

SLSNZ Governance Manager POSITION DESCRIPTION



SURF LIFE SAVING®
NEW ZEALAND
In it for life

Reports To:	SLSNZ CEO
Location:	Auckland
Position Status:	Permanent, Full Time
Direct Reports:	None
Key Relationships:	CEO, CFO, Board Chair, SLSNZ Board and Board Sub-Committees, National-level Volunteer Committees
Date Prepared:	June 2025

ABOUT SURF LIFE SAVING NZ

As Aotearoa's leading beach & coastal safety, drowning prevention and rescue authority, we are truly unique, delivering proactive lifeguarding & essential emergency rescue services, a range of public education beach safety programmes, member education, training & development as well as a highly respected sport. With New Zealand having one of the highest rates of drowning (per capita) in the OECD, we are committed to changing this with a vision to have zero preventable drownings on our beaches.

SLSNZ is the national association and represents 74 surf lifesaving clubs with 18,000 + members, including more than 4500 volunteer Surf Lifeguards. Our lifeguards, patrol over 90 locations in summer as well as providing emergency call-out rescue services throughout Aotearoa - saving hundreds of lives each year and ensuring thousands return home safe, after a day at the beach.

OUR ORGANISATIONAL CULTURE STATEMENT

Clubs are at the heart of everything we do. We support our clubs, volunteers and each other through our values of:

Collaboration • Integrity • Respect • Wellbeing • Fun

We are an organisation that our People are proud to work for and our whanaungatanga (sense of kinship, connection, relationships through shared experiences and working together) provides our people with a sense of belonging.

POSITION PURPOSE

The purpose of this role is to provide governance support to the SLSNZ CEO. This role will bring efficiencies to the organisation through streamlined engagement with various governance groups, ensuring information pre and post meetings is timely and to a high standard.

KEY RESPONSIBILITIES

Governance Support	<ul style="list-style-type: none">• Coordinate and support meetings for the Board, Executive-level Leadership and National committees, ensuring agendas, minutes, and action items are accurately prepared and distributed in a timely manner.• Ensure compliance with the organisation's Constitution, Policies, and relevant legal and regulatory requirements.• Develop and maintain a governance calendar to track meeting schedules, reporting deadlines and actions deadlines• Compile and distribute reports and documentation to support governance functions, including Board reports, risk registers and Committee updates.• Maintain accurate records of all governance activities and decisions.
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Policy and Procedure Management	<ul style="list-style-type: none"> • Assist in the review, and maintenance of governance frameworks incl. the Constitution, Risks, Policies and Procedures. • Ensure that all governance documents are up-to-date and accessible to relevant stakeholders.
Event and Meeting Coordination	<ul style="list-style-type: none"> • Working with ELT EA, arrange logistical arrangements for national level meetings e.g. AGM including venue setup, technology requirements, and catering services.

KEY PERFORMANCE INDICATORS

- **Compliance with regulatory deadlines and requirements**
 - Ensuring respective agendas are communicated in line with Terms of Reference & Constitutional requirements
- **Timeliness and quality of governance deliverables (e.g. Minutes)**
 - Ensuring minutes are completed for approval within 7 days of meeting occurring
- **Stakeholder satisfaction with support and communication**
 - Maintaining a high-level of written work and meeting administration

PERSONAL ATTRIBUTES

THE APPOINTEE SHOULD HAVE AND BE ABLE TO DEMONSTRATE:

- Proven experience in governance support, including minute-taking and agenda preparation.
- Strong understanding of corporate governance principles and legal compliance requirements.
- Strong understanding of Risk and Policy management
- Excellent organisational and communication skills, with the ability to manage multiple priorities.
- Proficiency in using governance software and Microsoft Office Suite.
- High level of discretion and integrity in handling confidential information.