



LIFE MEMBERSHIP POLICY

VISION:

"Saving Lives and Building Better Communities"

MISSION:

Provide quality Surf Life Saving Services and Community Education Programs to the City of Cockburn and surrounding areas whilst providing a safe and Family Friendly Club that promotes Beach Safety, Surf Sports Competition and Surf Lifesaving Education.



Life Membership Policy

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Life Membership Policy

1. PURPOSE

The purpose of this policy is to provide a framework for the nomination assessment and appointment of Members of the Coogee Beach Surf Life Saving Club (SLSC) to "Life Membership" status. It outlines the procedure by which Life Member nominations are processed as well as giving a broad set of criteria that shall be used when assessing the suitability of those persons to be awarded Life Membership.

2. PRINCIPLE

To acknowledge the dedicated and selfless contribution of persons who have provided extensive years of distinguished volunteer service to the City of Cockburn by extending them the honour of being awarded life membership of the Coogee Beach SLSC.

3. SCOPE

This policy covers the Members of the Coogee Beach Surf Life Saving Club. The Policy is written to incorporate the requirements of Clause 5.3 (c) of the Coogee Beach SLSC Constitution.

4. DEFINITIONS

The definitions of the Coogee Beach SLSC Constitution are adopted within this policy.

5. POLICY

5.1. NOMINATION, REVIEW AND AWARD PROCESS

- The nomination, review and award of life membership shall be in line with the Constitution and its relevant clauses (Specifically 5.6 (d)). The Constitution takes precedent over other procedures and documents.
- Nomination is to follow the Life Membership Process Flow. (Attachment 1)
- Nomination shall be on the correct form, (Attachment 2) the form shall be in hard copy and addressed to the President under confidential cover.
- Nomination shall be made by any five (5) financial members of the Association.
- If a nomination is unsuccessful it is able to be updated and resubmitted for consideration after a minimum of two (2) years from the date the final motion is rejected.
- The onus is on those Members nominating the Member for life membership to provide all relevant information and documentation in support of the nomination.

5.2. LIFE MEMBERSHIP COMMITTEE

5.2.1. GENERAL

- The Life Membership Committee (LMC) shall be constituted by clause 10.10 of the Constitution.
- LMC is to review nominations for Life Membership as requested by the Board.
- LMC shall meet within four (4) weeks of receiving the submission of a nomination from the Board.
- LMC shall have the authority to co-opt the services of other persons to provide advice and assistance on specific matters referring to the nomination.
- The LMC doesn't have the authority or power to make decisions binding on the Board or Association.
- LMC must report to the President of the Coogee Beach SLSC within six (6) weeks of receiving the submission of a nomination from the Board.

5.2.2. COMPOSTION

- The appointment of Life Members to the LMC shall be made by the Life Members of the Association.
- LMC shall comprise of a minimum of five (5) members all of whom shall be Life Members of the Association.
- LMC shall appoint one of its members as Chairperson. The Chairperson shall only have a deciding vote. All other members of the LMC shall have a deliberating vote.
- Appointments shall be made to ensure that a conflict of interest doesn't arise in the review process.
- When in session, a majority of members of the LMC must be present to forum a quorum.

5.2.3. RESPONSIBILITIES

- LMC is required to convene as required by the Chairperson of the LMC or as decided by its members.
- LMC is required to produce minutes of any minutes held and submit these to the Board with their confirmation of the nomination to be accurate, with the final letter of recommendation.
- LMC must maintain confidentiality of nominees.
- The LMC must review the achievements of the nominee for life membership in accordance with the criteria of the policy and the Constitution.
- As part of the review process, the LMC shall ensure that factual information and documented evidence regarding the nominee's achievements, offices held and so forth shall be sourced and verified. This may include, without limitation archival documentation in the form of minutes of meetings, annual reports, honour boards, certificates. Letters etc. Where this is not possible. Relevant information shall still be listed and details provide.
- LMC should ensure that clarification and verifications of a nominee's activities, offices held, roles and responsibilities are provided in their assessment. This is to allow the Board to make an informed assessment of the nominee's achievements.
- The LMC shall submit a written letter to the President and Board at the completion of their review which should, unless otherwise agreed, be submitted within the timeframe specified within this policy. The letter shall outline their recommendation and include brief reasoning for their decision as well as copies of all documentation, references and other supporting information.
- LMC or a representative appointed by the Chairperson must, at the request of but in the absolute of the Board, attend a scheduled Board meeting for clarification of a nomination.

5.3. LIFE MEMBERSHIP CRITERIA

- Life Membership is the highest award available to be bestowed upon an individual of the Coogee Beach Surf Life Saving Club. Life Membership recognises the exceptional voluntary contribution of an individual to the Coogee Beach Surf Life Saving Club.
- The Constitution (Clause 5.6 (d)). contains the basic criteria for the award of Life Membership.
- In addition to this, the following conditions and criteria shall be used by the LMC, Board and General Membership in the assessment of whether a nominee should be awarded with Life Membership.
- At least ten (10) years' service, the voluntary service rendered and the achievements during that period must be considered as distinguished.
- Consistent, sustained and dedicated service or achievement and exemplary contribution that is beyond what is expected of Association Members.
- The service and achievement must primarily be for the benefit and/or advancement of the Association. Service and achievements within SLSWA or SLISA may also be considered as contribution to the nomination.



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- Contributions made by the nominee to the Association can be wide and varied and all of these must be considered, the number, type of positions, demands of each position and the period for which they were held should all be considered.
- Competitive record including local, State and/or National representation may be also be considered as contributing to the nomination of Life Membership.
- The nominee shall have shown to have abided by the Code of Conduct of SLSA, SLSWA and the Coogee Beach SLSC. The nominee must have exhibited professional, ethical and positive conduct during their Membership of the Association.
- In special and extenuating circumstances, the LMC by unanimous decision may recommend to the Board of Directors, Life Membership of the Club to any member who warrants this honour due to rendering special and outstanding service to the Club, without the requirement of ten (10) year's membership, but this would be for exceptional circumstances only, and must not be for more than one nomination per annum.

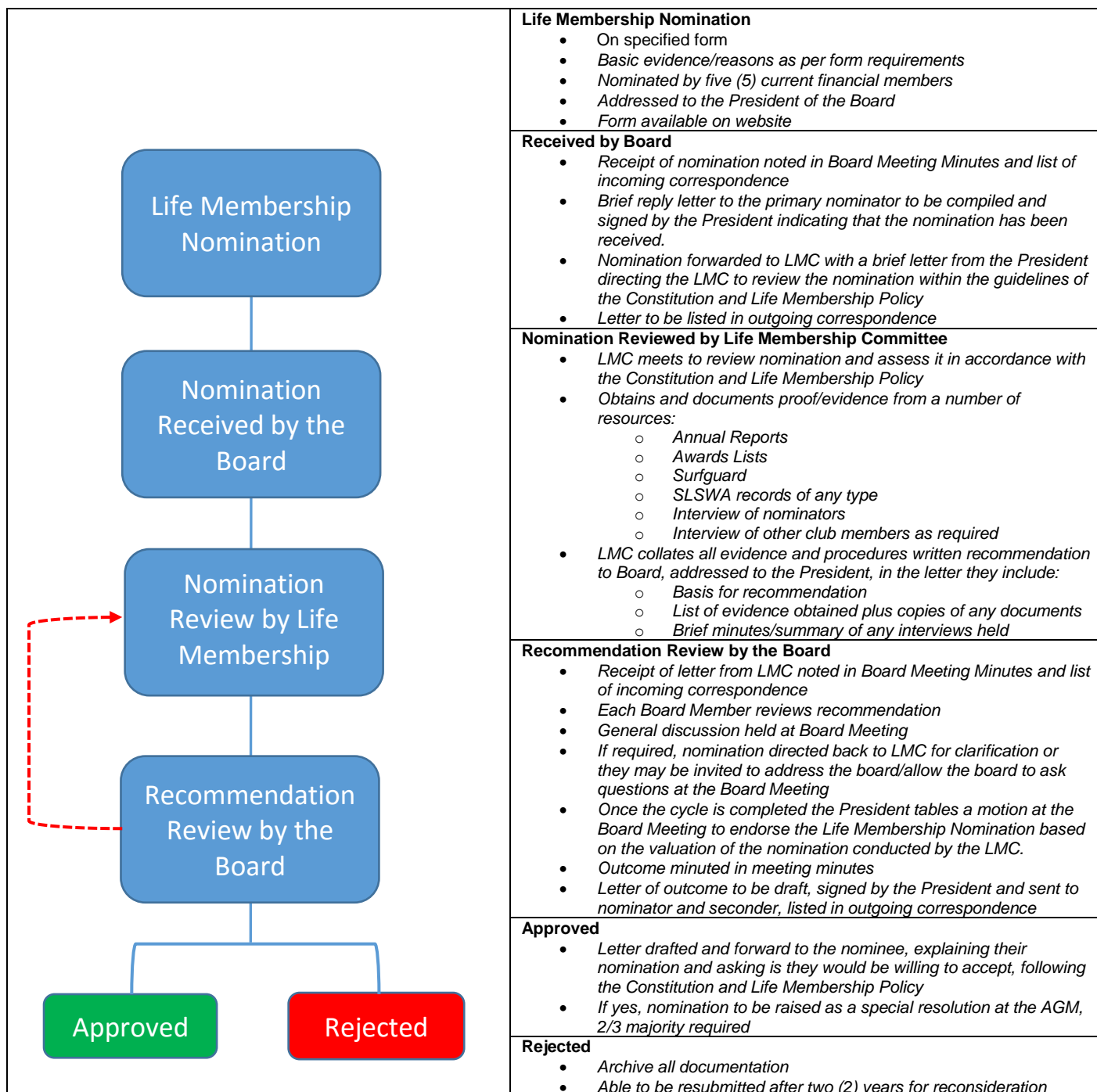
5.4. INTERPRETATION

- All members of the Association should endeavour to assess and decide upon the nomination for Life Membership in line with the plain language/English intent of the Constitution and this Policy.
- It is recognised that assessment of a nomination in relation to all criteria is ultimately a subjective process. This is due to the assessment being made by individuals who may have differing values and beliefs.

5.5. ATTACHMENTS

- Attachment 1: Life Membership Process Flow
- Attachment 2: Life Membership Nomination Form

Attachment 1: Life Membership Process Flow





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Attachment 2: Life Membership Nomination Form

Nomination for Life Membership to be considered by the Coogee Beach SLSC Board must be completed on this form.

The following policy information is relevant to selection criteria. Please read this information and address the appropriate areas in your nomination. Other supporting information may be attached.

Coogee Beach SLSC Constitution Clause 5.6 (d) A Member suitable for Life Membership is any natural person who has rendered distinguished service to the Association and Surf Life Saving, where such service is deemed to have assisted the advancement of the Association and Surf Life Saving in the City of Cockburn.

In addition to this, the following conditions and criteria in the **"Life Membership Policy"** shall be used by the Life Membership Committee, Board and General Membership in the assessment of whether a nominee should be awarded with Life Membership.

1. The voluntary service rendered and the achievements during that period must be considered as distinguished.
2. Consistent, sustained and dedicated service or achievement and exemplary contribution that is beyond what is expected of Association Members.
3. The service and achievement must primarily be for the benefit and/or advancement of the Association. Service and achievements within SLSWA or SLSC may also be considered as a contribution to the person's nominations.
4. The contributions made by the nominee to the Association can be wide and varied and these must be considered. The number, types of positions, demands of each position and the period for which they were held should all be considered.
5. A competitive record including Local, State and/or National representation may also be considered as contributing to the nomination for Life Membership.
6. The nominee shall have shown to have abided by the Code of Conduct of SLSC, SLSWA and the Coogee Beach SLSC. The nominee must have exhibited professional, ethical and positive conduct during their Membership of the Association.

Privacy

These personal details are being collected by the Coogee Beach SLSC for the purpose of assessing the nominee's eligibility for Life Membership of the Coogee Beach SLSC. The personal information will be disclosed to the Coogee Beach SLSC Life Membership Committee for the same purpose. These details will not be disclosed to any third party by the Coogee Beach SLSC Board of Management and the Life Membership Committee. You have the right to access the information held about you by the Coogee Beach SLSC.

Submission Details:

Mail Nomination forms to:

President Coogee Beach SLSC
PO Box 7148
Spearwood WA 6163

For Further Information Contact:

Club's President or Director of Administration

OR

Email Nomination Form to:

President Coogee Beach SLSC
president@cbslsc.com.au

Completed Nomination Form Including:

- Nominees contact details
- All selection criteria addressed
- Nominator's contact details
- Statement of nomination

OR

Hand Deliver to:

20 Poore Grove
Munster WA 6166



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Coogee Beach SLSC Life Membership Nomination Form

This nomination for Life Membership of the Coogee Beach SLSC is made on behalf of:

Nominees Name:			
Nominated by:			
Position:			
Address:			
Phone:			
Email:			
Signature:		Date:	
Seconded by:			
Position:			
Address:			
Phone:			
Email:			
Signature:		Date:	
Supporting Signatures:			
Name:		Signature:	
Name:		Signature:	
Name:		Signature:	

Summary of Distinguished Service:

In the space provided, please summarise the distinguished nature of the nominee's consistent, sustained and dedicated service or achievement and exemplary contribution to the Coogee Beach SLSC and/or Surf Life Saving Western Australia. (supporting information and detail to be shown in the following pages)

Additional space can be found within the Nomination Form.



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Coogee Beach SLSC Life Membership Nomination Form

Summary of Distinguished Service:					
Surf Life Saving Club Membership:					
Year joined SLSC:			Years of Service:		
Club	From (year)	To (year)	Club	From (year)	To (year)
Nominee's Surf Life Saving Awards:					
SLSA Award		Award Number		Date Received	



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Coogee Beach SLSC Life Membership Nomination Form

Nominee's Record of Service: Club			
Achievement/Role	From	To	Details

How are these achievements distinguished and conspicuous?



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Nominee's Record of Service: State/National/International			
Achievement/Role	From	To	Details

How are these achievements distinguished and conspicuous?



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Coogee Beach SLSC Life Membership Nomination Form

Other Awards: (Australian Honours, Civil, Sporting, Community)	
Additional Space:	
Office use only:	
Presented by:	Date:
LMC Chairperson:	Date:
Signature:	
President CBSLSC:	
Signature:	
Resolution of Coogee Beach SLSC Board of Directors (please circle)	
Approved	Rejected