

## **East County Forum**

### **Terms of Reference**

#### **Name**

The group shall be known as the 'East County Forum' hereafter referred to as 'the Forum'.

#### **Purpose**

The purpose of the Forum is to:

- Be a channel of two way communication between the Region and its six counties
- consult counties about our emerging strategies, policy development and proposed initiatives
- enable counties to raise issues of common concern
- share good practice

#### **Membership**

The Forum will be chaired by a Swim England East Region member appointed by the Board. The chairmanship will be reviewed annually in April.

In addition to the Chairman, the membership of the Forum shall be the Directors of Swim England East Region and the chairmen and secretaries of the six East Region counties.

Meetings may be attended by the Managers of relevant disciplines and by Swim England East Region staff.

#### **Meetings**

A minimum of three meetings should be held a year. There will be a presumption of on-line meetings, with meeting dates arranged at least one month in advance and shown on the Regional Calendar.

All members of the Forum will be sent an agenda and papers for the meeting at least 7 days before the meeting. The Regional Development Manager will produce agendas, in discussion with the Chairman of the Forum, and will also take minutes of meetings. The minutes of the meetings of the Forum will be referred to the Regional Operations Committee and relevant extracts may be referred to individual discipline leadership groups.

#### **Conflicts of Interest**

The Forum must follow Swim England East Region's Conflict of Interest policy at all times. Declarations of Conflicts of Interest must be made at every meeting and, where appropriate, before any decision is taken by email.

## Regional Policies

All Forum members must adhere to Swim England and Regional policies. Swim England policies are published on the Swim England website at <https://www.swimming.org/swimengland/board-policy-documents/> and Regional Policies can be found on the Swim England East Region website. Regional Policies include:

Data and Privacy Policy, Retention Policy, Confidentiality Policy, Finance Policy, Social Media and Website Policy.

Forum members may have access to confidential information. Confidential information must not be shared or discussed outside of the meeting. Forum members may not make statements or comments to the media without the permission of the Chairman of the Board of Directors.