Circular 082:10:13

To: LSOC Executive
    State Officers
    Regional Officers
    LSOC Delegates
    District Officers
Cc: Club Presidents
    Club Secretaries
From: Nigel Taylor ESM - Chief Executive Officer
Date: 10 October 2013
Subject: Director – LSOC Training and Assessment
Action: Nomination Forms and Support Statements are to be received by:
        5.00pm on Wednesday, 30 October 2013

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

Due to the resignation of the Director - LSOC Training and Assessment, a casual vacancy now exists in this position.

Nominations are called for to fill this casual vacancy, as per the LSV By Law 8.1.5 Vacant Positions on the LSOC.

Nominees should note that this appointment will be for a 9 month period, as the position will be due for re-election in August 2014.

All received nominations and nominations support statements will be considered by the LSOC Executive and the ratification of their decision will be an Agenda item at the next LSOC Council meeting in November 2013.

The following documents are enclosed:

- LSOC Structure – Pictorial Diagram
- LSOC By Law 8.6, Position Description – Director – LSOC Training and Assessment
- Nomination Form
- Nomination Support Statement Form

Nominations accompanied by the Support Statement are to be received at that office of Life Saving Victoria no later than 5.00pm on:

Wednesday, 30 October 2013

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

Direct Line: (03) 9676 6947
Email: frances.evans@lifesavingvictoria.com.au
Fax: (03) 9681 8211
PART 8  LIFESAVING OPERATIONS COUNCIL

By Law 8.1  Lifesaving Operations Council

8.1.1  Structure

The structure of the Lifesaving Operations Council ("LSOC") is depicted in the following chart.
By Law 8.6  Position Description – Director – Training and Assessment (“DTA”)

8.6.1 Role

Notwithstanding the legal duties and the prescribed duties of Directors within other By-Laws and the LSV Constitution, the DTA shall be responsible for the overall strategic direction of training and assessment, as well as oversight of the elected Training and Assessment Officers. The DTA, as the most senior elected volunteer in the training and assessment area is the representative of affiliated Life Saving Clubs, trainers, assessors and relevant LSOC officers.

8.6.2 Report to

(a) LSOC Officers
(b) Board of Directors

8.6.3 Consult with

(a) LSOC Officers
(b) Officers of other LSV Councils
(c) Affiliated Life Saving Clubs and services
(d) External stakeholders, as required.
(e) Relevant LSV staff

8.6.4 Direct reports

LSOC Officers listed at By-Law 8.1.2(a)(v)

8.6.5 Sub Groups

(a) State Committee of Training and Assessment
(b) Relevant working groups, forums and panels

8.6.6 Duties

The duties of the Director – Training and Assessment include:

(a) providing leadership and oversight of the training and assessment portfolio, including overseeing the activities of relevant LSOC Officers and sub-groups;
(b) overseeing the development of relevant policies, procedures, strategies, programs and initiatives for the advancement and administration of the portfolio;
(c) hearing and determining appeals relating to training and assessment activities; and
(d) acting as the representative of LSV’s training and assessment activities to internal and external stakeholders and bodies and to the community.

8.6.7 Attend Meetings of

(a) Board of Directors
(b) LSOC Executive
(c) State Committee of Training and Assessment
(d) State Committee of Lifesaving Services
(e) LSOC
(f) Relevant Sub Groups as required
LIFESAVING OPERATIONS COUNCIL
DIRECTOR – TRAINING AND ASSESSMENT NOMINATION FORM

THIS NOMINATION FORM AND NOMINATION SUPPORT STATEMENT MUST BE RECEIVED AT THE REGISTERED OFFICE OF LIFE SAVING VICTORIA:

WEDNESDAY 30 OCTOBER 2013 BY 5.00PM

NOMINATION FOR POSITION OF: ____________________________________________

NOMINEE'S NAME: (in block letters) ________________________________________

ADDRESS: _______________________________________________________________________

_______________________________________________________________________________

Postcode __________

CONTACT: (H)__________________________________ (B)__________________

DETAILS: (M)__________________________________ (F)__________________

EMAIL: 

PROPOSER’S NAME (in block letters) ____________________________________________

Must be either: LSOC Officer or Delegate, 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 either: LSOC Officer or Delegate, member of the Committee of Management (or equivalent body) of an affiliated Life Saving Club.

SECONDER’S SIGNATURE ____________________________________________

ACCEPTANCE OF NOMINATION

I accept nomination for the Position specified above and if elected, agree to carry out all duties of the position to the best of my ability

NOMINEE’S SIGNATURE ____________________________________________

DATE ____________________________________________

OFFICE USE ONLY

DATE OF RECEIPT IN OFFICE ____________________________________________

RECEIVED BY (Print Name) ____________________________________________
DIRECTOR – TRAINING AND ASSESSMENT
NOMINATION SUPPORT STATEMENT

Nominees are required to complete a 150 word statement to support their nomination.

The Statement should:
− Outline the nominee’s relevant experience to the position and
− Respond to the desired skills and competence set out in the Position Description

Name of Nominee: ____________________________________________________________

Nominee’s Declaration:

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