

Committee Terms of Reference



Type: Management Advisory Committee
Title: Education Advisory Committee (EAC)
Objective: To assist in managing SNZ Education Operations
Responsible to: Chief Executive

Structure:

1. The members of this committee shall consist of up to four members, including a chairman who shall be the SNZ National Education Manager.
2. NZSCAT have an automatic position on this committee in addition to the above four.*
3. The CEO will be invited to all meetings of this committee.
4. SNZ board members are eligible for appointment but do so as a member of SNZ not as a representative of the board.
5. A quorum shall be three members, one of whom shall be the committee's chairman.

Application Process:

1. Call for applications through Regions and SNZ targeted database, specific individuals may be approached and encouraged to submit applications.
2. A close off date of not less than 2 weeks from the initial call for application date.
3. SNZ will provide a template application form that applications will be required to be made on.
4. Applications may be electronically submitted.
5. Applications must be made by the individual wishing to stand; there is no nomination procedure.
6. * For the appointment of NZSCAT representative; upon invitation, the CEO will receive a nomination from the NZSCAT president for approval.
7. The CEO will make the appointments.

Term:

1. The committee member's term is for two years from appointment
2. If a member resigns from the committee before the term expires. The CEO can appoint another member for the remainder of the term through the process outlined above.

Profile:

The following factors will be taken into consideration when appointing the committee:

1. A cross-section of skill base including hands on swim education experience, strategic and philosophical strengths and knowledge of best practise models.
2. Large professional learn to swim representation.

Committee Terms of Reference



3. Swim coaching (sport) representation.
4. Geographical representation.

Operating Principles:

1. The committee chairman shall call a meeting of the committee or if so requested by the CEO.
2. The committee may have in attendance such members of management and such other persons as it deems necessary to provide appropriate information and explanations.
3. The committee chairman may obtain external resources as required to assist with its work, subject to prior CEO approval.
4. For clear and consistent communication only the CEO and National Education Manager are permitted to supply SNZ education information or speak to the membership and public on behalf of the SNZ Education Programme.
5. Committee members are to be positive role models and are not to bring SNZ, its sponsors or stakeholders into disrepute in anyway.
6. The committee chairman will give notice to the CEO their agenda 2 weeks prior to any meeting and key recommendations/actions resulting from the meeting within 2 weeks of the meeting ending.
7. The committee shall have at least one 'face to face' meeting annually.
8. The committee meetings shall be minuted.

Duties and Responsibilities:

1. To be a mechanism to review and debate strategic and operational education issues and programmes.
2. To make education recommendations to SNZ Management Team.
3. To be a mechanism that concerns can be raised to SNZ Management Team from the membership.
4. A consultative tool for the National Education Manager and CEO of SNZ.
5. To perform any other education duties as requested by the CEO.
6. Review the terms of reference for this committee and provide any recommendations to the CEO.

Authority:

1. This committee shall operate within the above mentioned duties and responsibilities.
2. This committee shall have no executive powers with regard to its findings and recommendations, but will provide recommendations to the National Education Manager for approval from the CEO.
3. The CEO has the discretion to remove members from this committee at any time for breaching these 'terms of reference'.