



# ST004 – Management Committee

Objective: To manage the affairs of Swimming Taranaki

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1. **Terms of Reference:** To manage the affairs of Swimming Taranaki, including keeping a record of income and expenditure which shall be presented at every Annual General Meeting.
  - a) Swimming Taranaki Board
    - i. The Board is the authority for Swimming Taranaki (ST). Its members are trustees who represent the interests of ST's members. As such, the Board is entrusted to ensure that ST is soundly managed for the benefit of all.
    - ii. To carry out their role Board members must be familiar with ST's policies, plans and procedures. They should be able and prepared to demonstrate this familiarity through debate and participation in all areas of the Board's responsibilities.
  - b) Requirements for Board Membership
    - i. A commitment to work for the greater good of ST.
    - ii. Knowledge, expertise and influence relevant to ST's affairs.
    - iii. Board members may be required to serve on one or more committees or working parties. They are expected to attend all Board meetings and to become familiar with ST's affairs and the wider environment within which it operates.
  - c) The Board will develop the following Board level policies:
    - i. Framework policies. Encompassing the vision and mission statements, ST's values, constitution, rules and any other legal frameworks.
    - ii. Governing process policies. Describing the way the Board carries out its governing role, including its policy on use of committee and meeting processes.
    - iii. Operational limitations and other operational policies. Providing the framework for the operational management of ST.
2. **Managing Process** The board will work to the best of its ability to manage the affairs of Swimming Taranaki, with emphasis on strategic issues and planning. The board will:
  - a) Utilise its Terms of Reference as the document from which it takes its operational direction.
  - b) Maintain a commitment to excellence in all matters coming before it. It will establish a code of conduct which is binding on all members. Included in this code will be statements regarding member's commitment to:
    - i. The Board and ST's policies and principles.
    - ii. Attending meetings.
    - iii. Acceptance of accountability for all organisational matters.
    - iv. Maintaining a governing rather than managing perspective.
    - v. Representing the Board and ST in a manner befitting the Board membership status.
    - vi. A collective responsibility for all matters pertaining to the Board.
  - c) Operational
    - i. Accept the principle that the Board speaks with one voice, and that no one member shall publicly express his/her own opinion should it deviate from the agreed Board position or decision.



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- ii. Accept a level of accountability which automatically accompanies Board membership. The Board is accountable to its members and partners for the organisation's actions and decisions.
- 3) **Meeting Process** – The board will conduct effective and efficient meetings, consistent with their duties and responsibilities to their stakeholders.
- a) Meetings will be based on a pre-prepared agenda, the preparation of which is the responsibility of the Chairperson and the Administrator.
  - b) From time to time other members of Swimming Taranaki may be invited to the meeting by the Board to present an issue or provide information or advice.
- Operational:
- i. The Board has the right to go “*in committee*” to observe the confidentiality of non-public information. In doing so members will not disclose to any other persons this information.
    - (a) Make the reasons clear and documented.
    - (b) Reserve the right to include or exclude any non-board member.
    - (c) Document any “*in committee*” session in the agenda, or at the beginning of the meeting.
  - ii) Members are expected to have prepared for the meetings and to participate in a constructive manner, acknowledging and respecting differences of opinion. Discussions will be kept at all times within the boundaries of behavior considered acceptable by the Board.
  - iii) Written minutes will be kept on file and distributed to clubs.
- 4) **Confidentiality and Conflict of Interest** – To safe guard the best interests of, and information held by Swimming Taranaki.
- a) Swimming Taranaki Board members shall not, during their time of office nor subsequently, disclose or make use of for their own benefit or that of their organisations, any information relating to employees, members or processes which is of a confidential nature and has been acquired by virtue of their office.
  - b) Board members should not, during their term of office, engage in any activities which adversely prejudice their ability to carry out responsibilities.
  - c) A conflict of interest or breach of confidentiality deliberately or knowingly pursued, is regarded as compromising the Board's term of office.
  - d) Board members concerned that this policy may affect them should refer the matter to the Chairperson for resolution
- 5) **Job Descriptions** – Board members will work to the best of their ability in their positions as described the job descriptions.
- a) Chairperson:
    - Supervises all affairs of Swimming Taranaki.
    - Maintains regular contact with the Board and Administrator on day-to-day matters.
    - Chair Board meetings.
    - Is the signatory to all financial and legal documents.
    - Liaises with all representative members of Clubs and ST.



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- Attends some activity within each Club or area i.e. Annual General Meetings, Carnivals, Meetings.
- Is available to promote ST on all occasions.
- Allocates Conveners to Sub Committees.
- Liaises with all swimming coaches - full time, part-time and volunteer.
- Keeps a record of representative team photos and newspaper publicity.

## b) Viceperson:

- Assists and supports Chairperson as required.
- Attends all Board meetings.
- In the absence of the Chairperson, chairs all meetings.
- Undertakes any other portfolios as agreed with the Chairperson.
- May be a signatory on bank accounts.
- Liaises with all representative members of Clubs and ST.
- Attends some activity within each Club or area i.e. Annual General Meetings, Carnivals, Meetings.
- Is available to promote ST on all occasions.
- Liaises with all swimming coaches - full time, part-time and volunteer.

## **ADMINISTRATOR (employee)**

- Works closely with the Chairperson on day-to-day operations.
- Attends all Board meetings and records the minutes.
- Processes Correspondence - Inwards and Outwards: as received. Directs relevant information to people responsible.
- Circulates lists of in and out correspondence to members of the Board
- Deals with all telephone and email enquiries, either by answering the enquiry or referring the caller to someone who can assist. Distributes copies of correspondence as appropriate.
- Liaises between clubs and Swimming New Zealand.
- Keeps and maintains a calendar/timetable of deadlines for National and Taranaki requirements. Alerts the people responsible of these dates.
- Keeps an up-to-date list of both Taranaki and New Zealand Service, Honours and Life Members.
- Keeps an up-to-date list of contact details of all affiliated Taranaki Swimming Clubs and Board members. Distributes these lists to clubs and Swimming New Zealand.
- Prepares, copies and distributes the Annual Report.
- Keeps an up-to-date record of Taranaki trophy holders and inter-regional trophy holders.
- Receive, receipt and bank all Swimming Taranaki monies.
- Receive, check and pay all Swimming Taranaki accounts.
- Ensure all financial papers are filed in an orderly fashion suitable for the accountant to prepare the annual accounts and auditor to process.
- Enters all financial transactions in Swimming Taranaki Banklink computer programme and retains back-up copies of such data.
- Prepares and submits GST returns for Swimming Taranaki.
- Prepare monthly financial reports to present at Board meetings.



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- Keeps a list of Regional Association/Centre/Club assets and equipment and arranges appropriate insurance cover.
- Maintains database of all members of affiliated clubs and keeps listing.
- Ensures all levies and affiliations due to Swimming New Zealand are paid prior to due date.
- Details list of anticipated costs and expenses, travel costs for teams travelling away, then finalises account. To be done in conjunction with Team Managers.
- Prepares the Annual budget for presentation to the Board prior to the AGM.
- Prepare and submit grant applications.
- In conjunction with the Recorder, checks psych sheets for National meets and notifies organiser of any errors.
- Assists Chairperson with compiling a calendar of events for the full 12 months.
- Organises and controls ST Championships and other ST run events.
- Arranges purchase of and holds all certificates, medals, ribbons.
- Liaises with Publicity Officer regarding Championships.
- Registrar for Swimming Taranaki – keeps records of all club athlete rosters.
- Recorder for Swimming Taranaki - Keeps regional database of all swimmers club, regional, national meet results.
- Organises Taranaki camps; junior, senior and any stroke camps.
- Updates the ST website with relevant information and records.

## **RECORDS OFFICER**

- Keeps record books for Short Course and Long Course times in approved age groups.
- Ensures all record times applied for meet criteria set by Swimming Taranaki Policies, SNZ and FINA Rules.
- Keeps spreadsheet of all LC/SC current Taranaki Times, and circulates to coaches/clubs when requested.
- Submits list of records for ratification to the Board at monthly meetings.
- May attend monthly Swimming Taranaki meetings, and adopt records for monthly ratification.
- Presents record certificates for signing at meeting.
- Writes report for Swimming Taranaki Annual Report.
- Advises Publicity Officer of any records.
- Writes out record certificates for the best time to date of application.
- Will undertake any tasks/duties listed above as decided by the Board and in agreement with the Administrator. These are most likely to be Recorder duties as listed above.

## **6) Blazer Committee**

- a) The Blazer Committee shall consist of two Board members and two elected members. Elected members shall be elected for a two-year term at an AGM and shall retire in rotation. Retiring members may offer themselves for nomination for a consecutive term.

### **The Blazer Committee shall:**

- Receive and consider all nominations for Swimming Taranaki and SNZ Awards.
- Make recommendations to the Board on nominations received for any ST Award.
- Follow up club or ST nominations for Swimming New Zealand Incorporated Service,



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Honours and Life Membership Awards, and make its recommendation to ST AGM or Board meetings.

- The Board shall submit approved nominations for SNZ Awards to SNZ by the due date.
- Keep confidential all nominations received for ST or SNZ Awards and any representations in support of these nominations.
- Strictly guard the status of all awards.

## **Operational**

### **1. Nominations may be made by clubs or ST.**

- The criteria and nomination form is to be circulated by ST Administrator to club secretaries. The nomination form is to be completed in detail, and sent with any extra documents to the Administrator no later than **the due date advised** in that same swimming season.
- Neither the Administrator, Board, nor members of the Blazer Committee shall be expected to find extra information on the nominee, should nominations contain insufficient evidence of work achieved by the nominee.
- The Administrator will circulate the data to members of the Blazer Committee.
- The decision of the Blazer Committee is final.

### **2. Criteria for Taranaki Service Awards**

#### **Service Award**

A Taranaki Service Award may be granted for outstanding service to club(s) and/or ST for a minimum period of ten years continuous service, or twelve years collective service. During this time the nominee must have been an affiliated member of Swimming Taranaki.

#### **Life Membership**

Extended outstanding and exceptional service to Swimming Taranaki including: length of service; consistency of initiative beyond the ordinary and normal; quality of service over and above routine service to a club, Swimming Taranaki or SNZ; the conferring of benefits on the sport beyond those accrued by normal performance.

### **3. Privileges**

Recipients of the following awards shall be entitled to:

- a) Life Member:
  - Attend general meetings with the right to speak but not vote.
  - Attend free of charge any competition run by ST.
  - Receive a Swimming Taranaki Badge to wear on a blazer with a "Life Member" title strip.
- b) Service Award:
  - Receive a Swimming Taranaki Badge to wear on a blazer pocket along with the words "Service Award" title strip.

4. **Criteria and Privileges for SNZ Awards** are contained in the SNZ Constitution and SNZ Awards Committee Terms of Reference.



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7. **Technical Committee:** To ensure FINA, SNZ and ST Rules and Regulations as related to swimming are adhered to.
- i. The Technical Committee is a sub-committee of Swimming Taranaki Board and shall report through the Technical Representative on the Board.
  - ii. The role of the Technical Committee is to provide advice and guidance on technical matters relating to all levels of swimming and the running of swimming competitions.
  - iii. The Technical Committee shall consist of a minimum of five members of ST. These members shall be voted on at the AGM for a three-year term, with retirement by rotation. Retired members will have the right of re-election. The sub-committee shall elect its own chairperson from within the sub-committee. A phased rotational retirement process will be used – that being two, two and one, with the chairperson being the one. This Committee shall have the power to co-opt additional members to the Technical Committee as the need arises.

## **Operational**

1. The ST Board shall elect a member to liaise with the Technical Committee.
2. Committee Purpose - The Technical Committee shall
  - a) Deal with all matters of a Technical nature i.e. FINA Rules, SNZ Rules & Regulations and ensure these are implemented consistently throughout Taranaki.
  - b) Supply Rule interpretation when required.
  - c) Manage the education, training and professional development of Technical Officials.
  - d) Provide advice, guidance and starter packs to clubs so they can encourage members to qualify as officials.
  - e) Co-ordinate ST Examinations.
  - f) Issue accreditation of ST examination passes.
  - g) Maintain a list of all ST and nationally qualified Technical Officials within Swimming Taranaki.
  - h) Appoint officials for regional and zonal competitions held in our region. and any other relevant meets that may come to ST from time to time, according to the rules of Swimming New Zealand.
  - i) Appoint officials for any inter-region competitions that may take place from time to time in Taranaki.
  - j) Take steps to ensure a high standard is maintained and carried out at all activities within Clubs and ST.
  - k) When/if funds are made available in the ST budget for Technical related matters the Technical Committee will allocate those funds in consultation with the ST Chairperson and Administrator.
  - l) Report to ST Board after the running of Taranaki Championships and meets on Technical matters relating to these meets.
3. Members must be active and regularly attend the meetings of the committee.
4. The technical committee shall meet four times per year at a minimum



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8. **Coach Advisors:** to establish a committee of coach advisors for the selection of camps and clinics.

Coach advisors will be all coaches of competitive swimmers in our region.

- Coach advisors should be members of Swimming Taranaki with the experience and up-to-date knowledge of swimmers' abilities and achievements.