

Swim England East Region Management Committee

Name:-

The group shall be known as the 'Swim England East Region Management Committee' (referred to as the MC or Management Committee)

Purpose:-

To be responsible for the day-to-day running of the region

Aims:-

1. To ensure the effective operation of the region
2. To oversee the finances of the region, with the Finance Manager
3. To ensure that the region continues to develop to the benefit of its members

Objectives:-

1. To identify required developments to improve the management of the region
2. To ensure that the region's finances are run in the interests of the region
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3. To plan the finances to ensure that the region has sufficient funds to meet its requirements
4. To manage the day-to-day business of the region, within policies set down by the Management Board
5. To make recommendations to the Management Board to further develop swimming across the region

Membership:-

The MC shall consist of the Chairman, the Vice-Chairman, the Finance Manager and Swim England Sport Governing Board representative. The membership of the committee shall be reviewed at the first meeting of the Management Board following the SE East Region Annual Council Meeting. The Regional Development Manager shall be a non-voting member of the MC. Other members of staff shall be invited to attend meetings, where appropriate.

MC meetings will be convened and chaired by the Chairman or the Vice Chairman in his/ her absence. The MC shall be quorate if at least 50% of those entitled to be present and entitled to vote, are present at the meeting.

Responsibilities:-

The MC will be responsible for the day-to-day running of the region, finances and development. In emergency situations, the MC will have the authority to approve expenditure outside the agreed budgets, to a maximum of £1000, providing that the Management Board is advised of this expenditure at its next meeting.

Reporting:-

The minutes of MC meetings shall be submitted to the Management Board on a confidential basis. The minutes shall report to the Management Board for ratification of actions taken, or approval of its recommendations.

09/10/17