



## Club Presidents Committee

### Terms of Reference:

1. **Mandate:** The Club Presidents Committee is an Operations Committee of Swim BC working on behalf of the Executive Director.
2. **Purpose:** The Committee is responsible for receiving, reviewing and advising Swim BC on club services, risk management and other programs designed by Swim BC staff, where advising means “to offer suggestions, make recommendations and inform”.
3. **Key Duties:**
  - Review / feedback role:
    - Club Manual content review;
    - Club resources review (website);
    - Club communications review / feedback;
    - Club registration process review;
    - Resource identification - Club Development Series topics
    - Membership Insurance annual review / Membership risk management
4. **Composition and Appointment:**

The Committee is composed of eleven (11) members:

  - Executive Director (chair);
  - Club Services Manager;
  - Eight (8) members who are nominated, and or appointed Club Presidents; one from each of the Provincial regions and the MSABC President;
  - Ex officio: Swim BC President

The members of the committee are nominated and appointed by the Swim BC Executive Director. Expressions of interest will be solicited in August of each year by membership posting;
5. **Meetings:** The Committee meets as required by telephone or in person, at the request of the Chair or as requested by any Committee member.
6. **Term:** The committee will be renewed annually in September.
7. **Evaluation:** The Executive Director will evaluate the performance of the Committee. The performance will be assessed against the accomplishment of the Committee’s Key Duties.
8. **Reporting:** The Committee reports to the Executive Director in writing after every meeting.
9. **Review and Approval:** The Executive Director reviews these terms of reference every two years, or as required.

Approval: Jan / 16 / 2020

Review: Jan / 2022