



Memorandum

To:	Presidents, Secretaries, New club management officers
From:	Keith Grima Director of Administration
Date:	08/09/2016
Pages:	1
Subject:	New Club Officer Induction Session

Surf Life Saving Sydney is conducting a new club officer induction session directed at executive club officers, to be held on 18th October 2016 commencing at 7.00pm at Branch Office. 16 Murra Murra Place, Little Bay 2036

The outcome should be an understanding of the operation and role SLSS, SLSNSW and SLSA with a focus on SLSS.

Topics to be covered;

- Structure of SLSS including Standing Committees
- The SLSS Strategic Plan
- The location and importance of resources (policy, procedure & regulations)
- Member protection
- Privacy
- Constitutions and by-laws
- Rules associated with incorporated bodies
- Individual responsibility of senior club officers
- Support Services
- Operational Areas
- Surf Sports
- Educations

Clubs are encouraged to support this event with their new board / committee members.

Please indicate your attendance by COB on 14th October 2016 via this link

<https://www.surveymonkey.com/r/WZFZFC>