

MWWSLSC ANNUAL GENERAL MEETING



16th August 2026
at 1:30pm



The Loft Workspace
Level 1, 137 Prince Street,
Grafton NSW 2460



2025-2026
Financial Members
Welcome

2026/2027
ALL POSITIONS
DECLARED VACANT



Would you like to join our committee?
All nominations to be received by
Monday 10th August 2026 5pm



Email form: **secretary@mwwslsc.org.au**





MINNIE WATER-WOOLI SURF LIFESAVING CLUB INC.

Annual General Meeting Pack 2026-2027

Volunteering with Minnie Water-Wooli Surf Life Saving Club isn't just about giving your time; it's about being part of a dedicated team that shapes the future of our community. Together, we're not only saving lives but also forging a new direction that upholds our values, supports our members, and strengthens our bonds.

Join #teamminnie and be part of this rewarding journey. Your involvement will make a lasting impact and help us continue to thrive and grow.

2025-2026 Executive Leadership Team

- | | |
|--|-----------------|
| • Club President: | Troy Claydon |
| • Vice President: | Damien Irvine |
| • Director of Lifesaving (Club Captain): | Nathan Adamson |
| • Director of Education - (Club CTO) | Troy Claydon |
| • Director of Administration (Club Secretary): | Bianca Claydon |
| • Director of Finance (Club Treasurer): | Julie Irvine |
| • Junior Activities Chair - JAC: | Natasha Hillery |

Key Responsibilities of Minnie Water-Wooli Surf Life Saving Club

- **Accountability:** Our club is committed to ensuring that we meet all our obligations, manage our finances responsibly, and operate with full transparency. This includes regular financial reporting, audits, and open communication with our members and stakeholders to maintain trust and credibility.
- **Advocacy:** We actively represent the interests of our club to the community, our members, and other stakeholders. Through advocacy, we aim to raise awareness of our mission, promote the importance of surf lifesaving, and strengthen our community ties.
- **Compliance:** We ensure that our operations adhere to our Constitution and all relevant laws. Compliance is crucial across all areas, from our core lifesaving services and training programs to administrative functions and governance.
- **Resourcing:** Securing funding and other resources is vital to support our club's work. We pursue grants, sponsorships, fundraising initiatives, and community support to ensure we have the necessary resources to fulfill our mission and sustain our operations.
- **Strategy:** We are in the process of setting long-term goals and strategic plans to guide our club's direction. This effort includes aligning our activities with our charitable purpose, adapting to emerging challenges, and continuously improving our services to benefit our members and the wider community.



MINNIE WATER-WOOLI SURF LIFESAVING CLUB INC.

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Our commitment to SLSNSW:

Our club is dedicated to the mission of Surf Life Saving New South Wales (SLSNSW), which is to save lives, create great Australians, and help build better communities within NSW. We provide vital lifesaving services to the public visiting our beaches and, when called upon, respond to incidents in collaboration with police and other emergency services.

In alignment with SLSNSW, our club offers aquatic rescue, emergency care, vocational education, and beach management training to our members. We also can engage in community education programs, surf sports, junior development programs, and provide facilities for community use.

Our role extends beyond lifesaving services; we support SLSNSW by offering our equipment and facilities for professional lifeguard services and providing water safety at various events. The feedback and contributions from our members help shape the future of Surf Life Saving, advancing our movement on both national and global stages.

Compliance with ACNC:

As a registered entity with the Australian Charities and Not-for-profits Commission (ACNC), we are committed to transparency, accountability, and fulfilling our charitable purposes. Our compliance with ACNC regulations ensures we maintain the trust of our members, donors, and the wider community.

Position Descriptions and Nomination Details

• Club President:	Page	04
• Director of Lifesaving - Club Captain:	Page	06
• Director of Education - (Club CTO)	Page	08
• Director of Administration - Club Secretary:	Page	10
• Director of Finance - Club Treasurer:	Page	12
• Junior Activities Chair - JAC:	Page	14
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MINNIE WATER-WOOLI SURF LIFESAVING CLUB INC.

Annual General Meeting Pack 2026-2027

Position	Location	Position Description Completed
Club President	Minnie Water-Wooli Surf Life Saving Club	01 July 2024
SLS Branch Authority		SLSNSW Authority
Branch President / Director of Administration		SLSNSW Staff

PURPOSE STATEMENT

Club Presidents act as principal leaders within a surf lifesaving club. They are responsible for overseeing and facilitating all areas and operations of a club and voice their SLS members' views at appropriate forums.

ROLE & RESPONSIBILITIES

All Club Presidents will:

- Act as a facilitator for Club activities and voice members views at appropriate forums
- Act as the principal leader with overall responsibility for the Club's administration
- Be responsible for Club planning, including succession and business planning
- Engage sponsors and supporters
- Ensure all Club activities are carried out within the laws of NSW
- Ensure all rules and regulations of the Club are upheld
- Ensure financial, social and structural viability of the Club is established and maintained
- Ensure planning and budgeting is completed in accordance with the needs of the Club and members wishes
- Facilitate meetings, including committee, executive and annual general meeting
- Identify and communicate to members opportunities available at Club, branch, state and national levels
- Introduce the Club Management Plan and ongoing review and management of this plan
- Represent the Surf Club appropriately at local, regional, state and national levels
- Set the overall committee agenda and help the committee prioritise its goals and ensure office bearers work within this framework
- Induct and support club management team members into their position and support them in their role

ROLE ENTRY REQUIREMENTS

- Be a current, active financial member of SLSNSW Club or service.
- Current Bronze Medallion or Silver Beach Management
- Working with Children Check (or willing to obtain)
- Completed SLS Safer Surf Clubs and Safeguarding Online awareness training

KEY CHALLENGES IN THE ROLE

- Engaging with and educating volunteers who may be resistant to new SLSNSW and SLSNSW Branch processes
- Exposure to potentially traumatic incidents, material, and potentially traumatised people
- Managing expectations and resolving conflicts
- Volunteering flexibly and travelling to attend sites after hours and on weekends as required
- Succession planning



SURF LIFE SAVING
NEW SOUTH WALES



Annual General Meeting Pack 2026-2027

PRESIDENT SELECTION CRITERIA	
ESSENTIAL SKILLS	ESSENTIAL KNOWLEDGE
• Ability to manage own workload and conflicting priorities while consistently adhering to SLSNSW protocols • Ability to respond promptly and appropriately to members requiring support, using conversational skills to create a supportive environment and develop rapport • Ability to seek assistance and support when required • Ability to work in a high-pressure environment • Ability to work within a team and delegate tasks appropriately to meet timeline • Clear communication skills • High problem-solving ability: analysing available information and choosing the optimal solution • Leadership and business management skills • Basic computer skills	• Knowledge of SLS constitutions, regulations, policies, guidelines and procedures • Knowledge of NSW legislation • Knowledge of local, state and national strategic and business plans available and referring individuals where necessary • Knowledge of SLS organisational governance • Self-awareness in relation to their level of competence and any limitations. • Understanding of reporting and recording requirements of sensitive information in adherence with privacy legislation. • Understanding of responsibilities around confidentiality including its limitations.
PREFERRED QUALIFICATIONS OR EXPERIENCE	
• Tertiary qualification in leadership and management • Tertiary qualification in business management • Tertiary qualification in project management • Tertiary qualification in business administration	• Business owner • Management experience • SLS Committee Chairperson
PERSONAL CHARACTERISTICS	
• Ability to adapt style • Community minded • Flexibility • Genuine interest in helping others • Good moral judgement • Good prioritisation skills	• Integrity • Organised • Professional yet affable • Resilient • Self-directed (self-control and management)
KEY STAKEHOLDER RELATIONSHIPS	
• SLSNSW Members • Branch Presidents • Branch Administrators • SLS Club Safety Officer • SLS Club Member Protection Information Officer • SLS Club Sponsors	• SLSNSW Member Welfare Officer • SLS Club Complaints Officer • Members of the Club Management Team • SLSNSW Development Team • Previous and other current holders of the role • Government Officials



MINNIE WATER-WOOLI SURF LIFESAVING CLUB INC.

Annual General Meeting Pack 2026-2027

Position	Location	Position Description Completed
Director of Lifesaving	Minnie Water-Wooli Surf Life Saving Club	01 JULY 2024
SLS Branch Authority		SLSNSW Authority
SLSNSW Branch Director of Lifesaving		SLSNSW State Director of Lifesaving
PURPOSE STATEMENT		
The Club Director of Lifesaving has overall responsibility for the club's lifesaving services.		
ROLE & RESPONSIBILITIES		
All Directors of Lifesaving will: • Administer and organise patrols (rosters, experience/qualification spread) • Communicate with patrol defaulters to maintain efficiency of patrols • Coordinate pre-season preparation phase (equipment/uniforms, rostering, communication etc) • Develop and maintain the Club's POM • Keep a record of member re-qualifications each season - SurfGuard • Keep a record of members performances at patrol duties • Liaise with Branch Director of Lifesaving • Manage adherence to requirements as per LSA and SOP (quality assurance) • Manage, in consultation with others, the annual lifesaving equipment grant (applications and acquittal) • Ongoing management or service deliver standards and issue resolution • Oversee the Gear Steward/Powercraft Officer concerning lifesaving gear, ensuring it is well maintained and managed, including the annual gear and equipment inspection • Provide regular communication and support to PC's and members • Recommend actions to Club Committee • Responsible for the conduct of members in the Club • Submit regular reports to the Club Executive Committee • Work with Chief Training Officer to address training requirements and deficiencies		
ROLE ENTRY REQUIREMENTS		
• Be a current, financial member of SLSNSW Club or service. • Working with Children Check (or willing to obtain) • NSW drivers' licence		
KEY CHALLENGES IN THE ROLE		
• Engaging with and educating volunteers who may be resistant to new SLSNSW and SLSNSW Branch processes • Exposure to potentially traumatic incidents, material, and potentially traumatised people • Volunteering flexibly and travelling to attend sites after hours and on weekends as required • Succession planning		



**SURF LIFE SAVING
NEW SOUTH WALES**



Annual General Meeting Pack 2026-2027

DIRECTOR OF LIFESAVING SELECTION CRITERIA	
ESSENTIAL SKILLS	ESSENTIAL KNOWLEDGE
• Ability to manage own workload and conflicting priorities while consistently adhering to SLSNSW protocols • Ability to respond appropriately to members requiring support, using conversational skills to create a supportive environment and develop rapport • Ability to seek assistance and support when required • Ability to work in a high-pressure environment • Ability to work within a team and delegate tasks appropriately • Basic computer skills • Clear communication skills • High problem-solving ability: analysing available information and choosing the optimal solution	• Knowledge of local, state and national policies, guidelines and standard operating procedures • Knowledge of SLS award structure • Self-awareness in relation to their level of competence and any limitations. • Understanding of reporting and recording requirements of sensitive information in adherence with privacy legislation. • Understanding of responsibilities around confidentiality including its limitations. • Awareness of work, health and safety requirements
PREFERRED QUALIFICATIONS OR EXPERIENCE	
• Bronze Medallion or Silver Medallion Beach management	• Team leadership roles
PERSONAL CHARACTERISTICS	
• Ability to adapt style • Community minded • Empathetic • Flexibility • Genuine interest in helping others • Good moral judgement	• Good prioritisation skills • Integrity • Organised • Professional yet affable • Resilient • Self-directed (self-control and management)
KEY STAKEHOLDER RELATIONSHIPS	
• SLSNSW Members • Club and Branch Presidents • SLS Club Safety Officer • SLS Club Member Protection Information Officer • Emergency call out teams	• SLSNSW Member Welfare Officer • SLS Club Complaints Officer • Duty Officers • SLSNSW Branch and SLSNSW authorities • Club Management Team members • Previous and other current holders of the role



MINNIE WATER-WOOLI SURF LIFESAVING CLUB INC.

Annual General Meeting Pack 2026-2027

Position	Location	Position Description Completed
Director of Education (Chief Training Officer)	Minnie Water-Wooli Surf Life Saving Club	01 JULY 2024
SLS Branch Authority		SLSNSW Authority
Branch Director of Education		SLSNSW Training and Education Manager
PURPOSE STATEMENT		
Chief Training Officers lead and develop a team of trainers who will develop personnel to meet the operational needs of the Club.		
ROLE & RESPONSIBILITIES		
All Education Officers will: - Analyse skill mix throughout club and develop training solutions where needed - Arrange assessments through the Branch as required - Assess, develop, and coordinate delivery of training solutions to meet the Club's Beach Management Plan and service quality issues - Assist in development of youth within the Club. - Coordinate all instruction squads, their trainer and the resources - Develop training solutions for new resource implementation - Ensure all training sessions are efficient - Ensure re-qualifications of awards and certificates are completed and recorded by required date - Lead and develop a team of trainers and assessors who will develop personnel to meet the operational needs of the Club - Participate as a member of the Club Management Committee - Positively support the policies, culture, operation and management of the Club and SLSC - Submit reports to the Club Executive Committee		
ROLE ENTRY REQUIREMENTS		
- Be a current, financial member of SLSNSW Club or service. - Relevant minimum qualifications outlined in current SLSNSW Education Standard Operating Procedures.		
KEY CHALLENGES IN THE ROLE		
- Engaging with and educating fellow members who may be resistant to new SLSNSW and SLSNSW Branch processes - Managing professional relationships with SLS members and staff within the SLS training and education pathway - Adhering to relevant compliance requirements - Planning and prioritising to pro-actively manage competing deadlines - Working with the Club President and Club Captain to forecast and plan to fill any potential skill gaps - Succession planning		



**SURF LIFE SAVING
NEW SOUTH WALES**



Annual General Meeting Pack 2026-2027

CHIEF TRAINING OFFICER SELECTION CRITERIA	
ESSENTIAL SKILLS	ESSENTIAL KNOWLEDGE
• Ability to manage own workload, consistently adhering to SLSNSW protocols • Ability to respond appropriately to members requiring support, using conversational skills to create a supportive environment and develop rapport • Ability to seek assistance and support when required • Ability to work within a team and delegate tasks appropriately to meet deadlines • Advanced communication skills • High problem-solving ability: analysing available information and choosing the optimal solution	• Knowledge of training and education related policies, guidelines and procedures available • Self-awareness in relation to their level of competency and any limitations. • Understanding of reporting requirements of sensitive information in adherence with privacy legislation. • Understanding of responsibilities around confidentiality including its limitations. • Understanding of the Australian Skills Quality Authority, training packaging requirements, AVETMISS and experience with government funded programs.
PREFERRED QUALIFICATIONS OR EXPERIENCE	
• Certificate IV or Diploma in Training and Assessment • Tertiary qualification in Adult Education, Management or Business. • HR/WHS • Working with children check	• Experience in managing and leading a team of professionals, in an RTO or tertiary education environment, in pursuit of excellence in service quality and delivery • Trainer or Assessor
PERSONAL CHARACTERISTICS	
• Ability to adapt style • Community minded • Flexibility • Genuine interest in helping others • Good moral judgement • Good prioritisation skills	• Integrity • Organised • Professional yet affable • Resilient • Self-awareness – insight into competence • Self-directed (self-control and management)
KEY STAKEHOLDER RELATIONSHIPS	
• SLSNSW Members • SLSNSW Education team members • SLS Club Safety Officer • SLS Club Member Protection Information Officer • SLS Club Management Team members	• SLSNSW Member Welfare Officer • SLS Club Complaints Officer • SLSNSW Branch and SLSNSW authorities • Previous and other current holders of the role • Patrol Captains



MINNIE WATER-WOOLI SURF LIFESAVING CLUB INC.

Annual General Meeting Pack 2026-2027

Position	Location	Position Description Completed
Director of Administration	Minnie Water-Wooli Surf Life Saving Club	01 JULY 2024
SLS Branch Authority		SLSNSW Authority
Branch Director of Administration / Administration Officer (North Branch)		SLSNSW Club Services Manager
PURPOSE STATEMENT		
Club Administrators are responsible for the day-to-day administration of a club and may closely support the president to ensure effective running of a club.		
ROLE & RESPONSIBILITIES		
All Club Administrators will: • Call for and receive nominations for committees and other positions for the club Annual General Meeting (AGM) • Collate and arrange printing of the annual report • Collect and collate reports from Club Management Teams • Coordinate annual presentations and awards • Support delivery of relevant sections of the club management strategic plan • Ensure circulation of minutes to committee members within 7 working days to the next meeting • Ensure that the Public officer of the club carries out their duties and assist them where needed • Maintain data entry SurfGuard and ensure records are current • Maintain files, including (but not limited to) legal documents, constitutions, leases and title • Maintain newsletters • Plan for club meetings including agenda, venue, date, etc, in consultations with the Chairperson and advise members accordingly • Perform the general routine administration of the club • Provide a copy of all major correspondence in and out to the monthly meetings • Receive, record, read, reply and file correspondence promptly • Support the Club Management Team with Annual Club Compliance • Take minutes of meetings and maintain a copy for records Depending on their skills, experience and availability, some Club Administrators will also: • Work with Club Management Team to support day to day administration tasks across portfolios		
ROLE ENTRY REQUIREMENTS		
• Be a current, financial member of SLSNSW Club or service • Working with Children Check (or willing to obtain) • Working knowledge of Microsoft Office		
KEY CHALLENGES IN THE ROLE		
• Engaging with and educating volunteers who may be resistant to new SLSNSW and SLSNSW Branch processes • Time management while responding to clubs' visitors that drop in • Prioritising of conflicting tasks • Succession planning		



Annual General Meeting Pack 2026-2027

DIRECTOR OF ADMINISTRATION SELECTION CRITERIA	
ESSENTIAL SKILLS	ESSENTIAL KNOWLEDGE
• Ability to manage own workload, consistently adhering to SLSNSW protocols • Ability to respond appropriately to members requiring support, using conversational skills to create a supportive environment and develop rapport • Ability to seek assistance and support when required • Ability to work in a high-pressure environment • Ability to work within a team and delegate tasks appropriately • Basic computer skills • Clear communication skills	• Knowledge of relevant local, state and national policies, guidelines and procedures available. • Microsoft Office • Self-awareness in relation to their level of competence and any limitations. • SurfGuard • Understanding of reporting and recording requirements of sensitive information in adherence with privacy legislation. • Understanding of responsibilities around confidentiality including its limitations.
PREFERRED QUALIFICATIONS OR EXPERIENCE	
• Previous administration or reception experience	
PERSONAL CHARACTERISTICS	
• Ability to adapt style • Community minded • Flexibility • Genuine interest in helping others • Good moral judgement • Good prioritisation skills	• Integrity • Organised • Professional yet affable • Resilient • Self-awareness – insight into competence • Self-directed (self-control and management)
KEY STAKEHOLDER RELATIONSHIPS	
• SLSNSW Members • Club and Branch Presidents • SLS Club Secretary • SLS Club Captain	• SLS Club Management Team members • SLS Junior Activities Chair • SLSNSW Branch and SLSNSW authorities • Previous and other current holders of the role



MINNIE WATER-WOOLI SURF LIFESAVING CLUB INC.

Annual General Meeting Pack 2026-2027

Position	Location	Position Description Completed
Director of Finance	Minnie Water-Wooli Surf Life Saving Club	01 JULY 2024
SLS Branch Authority		SLSNSW Authority
NC Director of Finance		SLSNSW State Director of Finance

PURPOSE STATEMENT

The club treasurer is responsible for ensuring correct financial management and reporting is adhered to within the surf club accounts.

ROLE & RESPONSIBILITIES

A Club Treasurer will:

- Collate and consolidate the area/divisional budgets into an overall club budget
- Drive the club management team members to prepare annual budgets with assumptions for their respective areas
- Liaise with club administrator to ensure the entity is compliant with relevant legislation and regulations, particularly the various taxation requirements within the Associations Incorporation Act NSW (2009 No 7) and the Charitable Fundraising Act (1991 No 69)) and requirements of the Australian Charities and Not-for-profits Commission (ACNC) requirements
- Liaise with club auditor regarding the annual audit and preparation of compliant financial statements for presentation to members at the Annual General Meeting (AGM)
- Maintain the surf club's accounting records including detailed records of all payments and monies received ensuring it is logically filed with authorised supporting documentation
- Monitor the actual v budget results monthly
- Monthly preparation of bank reconciliation and profit and loss comparing actual to budget
- Prepare statutory returns and reports as required, specifically Activity Statement for the Australian Tax Office (ATO)
- Produce relevant and timely financial reports and submit these to club managements team members as required and ensure they are understood
- Seek explanations for material variation >10% so the club management team can be advised

ROLE ENTRY REQUIREMENTS

- Be a current, financial member of SLSNSW Club or service
- Completed SLS Safer Surf Clubs and Safeguarding Online awareness training
- Working with Children Check (or willing to obtain)

KEY CHALLENGES IN THE ROLE

- Engaging with and educating volunteers who may be resistant to new SLSNSW and SLSNSW Branch processes
- Managing expectations and resolving conflicts
- Succession planning
- Volunteering flexibly and travelling to attend sites after hours and on weekends as required.





Annual General Meeting Pack 2026-2027

DIRECTOR OF FINANCE SELECTION CRITERIA	
ESSENTIAL SKILLS	ESSENTIAL KNOWLEDGE
• Ability to keep accurate up-to-date records • Ability to respond appropriately to members requiring support, using conversational skills to create a supportive environment and develop rapport • Ability to seek assistance and support when required • Ability to work in a high-pressure environment • Ability to work within a team and delegate tasks appropriately to meet timeline • Able to work in a logical orderly manner • Basic computer skills • Clear communication skills • Excel and MYOB (or like) • High problem-solving ability • Leadership and business management skills • Time management skills	• Information needed for the annual club audits • How to have two club management team members authorise Cheques and EFTs • How to authorise payment/cheque requisitions and purchase orders with supporting documentation • Knowledge of local, state and national strategic and business plans available and referring individuals where necessary • Knowledge of NSW legislation • Knowledge of SLS organisational governance constitutions, regulations, policies, guidelines and procedures • Self-awareness in relation to their level of competence and any limitations. • Understanding of reporting and recording requirements of sensitive information in adherence with privacy legislation. • Understanding of the need for proper controls and governance over club finances i.e.
PREFERRED QUALIFICATIONS OR EXPERIENCE	
• Tertiary qualification in accounting • Tertiary qualification in finance • Tertiary qualification in business management • Tertiary qualification in business administration	• Business owner • Management experience • SLS committee chairperson • Prior bookkeeping experience • Prior experience in the preparation of bank reconciliations, balance sheet and profit and loss statements
PERSONAL CHARACTERISTICS	
• Ability to adapt style • Community minded • Flexibility • Genuine interest in helping others • Good moral judgement • Good prioritisation skills	• Integrity • Organised • Professional yet affable • Resilient • Self-directed (self-control and management)
KEY STAKEHOLDER RELATIONSHIPS	
• Australian Charities and Not-for-profits Commission • Branch Administrators • Branch Presidents • Members of the Club Management Team	• NSW Dept of Fair Trading • SLS Club President • SLSNSW Development Team • SLSNSW Members



MINNIE WATER-WOOLI SURF LIFESAVING CLUB INC.

Annual General Meeting Pack 2026-2027

Position	Location	Position Description Completed
Junior Activities Chair	Minnie Water-Wooli Surf Life Saving Club	01 JULY 2024
SLS Branch Authority		SLSNSW Authority
Branch Director of Members Services		SLSNSW State Director of Membership / SLSNSW Membership Team Staff
PURPOSE STATEMENT		
The Junior Activity Chair (JAC) manages and coordinates their Junior Activity Management team and Program. The aim of the JAC is to work with Club Management to set the agenda for the seasons activities and assist with the coordination and delivery of these activities throughout the season.		
ROLE & RESPONSIBILITIES		
All Junior Activity Chairs will: - Assist with the coordination and delivery of Junior Activities - Coordinate training and induction for Age Managers - Responsible for providing advice, direction and coordination for Age Managers - Work with Management to set the agenda for each season's activities - Coordinate with other areas of the club to deliver junior activities eg education and training team, coaches and surf sports, water safety team members - Ensure all club documentation is completed, and submit reports to the Surf Club Committee - Be aware of club sponsorship policies and club constitution - Be aware of and implement safeguarding practices within the club and with club members - Depending on their skills, experience and availability, some Junior Activity Chair will also: - Coordinate and chair Age Manager meetings - Monitor the implementation of new initiatives - Deliver training and induction sessions for Age Managers - Identify issues and potential solutions to recommend to the Management Committee		
ROLE ENTRY REQUIREMENTS		
- Be a current, financial member of SLSNSW Club or service - Completed the SLSNSW Junior Activity Chair Training Course - Be a qualified SLSC Age Manager - Hold a current Working with Children Check (WWCC)		
KEY CHALLENGES IN THE ROLE		
- Ensuring compliance with Age Manager Qualifications, Water Safety Ratios, Working with Children Checks and safeguarding practice. - Succession planning.		



Annual General Meeting Pack 2026-2027

JUNIOR ACTIVITIES CHAIR SELECTION CRITERIA	
ESSENTIAL KNOWLEDGE AND SKILLS	
• Ability to seek assistance and support when required • Ability to work as part of a team • Capacity to negotiate and resolve issues with a range of people • Excellent communication and interpersonal skills	• Knowledge of child development, and child behaviour • Knowledge of local beach and surroundings • Understanding of Safeguarding practices and member protection
PERSONAL CHARACTERISTICS	
• Ability to adapt style • Ability to work with a range of people • Confident • Friendly, positive and enthusiastic • Good prioritisation skills	• Good time management • Organised • Passionate • Professional yet affable • Resilient
• KEY STAKEHOLDER RELATIONSHIPS	
• Age Managers • Nippers and Nipper Parents • Previous and other current holders of the role • SLS Club Member Protection Information Officer	• SLS Club Management Team members • SLSNSW Branch and SLSNSW authorities • Water Safety Supervisor and Teams • SLS Club Safety Officer



MINNIE WATER-WOOLI SURF LIFESAVING CLUB INC.

Annual General Meeting Pack 2026-2027

NOMINATION FORM

- All positions will be declared vacant at the AGM on Sunday 16th August 2026
- Nominations will be received until 5pm Monday 10th August 2026
- Please submit a nomination via email to secretary@mwwslsc.org.au
- Executive committee position descriptions will be included in the AGM Pack 2026-2027

Name:

Address:

Email: Phone:

wish to nominate myself or (insert nomination) _____

for the position of _____

Does the nominee meet the requirements of the position Y / N

Executive Leadership

- ☐ President
- ☐ Vice President
- ☐ Director of Administration (Club Secretary)
- ☐ Director of Finance (Club Treasurer)
- ☐ Director of Life Saving (Club Captain)
- ☐ Junior Activities Chair – Nipper JAC
- ☐ Director of Surf Sports
- ☐ Director of Education (CTO)
- ☐ Director of Member Services (registrar)
- ☐ Public Officer (non-voting)

Club Committee

- ☐ First Aid Officer Patrol
- ☐ Gear and Equipment Steward Patrol
- ☐ IRB Captain Patrol
- ☐ Boat Coordinator Patrol
- ☐ Water Safety Supervisor Patrol
- ☐ Registrar and Asset Officer Operations
- ☐ Publicity Officer Operations
- ☐ Social Events Coordinator Operations
- ☐ Fundraising Coordinator Operations
- ☐ U15/17/19 Junior Director Operations

Quorum is 5 executive members

Commitment: LAST WEDNESDAY OF EACH CALENDAR MONTH

Show your interests:

- ☐ Branch Delegate Require 3 Representative (Monthly Meetings 3rd Wed at 7pm SAWTELL SLSC)
- ☐ Judiciary Committee Require 5 members with at least 2 females

Club Auditor
Grievance and Complaints Officer
Member Protection Officer

Peter Irish – Irish and Co Auditors – Moree NSW
Details to be confirmed by BRANCH
Details to be confirmed by BRANCH

Special Note - Please complete one form for each nomination



MINNIE WATER-WOOLI SURF LIFESAVING CLUB INC.

Annual General Meeting Pack 2026-2027

Nominations

1. Nominations of candidates for election as Executive Leaders of Minnie Water-Wooli Surf Life Saving Club Inc. or as Ordinary Members of the Committee must be delivered to the Secretary of the Club by email no later than the advertised closing date, being five (5) business days before the date fixed for the holding of the Annual General Meeting.
2. An eligible member of the Club may:
 - a. nominate themselves; or
 - b. with the member's consent, be nominated by another member.
3. A member who is nominated for a position and is unsuccessful in being elected to that position may be nominated for any other position for which an election has not yet been held.
4. Where the number of valid nominations received for any position is equal to or less than the number of vacancies to be filled, those nominees shall be deemed to be elected.
5. Where insufficient nominations are received to fill all vacancies on the Committee, further nominations may be received at the Annual General Meeting to fill the remaining vacancies. If the number of nominations received at the Annual General Meeting exceeds the number of remaining vacancies, a vote shall be held to elect the required number of Committee members.

Who is eligible to be a committee member?

A member is eligible to be elected or appointed as a committee member if the member:

- a) Is 18 years or over.
- b) Is entitled to vote at a general meeting.
- c) Be a current, financial member of Minnie Water-Wooli Surf Life Saving Club Incorporated.
- d) Hold the relevant role requirements as identified in the position description.
- e) Meets the minimum qualifications, SLSC Award or experience as identified in the position description.
- f) Has current licences or willing to obtain prior to season commencement being 1st September of the current year.

Who is eligible to vote at Annual General Meeting?

An active member is eligible to vote at AGM if -

- a) Is 18 years or over,
- b) Hold a current Surf Life Saving Bronze Medallion qualification and has fulfilled patrol and club obligations as 2025-2026 patrolling member, ready to qualify for the annual proficiency test,
- c) and a financial member.

An award member is eligible to vote at AGM if -

- a) Is 18 years or over,
- b) Hold a current SLSC Award (Surf Rescue Certificate, and/or Radio Operator, and/or First Aid, and/or Advanced First Aid qualification) and who has fulfilled patrol and club obligations as 2025-2026 patrolling member, ready to qualify for the annual proficiency test (where applicable),
- c) And a financial member.

Who is not eligible to vote at Annual General Meeting?

- a) Cadet (13-14) and Junior membership (15-17 members).
- b) Associate Member unless holding a committee position that allows voting capabilities.
- c) Honorary or Community Members have no voting rights.

Need more information please direct enquiry to Club President via email president@mwwslsc.org.au