

Youth Advisory Panel

Terms of Reference

Name

The group shall be known as the 'Swim England East Region (SEER) Youth Advisory Panel' or 'YAP'. The Panel will report to the Regional Operations Committee.

Purpose

The purpose of the YAP is to:

- Give a voice to our young members, across all aquatic disciplines, enabling them to speak about issues they may experience in their sport and/or changes they would like to see in the future in the region
- Tackle a wide range of issues in aquatics
- Be a forum to consult with
- Use the power of the youth voice to make a positive difference in the sport
- Help inspire more young people to get involved in volunteering and also help to retain our existing volunteers
- Contribute towards an annual young volunteer programme delivered by the region, supporting all our disciplines to grow their volunteer base
- Encourage a culture of volunteering amongst our athletes.

Membership

The membership of the YAP should be appropriate to its purpose and function. Once established, it shall consist of a YAP Chairman, a Vice-Chairman, and up to four other members aged between 16 and 25 years old, all of whom are voting members. In the case of an equality of votes the Chairman has a casting vote.

YAP meetings will be convened by the Regional Administrator and chaired by the Panel Chairman. The Regional Administrator will attend meetings as a non-voting member of the YAP. Other members of staff may be invited to attend, where appropriate.

All members must hold a Swim England membership and be members of a Swim England East Region club.

Additional Roles

Other roles can be proposed. Such roles will need to be defined and have role descriptions and will be subject to the same terms of service as set out in this document.

Regional staff will manage the administration of the YAP.

Terms of Office

The Chairman and Vice-Chairman will be appointed by the YAP and will be reviewed annually each April.

Unless the member resigns from the Panel or is deemed inactive (as specified below), the term of office for members will be three years, with members able to serve a maximum of two three year terms.

Members can be removed by the YAP if they are not fulfilling the role satisfactorily. Any members will be deemed inactive if they do not attend three consecutive full YAP meetings, without communicating an acceptable reason why they are unable to attend. An email will be sent to all members who have failed to provide a satisfactory reason for their absence. The email will request further information from the members including any extenuating circumstances they may have. This must be sent to the Regional Office within ten days. Upon receiving this email or after ten days the YAP along with the Regional Office will discuss any given reasons and will vote on whether the member should remain. An email will be sent to the relevant member within ten days of the vote, outlining the YAP's decision.

Recruitment

All members of the YAP will be appointed through a SEER Regional led process based upon open recruitment with a view to adhere to this document.

A Regional Group consisting of the Regional Administrator, Regional Manager, and a Member of the Regional Operations Committee will decide on successful applications.

Applications of Chairman and Vice- Chairman of the YAP will be reviewed by a Regional Group consisting of the current Panel Chair, one Regional Director and one member of the SEER Regional staff.

Meetings

A minimum of four 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, notified to YAP members and shown on the Regional Calendar.

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

Conflicts of Interest

The YAP 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 YAP 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.

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

Expenses

Reasonable expenses will be reimbursed in accordance with the Expenses Policy, which can be found within the Regional Finance Policy. The Board of Directors reserves the right to review the expenses policy.

Code of Conduct

The group must follow Swim England East Region's Code of Conduct policy at all times. Completion of the Swim England East Regional Code of Conduct must be completed by each member annually.

The SEER Regional Office will administer this process.