURE NO. GOV009
OPERATIONS OF THE
YOUTH DEVELOPMENT COMMITTEE

Document Control

Version Control

Date	Version	Details	Author
23.04.2017	1	Initial Introduction of Procedure	Secretary
29.04.2019	2	Reflective of change in constitution	Secretary
25.05.2019	3	Annual review of policies	Secretary

1. Purpose and Background

- 1.1 To guide Youth Development Committee in conducting, recording and reporting its meetings; and
- 1.2 To guide the Youth Development Officer regarding their responsibilities to conduct, record and report meeting outcomes.

2. Policy Statement

- 2.1 The Youth Development Committee shall administer and co-ordinate all operational and planning for youth members, ensuring optimal outcome for them.

3. Applicability:

- 3.1 This procedure applies to all members of the Dicky Beach Surf Life Saving Club. The responsibility of implementing this policy/procedure rests with the Youth Development Officer 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 5.5.

5. Considerations

- 5.1 The Youth Development Committee shall be responsible for:
 - 5.1.1 Promoting and delivering development programs, mentoring programs and other activities for youth members;



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- 5.1.2 Promoting and identifying suitable youth members' participation in development camps and leadership programs and camps;
- 5.1.3 Assisting club officers, particularly JAC officers to enhance recruitment and retention and the transition of youth members through the club;
- 5.1.3 Identifying innovative activities to enhance the recruitment and retention of youth members;
- 5.1.4 Implementing and regularly reviewing youth recruitment and retention programs within the Club;
- 5.1.5 Educating and ensure all members of the club comply with the Child and Youth Risk Management Strategy and all Codes of Conduct;
- 5.1.6 Educating all members regarding the importance youth members play within the Club;
- 5.1.7 Encouraging youth members to become involved in fundraising and community engagement activities;
- 5.1.8 Encouraging youth members to take on leadership roles within the Club;
- 5.1.9 Disseminating all youth related information to all members; and
- 5.1.10 Dealing with matters referred to it from the Board or Council, Lifesaving Operations Committee and Surf Sports and Competition Committee.

6. Procedures

- 6.1 To control and monitor the responsibilities listed above the Youth Development Committee shall conduct a regular meeting on at least a quarterly basis.
- 6.2 The Youth Development Officer will be the Chairperson for meetings and in their absence, a vote will occur to elect the Chairperson of that meeting.
- 6.3 The Youth Development Committee Agenda (TEMP014) for meetings shall be:
 - 6.3.1 Opening
 - 6.3.2 Attendances;
 - 6.3.3 Apologies;
 - 6.3.4 Disclosure of Interest
 - 6.3.5 Declaration of Confidentiality
 - 6.3.6 Confirmation of Minutes of Previous Meeting;
 - 6.3.7 Business Arising;



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- 6.3.8 Correspondence;
 - 6.3.9 Budget Issues;
 - 6.3.10 Strategic Plan;
 - 6.3.11 Reports;
 - 6.3.12 General business;
 - 6.3.13 Next Meeting Date; and
 - 6.3.14 Closure of Meeting.
- 6.4 The Youth Development Committee shall report to the Board within seven days of their meeting on the required Minutes Template (TEMP009).
- 6.5 Draft Minutes are to be forwarded to all committee members for their approval and confirmation of correctness of the Minutes.
- 6.6 Once the Minutes have been approved, a signed copy should be forwarded to the Club Secretary for consideration of the next Board Meeting.
- 6.7 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:
- 6.7.1 Identification of members suitable to attend leadership and development course;
 - 6.7.2 Budget approvals;
 - 6.7.3 Equipment needs; and
 - 6.7.4 Current activities designated in the Strategic Plan.
- 6.8 Dissemination of Youth Development information shall be through the Club Administrator by electronic and social media platforms used by the Club.

Authority

John Scott
President