To: Club Presidents, Club Committees, Membership & Leadership Development Council Delegates
Cc: LSV Directors
From: Catherine McCraith – LSV Director
Date: 4 September 2013
Subject: Membership and Leadership Development Council – Position Nominations
Action: Nomination Forms to be received by Friday, 11 October 2013 @ 5.00pm

For additional details on this Circular please contact:
Frances Evans on 03 9676 6947 or frances.evans@lifesavingvictoria.com.au
Circulars are available at www.lifesavingvictoria.com.au/circulars

The purpose of this circular is to seek nominations for the following positions on the Membership and Leadership Development Council.

- M&LDC Meeting Chair
- M&LDC Membership Protection Coordinator

When nominating for either of the above positions it is important to have regard to the requirements set out in the relevant position description which are attached.

Nominations close on Friday, 11 October 2013

Completed forms should be returned to LSV to:

Mail: Frances Evans
Life Saving Victoria
PO Box 353
Port Melbourne DC 3205

Direct Line: (03) 9676 6947
Email: frances.evans@lifesavingvictoria.com.au
MEMBERSHIP & LEADERSHIP DEVELOPMENT COUNCIL
MEETING CHAIR

This Nomination Form must be received at the registered office of Life Saving Victoria by
Friday 11 October 2013 @ 5.00pm

NOMINEE'S NAME: (in block letters) ____________________________________________

ADDRESS: ________________________________________________________________
________________________________________________________ Postcode__________

CONTACT: (H) __________________________________________ (B) ________________

DETAILS: (M) __________________________________________ (F) ________________

EMAIL: _________________________________________________________________

PROPOSER'S NAME (in block letters) __________________________________________

Must be a member of the Committee of Management (or equivalent body) of an affiliated Life Saving Club.

PROPOSER'S SIGNATURE ___________________________________________________

SECONDER'S NAME (in block letters) __________________________________________

Must be a member of the Committee of Management (or equivalent body) of an affiliated Life Saving Club.

SECONDER'S SIGNATURE ___________________________________________________

ACCEPTANCE OF NOMINATION
I accept the nomination for the position of M&LDC Meeting Chair and if elected, I agree to carry out all duties of
the position to the best of my ability and understand that once elected, I will be required to sign a confidentiality
agreement with LSV and undergo a criminal history and Working with Children check.

NOMINEE'S SIGNATURE ___________________________________________________

DATE __________________________

OFFICE USE ONLY

DATE OF RECEIPT IN OFFICE
RECEIVED BY (Print Name) ___________________________________________________
This Nomination Form must be received at the registered office of Life Saving Victoria by Friday 11 October 2013 @ 5.00pm

**MEMBERSHIP & LEADERSHIP DEVELOPMENT COUNCIL**

**MEMBER PROTECTION COORDINATOR**

NOMINEE’S NAME: (in block letters) ____________________________________________

ADDRESS: ___________________________________________________________________

_____________________________________________________________________________

Postcode _________________

CONTACT: (H) ____________________ (B) ____________________

DETAILS: (M) ____________________ (F) ____________________

EMAIL: _______________________________ ________________________________

PROPOSER’S NAME (in block letters)

Must be a member of the Committee of Management (or equivalent body) of an affiliated Life Saving Club.

PROPOSER’S SIGNATURE ________________________________

SECONDER’S NAME (in block letters)

Must be a member of the Committee of Management (or equivalent body) of an affiliated Life Saving Club.

SECONDER’S SIGNATURE ________________________________

**ACCEPTANCE OF NOMINATION**

I accept the nomination for the position of MLDC Member Protection Coordinator and if elected, I, agree to carry out all duties of the position to the best of my ability and understand that once elected, I will be required to sign a confidentiality agreement with LSV and undergo a criminal history and Working with Children check.

NOMINEE’S SIGNATURE ________________________________

DATE ________________________________

**OFFICE USE ONLY**

DATE OF RECEIPT IN OFFICE

RECEIVED BY (Print Name) ________________________________
By Law 10.5  Position Description – Meeting Chair

10.5.1  Role

The MLD Meeting Chair is responsible for overseeing the efficient and effective conduct of MLD meetings. The MLD Meeting Chair does not have a deliberative role within the Council or Executive but is focused upon the process and governance of the Council and Executive.

10.5.2  Report to

(a)  MLD Executive
(b)  MLDC

10.5.3  Consult with

(a)  LSV President and Directors as appointed by MLD
(b)  MLD Executive and Council

10.5.4  Duties

(a)  The MDL Meeting Chair will preside at every meeting of the MLD Executive and Council. If at any meeting the Meeting Chair is not present within 10 minutes after the time appointed for holding the meeting; the Delegates may choose one of their number to preside over the meeting.

(b)  The MLD Meeting Chair will maintain order and conduct of the meeting in a proper and orderly manner including complying the meeting agenda and collect reports as required

(c)  The Meeting Chair will not have a casting vote at any meeting of the MLDC or Executive. Questions arising at any meeting of the MLDC or Executive will be decided by a majority of votes and in the case of equality of votes, the question will deemed to be decided in the negative.
By Law 10.11 Position Description – Member Protection Coordinator

10.11.1 Role

Promote the requirements of member protection within LSV.

10.11.2 Report to

(a) MLD Executive
(b) MLDC

10.11.3 Consult with

(a) Professional Staff
(b) MLD Executive
(c) MLDC
(d) Others as required

10.11.4 Sub Groups

The Member Protection Coordinator may form sub committees and co-opt personnel to those sub-committees as required.

10.11.5 Duties:

(a) Develop greater awareness of the importance of member protection.
(b) Increase club compliance in the implementation of the working with children check.
(c) Review established procedures and recommend change where required.
(d) Review developed documentation and member protection kits.
(e) Monitor each compliance by affiliated Life Saving Clubs with the minimum requirements for members’ protection as prescribed by the MLDC.
(f) Continue to develop the “What if” Scenarios.
(g) Be well educated about what SLSA and other organisations are doing with regard to member protection.
(h) Establish a process to streamline working with children checks and reporting back about successful checks.
(i) Present the member protection process at the planning weekend and carnivals if required.
(j) Advise the MLDC and Executive of any related issues as raised by members of affiliated Life Saving Clubs.
(k) Liaise with the CEO concerning serious breaches of member protection.
(l) Where required, provide information to other member organisations.
(m) Attend professional development training as requested to ensure skills and content knowledge are current.
10.11.6 Attend Meetings of

(a) MLD Executive
(b) MLDC
(c) Other meetings as arranged by the MLDC and Executive