

Awards Panel

Terms of Reference



Name

The group shall be known as the 'East Awards Panel' hereafter referred to as 'the Panel'.

Purpose

The purpose of the Panel is to be responsible for the review and allocation of the:

- Regional awards
- East Region winners of the national awards.

Membership

The membership of the Panel should be appropriate to its purpose and function.

It shall consist of the following

- Regional President,
- The most recent Past President,
- 1 Board member
- 3 Leadership Group managers that are members of the Regional Operations Committee who are not Directors of the region.

The Regional Manager shall be a non-voting member of the Panel. Other members of staff may be invited to attend, where appropriate.

Panel meetings will be convened by the Regional Manager and chaired by the President.

Any member that feels they have a conflict of interest regarding a nomination, shall declare the conflict, and be exempt from discussions involving the nomination.

Aims

1. To ensure that nominations for regional awards and for the regional heats of national awards, are considered against the specified criteria in a fair and unbiased way
2. To agree regional award winners for the Regional Awards (Jeff Cook Salver and Regional Pins) on an annual basis.
3. To agree winners of the regional heats of Swim England awards.

Objectives

1. To receive and consider nominations for East Region awards
2. To identify regional winners from the nominations received
3. To ensure all winners are selected based upon the nominations received in a fair and transparent manner

Meetings

A minimum of one meeting should be held a year or as required, with a presumption of on-line meetings. The meeting dates should be arranged by regional staff, agreed by the Panel and included on the Regional Calendar.

Wherever possible, members of the Panel will be sent papers for the meeting at least 7 days before the meeting.

The Panel will be quorate if 50% of members are present. If the meeting is inquorate, providing appropriate notice has been given, the meeting should continue and decisions confirmed with absent members via email. Decisions should be recorded and, where a consensus cannot be agreed, the Chairperson must request a vote on a show of hands, determined by a simple majority, with the Chairperson having a second and casting vote.

Responsibilities

The Panel will be responsible for:

1. Deciding the winners for each category of award as appropriate
2. Maintaining confidentiality on all discussions that take place within the Panel
3. Withholding any announcements on the award winners until they are formally announced by the region or by Swim England.

Reporting

The Chairperson will be responsible for ensuring the Panel achieves its objectives, and will report on the work of the Panel to the Board of Directors, or Annual Meeting if requested.

Conflicts of Interest

The Panel 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 Panel 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.

Panel members may have access to confidential information. Confidential information must not be shared or discussed outside of the meeting. Panel 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.