

Sub-Committee Policy

Version 1.0

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Reviewed - Annually by Swimming Counties Manukau Board

Purpose

To assist the Swimming Counties Manukau (SCM) Board plan, manage and, deliver quality experiences to its members.

Overview

The Terms of Reference for each Sub-Committee, listed below, can be found [here](#).

There shall be the following Sub-Committees, appointed by and, responsible to the SCM Board.

Awards

- A maximum of three (3) members, preferably with one (1) member holding either a Service, Honours or Life Membership Award.
- The Sub-Committee may include a SCM Board Member. The appointment of a Board Member is at the discretion of the Board.
- If a position becomes vacant, the Lead of the Awards Sub-Committee will appoint a replacement, in liaison with the SCM Board, ensuring the incumbent has the relevant expertise.

Events

- A minimum of four (4) and up to eight (8) members, with a strong preference for at least one (1) member from each member Club.
- At least one (1) member with recorder/administrative knowledge, one (1) member with AOD knowledge, and preferably one (1) member who is an active coach.
- The Sub-Committee may include a SCM Board Member. The appointment of a Board Member is at the discretion of the Board.
- If a position becomes vacant, the Lead of the Events Sub-Committee will appoint a replacement, in liaison with the SCM Board, ensuring the incumbent has the relevant expertise.

Publicity and Communications and,

- A maximum of three (3) members (excluding authorized photographers).
- The Sub-Committee may include a SCM Board Member. The appointment of a Board Member is at the discretion of the Board.
- If a position becomes vacant, the Lead of the Publicity and Communications Sub-Committee will appoint a replacement, in liaison with the SCM Board, ensuring the incumbent has the relevant expertise.

Technical

- A minimum of four (4) and up to eight (8) appointed active members, all of whom shall be qualified officials with at least one (1) member being a Nationally qualified Referee.
- The Technical Sub-Committee may include a SCM Board Member. The appointment of a Board Member is at the discretion of the Board.
- A member of the Swimming New Zealand Technical Advisory Committee may attend meetings when appropriate.
- If a position becomes vacant, the Lead of the Technical Sub-Committee will appoint a replacement, in liaison with the Board, ensuring the incumbent has the relevant expertise.

The SCM Administrator shall call for nominations for membership of each Sub-Committee annually. The nominations are:

- To be received by the Board no later than seven (7) days prior to the Annual General Meeting;
- To include a brief resume of skills and experience;
- To be signed by the nominee;
- To be ratified by a SCM Member Club.

Members of each Sub-Committee shall be announced to SCM Members following the first meeting of the new SCM Board (immediately following each Annual General Meeting) and will hold office for a Term of one (1) year from the date of the Annual General Meeting of the SCM Board.

Each Sub-Committee member's terms shall have provision for extension with authorisation to be given at the discretion of the SCM Board. Any request for extension of Term by the Sub-Committee members must be provided in writing to the SCM Administrator before the Annual General Meeting.

Each Sub-Committee shall –

- Elect its own Lead.
- Meet on an as necessary basis but, at least twice per year.
- Keep minutes of every meeting.
- Realise that unless explicitly empowered by the SCM Board, they cannot make binding Board decisions or, speak for the Board.
- Realise that they are not authorized to make public or media announcements/comment on behalf of the SCM Board, unless it has been ratified by the Board beforehand.