

Terms of Reference

Purpose/role of the Committee

The Committee's role is to:

1. work within the London Region Strategy and the committee's delegated budget;
2. set, deliver and drive the strategy and implementation plan for -
 - a) the development of the synchronise swimming discipline in the ASA London Region, and
 - b) the championships and competition structure in line with the synchronised swimming pathway;
3. appoint appropriate managers, office-holders and working groups;
4. promote the teaching and practice of water polo;
5. raise awareness of synchronised swimming within and outside the London Swimming Family and stimulate public opinion in favour of synchronised swimming;
6. advise the ASA London Region on swimming issues; and
7. collaborating with other committees established by the ASA London Region.

Membership

The Committee will be appointed annually by the ASA London Region Board.

The membership of the committee will be:

- Chairman;
- Talent Development Leader with responsibility for driving up membership levels and how the talent performs;
- Volunteer Development Leader with responsibility for driving up the number of volunteers and their skills;
- Club Development Leader with responsibility for working with the club development officers to support clubs;
- Competitions and Events Leader with responsibility for events run by the region;
- Administration and Governance Leader with responsibility for minutes, correspondence, communications and managing the budget;
- a representative of the ASA London Region Board; and
- the London Regional Club Development Officer (non-voting).

Accountability

The Committee is accountable to the ASA London Region Board.

The Chairman with the support of the representative of the ASA London Region Board Member will produced reports to ASA London Board.

Review

The Committee will review the relevance and value of its work on an annual basis.

Ways of working

The Committee will aim to use efficient and effective way of working and to utilise the most appropriate channel of communication according to the topic or issue. These will include (but not be limited to):

- email;
- conference calls; and
- formal meetings.

50% of the committee membership shall form a quorum.

The committee may invite other people and organisations to take part in discussions. These invited people shall not be permitted to vote.

In the absence of the elected chairperson, the Committee will appoint someone to chair the meeting. The ASA London Region Board Representative and Regional Club Development Officer shall not chair the meeting.