



| | |
|---------------------------|--|
| <p>Subject</p> | <p>Helpful Administration Resources at Your Fingertips</p> |
| <p>Information</p> | <p>Whether you're new to your role or looking for a refresher, the following resources are designed to support members, administrators, and Club leaders across the state.</p> <p>AI Function in the Members Portal We're excited to announce a new feature in the Members Portal designed to make your experience faster, smarter, and more efficient — our built-in AI Assistant where you can ask it questions and it will provide you information and access to all the resources outline below.</p> <p>SLSQ Website – Members Area The Members Area is your central access point for key updates, resources, and announcements from SLSQ.</p> <p>SLSQ Administration Operations Manual The AOM outlines essential processes and procedures across SLSQ operations. From patrol administration to event coordination and membership updates, the AOM is an invaluable tool for ensuring consistency and compliance across Clubs and Branches.</p> <p>SLSQ Governance Manual This manual provides clarity around governance expectations, including committee roles, meeting procedures, compliance obligations, and policy development. It supports transparency, accountability, and best-practice governance across all levels of the organisation.</p> <p>SLSA Online Help Desk and Manuals The SLSA Help Desk is your 24/7 digital support tool for everything from SurfGuard queries. Access how-to guides, manuals, and system updates directly from Surf Life Saving Australia.</p> <p>We encourage all members, especially those in administrative roles, to familiarise themselves with these tools and bookmark them for future use. If you have any questions or need further support, please reach out to the SLSQ Governance team.</p> |
| <p>Links</p> | <ul style="list-style-type: none"> • Education Hub AI Assistant • SLSQ Website - Members Area • SLSQ Governance Manual • SLSQ Administration Operations Manual • SLSA Help Desk - SurfGuard |

| | |
|----------------------|--|
| | |
| Contact email | compliance@lifesaving.com.au |