

East Club Leadership Group

Terms of Reference

Name

The group shall be known as the 'East Club Leadership Group' hereafter referred to as 'the Group'.

Purpose

The purpose of the Group is to monitor the governance of clubs in the region, to have superintendence of both SwimMark and Stronger Affiliation, and to contribute to, and have oversight of, the annual Club Development Plan.

Membership

The membership of the Group, which should be appropriate to its purpose and function, will comprise:

- Chairman
- 3 Independent members
- Membership Officer
- Regional Development Manager (RDM)

The Group will also include a member of the Regional Operations Committee (ROC). Membership of the Group shall be approved by the Board. All non-staff members must be Swim England members and be members of an East Region club.

Aims

1. To contribute to the development and approval of the Club Development plan, which is written by the Development Manager in conjunction with the East Club Leadership Group (ECLG) Chair, and forms part of the Regional Development Plan.
2. To evaluate progress and delivery of the actions set out in the plan ensuring all parties are meeting their obligations.
3. To discuss wider Club Development initiatives and raise any challenges and identify best practice, and where appropriate make recommendations to the Regional Operations Committee (ROC).
4. To monitor patterns of governance issues in clubs, where appropriate making recommendations to the Swim England Club Leadership Group.

Objectives

1. To review and discuss SwimMark submissions in order to provide a quarterly recommendation to the National Club Leadership Group (NCLG). Spot check evidence and monitor the number of clubs accredited. Submit referrals to the NCLG as required.
2. To monitor and review Stronger Affiliation status across the region.
3. Where objections or issues are raised during consultation, scrutinize and determine applications for new clubs or mergers, referred to the Group by the Regional Membership Officer.

Meetings

A minimum of four meetings should be held a year, the timing of which will be compatible with the quarterly SwimMark panels. There will be a presumption of on-line meetings and, wherever possible, meetings should take place on-line. A calendar of meeting dates should be agreed by the Group, shown in the minutes and included on the Regional Calendar.

All members of the Group will be sent an agenda and papers for the meeting at least 7 days before the meeting. Minutes of meetings shall be produced by the RDM. The standardised regional template shall be used as the format for all agendas and minutes.

Decisions shall be taken by resolution and recorded in the minutes at which such a resolution is passed. Where a consensus cannot be agreed, the Chairperson must request a vote on a show of hands, determined by a simple majority, with the Chairman having a second and casting vote. The Group would be quorate if 50% of members were present. If the meeting is inquorate, providing appropriate notice has been given, the meeting should continue and decisions confirmed with absent members via email.

Responsibilities

The Group will be responsible for:

1. Monitoring all SwimMark submissions and health checks and recommending approval or rejection.
2. Contributing to the drafting of an annual plan and budget to meet the objectives
3. Monitoring trends and issues in clubs throughout the region.

Reporting

The RDM will be responsible for ensuring the Group achieves its objectives and, together with the Chairman, will report on the work of the Group to the Board, ROC or Annual Meeting if requested.

The RDM shall report to the ROC to seek approval for the Group's annual plan and any alterations to the plan. The RDM will report to the ROC on progress against the approved plan and other actions taken by the group. The RDM will be responsible for submitting the Annual Plan and Budget to the ROC and for managing the budget throughout the year. The RDM will be responsible for managing the Club Development budget throughout the year.

Minutes of the Group's meetings, in the standardised regional format, will be received by the ROC and any recommendations should be highlighted in the minutes. The minutes will be published on the region's website.

Working in Partnership with Swim England

The RDM will also be the first point of contact for the Swim England Club Leadership Group, will attend its meetings if invited, or arrange for a substitute, reporting back to the Group as appropriate. When attending national meetings, the RDM may not commit the Region to areas that are outside the annual budget and have cost implications, without referral to the ROC. The Group will engage with, and respond to, consultations from Swim England about plans for club development'.

Working in Partnership with Counties

As the Group does not include members from all counties, the RDM will be the main liaison with the six East Region Counties. Relevant issues will be discussed through the East County Forum.

Conflicts of Interest

The Group must follow Swim England East Region's Conflict of Interest policy at all times. Declarations of Conflicts of Interest must be made at every committee meeting. In addition, a Register of Interests form must be completed annually by each member of the Group. This process, which is required by Swim England Regulations, will be administered by the RDM.

Regional Policies

All Group 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.

Group members may have access to confidential information. Confidential information must not be shared or discussed outside of the meeting. Group 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 Finance Policy. The Board reserve the right to review the expenses policy.