



PAID ADMINISTRATION STUDY SUB COMMITTEE

Description:

A whole of club representative Sub Committee, formed to examine paid administration implications of all club activities, including Lifesaving, Surf Sports, Junior Development and Administration.

Issue:

Response by the Board of Management to an area, which has generated debate and requires a detailed analysis.

Purpose:

Within the terms of reference the sub committee shall;

- Determine what is currently occurring in areas of paid administration
 - Perform a market place survey
 - Analyse market place implications
 - Perform a benefit / risk assessment
 - Determine the attitude of the whole club to paid administration
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Scope and Method:

Within the terms of reference the sub committee shall;

- Document the facts gathered
 - Conduct membership polling
 - Call for and consider all submissions from the general club membership, special interest groups within the membership and from other relevant persons/groups e.g. cousin groups like swimming clubs, rowing clubs, running clubs etc
 - Maintain a record of all meetings, including attendance.
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Sub Committee Members:

The sub committee shall be *nominally* 8 persons. Two thirds of the members shall form a quorum.

The sub committee shall be representative of the whole club.

Accordingly the makeup of the sub committee should include representatives of Junior Development, Surf Sports, Lifesaving & Administration. Further, a former President, Club Captain, Life Member, retired Competitors & Lifesavers and an under 18 representative (does not need to be an under 18 member), note that some members of the sub committee may fulfil several of these roles.

Terms of Reference:

The sub committee shall confine their work to the terms of reference stated in this document.

Any extension of the terms of reference must be approved by the Board of Management.

Any approach to sponsors (existing or otherwise), or government bodies, must be approved by the Board of Management.

- Examine the various existing paid administration models currently in use in NSW.
 - Identify the areas of operation, which the scheme may apply to.
 - Perform a benefit verses risk analysis
 - Determine if there are any implications to our position as an incorporated body and our charitable status
 - Determine whether paid administration is consistent with the aims and objectives (and any other clauses) in the club constitution
 - Examine the sustainability of paid administration in all areas e.g. patrols and training.
 - Consider the local demographic impact on proposed paid administration and cost recovery.
 - Consider the short, medium and long term implications of paid administration
 - Determine if there is justification for paid administration
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Schedule:

- Advertise for expressions of interest in May 'Between The Flags' and disseminate via Board and sub committees.
- Review Expressions of Interest at the May Board meeting.
- Appoint the members of the sub committee as soon as practical, following the May Board meeting.
- Post this document on the website.

Once formed;

- The sub committee to report to the Board, at least once every 14 days.
 - Complete their investigation within 60 days from the first meeting. An extension of time may be approved by the Board of Management.
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Report:

The sub committee shall report to the Board of Management as follows;

The report shall address each of the terms of reference as stated in this document or subsequently approved by the Board of Management.

The report should state factual information as determined by information gathering, results of polling, details of the consideration of any submissions received, recommendations and observations.

Resourcing:

The Board of Management will favorably consider any requests for resources, in order to assist the sub committee to perform the tasks detailed in this document.

End