

SWIM ENGLAND EAST REGION
(the "Company")

Matters Reserved for the Board

The full Board has responsibility for following matters:-

1. Strategy

- 1.1. Responsibility for the overall leadership of the Company and setting the Company's values and standards
- 1.2. Approval of the Company's strategic aims and objectives

2. Financial reporting and controls

- 2.1. Approval of the annual report and accounts
- 2.2. Approval of any significant changes in accounting policies or practices
- 2.3. Setting the annual budget
- 2.4. Approval of material unbudgeted capital or operating expenditures (outside of pre-determined tolerances)
- 2.5. Setting the annual affiliation fee
- 2.6. The Company's funds shall be held by bankers or fund holders, who may be proposed by Swim England, or selected and approved by the Board. The Board shall also have the power to loan money to Swim England, or any wholly owned subsidiary company of Swim England.

3. Contracts

- 3.1. Acquisitions or disposals of discrete assets valued at £100 or more, in accordance with the Finance Policy
- 3.2. Contracting for services and products other than those covered by staff employed directly or indirectly by Swim England

4. Communication

- 4.1. Approval of resolutions and corresponding documentation to be put forward to Members of the Members' Forum at a General Meeting
- 4.2. Approval of press releases concerning matters decided by the Board

5. Board and committee membership and other appointments

- 5.1. Responsibility for changes to the structure, size and composition of the Board, to be put to Members of the Members' Forum for approval in a General Meeting
- 5.2. Ensuring adequate succession planning for the Board and its committees, so as to maintain an appropriate balance of skills and experience within the Company and on the Board

- 5.3. Recommending additional Director appointments
- 5.4. Considering and agreeing the continuation in office of any Directors due to retire at an Annual General Meeting, and proposals for their re-election by Members of the Members' Forum on recommendation from the Nominations Committee
- 5.5. Appointing or removing the company secretary
- 5.6. Recommending appointment, reappointment or removal of the external independent financial examiner/auditor to be put to Members of the Members' Forum for approval in a General Meeting.
- 5.7. Undertaking a formal annual review of its own performance, and that of its committees
- 5.8. Establishing Board committees, approving their terms of reference, and approving material changes thereto
- 5.9. Receiving reports from Board committees on their activities

6. Employees

- 6.1. Monitoring and evaluating the work of the staff and/or post holders
- 6.2. Appointing and/or removing, or delegating the appointment of, paid or unpaid persons as staff or post holders

7. Policies

- 7.1. Approval of policies, including, but not limited to:
 - Finance Policy
 - Retention Policy
 - GDPR and Privacy Policy
 - Confidentiality Policy
 - Website and Social Media Policy

8. Miscellaneous

- 8.1. Maintaining this Schedule of Matters Reserved for the Board
- 8.2. Maintaining the register of the Members of the Members' Forum

August 2020