

Swim England London NAC (Network Authorisation Committee)

Terms of reference

Purpose and role of the Committee

The Committee's role is to

1. Manage all Aquatic Club Network Statements of Intent (SOI) submitted to the region for consideration.
2. To ensure the following outcomes for the network have been agreed;
 - To retain and increase Swim England London Club Members
 - To retain and increase the number of volunteers, teachers, coaches and officials
 - To raise the standards of development and performance across appropriate aquatic disciplines
3. Facilitate when required the working relationship between a Network of Clubs at designated meetings.
4. Provide information and support as is deemed necessary, to assist a Club Network.
5. Advise a Network on their Business and Development Plan.
6. Provide regular updates to the Management Board.
7. It shall collaborate through effective information sharing and appropriate consultation, by raising any concerns direct with the Management Board for discussion and decision.
8. The Committee shall be responsible for the content of the Network pages on the Swim England London website.

Ways of working

1. The Committee is appointed by the Executive Sub Committee and is accountable to Swim England London Board.
2. The Committee will aim to use an efficient and effective way of working and utilise the most appropriate channel of communication according to the topic or issue. These will include (but not be limited to):
 - email;
 - Face to face meetings.
 - Online platform meetings (e.g., Zoom, Teams)

3. In the absence of the appointed chairperson, the Committee will elect another voting member to chair the meeting.
4. The Executive Committee shall ensure that the committee is given appropriate support.

Membership

5. The membership of the NAC committee shall be
 - **Regional Director (Operations)** who shall Chair the group and be responsible for leading the committee on all areas of the network processes.
 - **Regional Discipline Development Officer** who shall support the Chair and provide relevant information on club governance for the network.
 - **Vice Chair (Clubs)** who shall provide support, guidance and advice on all submitted documents and play an integral role in the decision and approval process.
 - **Two Board Members** who shall provide support, guidance and advice on all submitted documents and play an integral role in the decision and approval process.
- If the number of votes cast on a decision is equal on both sides then the Regional Director (Chair) shall have an additional casting vote.
6. The Executive-Sub Committee members and the personnel providing administration and governance support shall have the right to attend the Committee's meetings and participate in its business in a non-voting capacity.
7. The Regional Director (Chairperson) may at their discretion invite other people and organisations to take part in discussions if appropriate to do so. These invited people shall not be permitted to make any decisions.