



# DIRECTOR NOMINATION

Name of nominated Director \_\_\_\_\_

Swim School \_\_\_\_\_

Address: \_\_\_\_\_

Phone: (business) \_\_\_\_\_ (home) \_\_\_\_\_

Swimming Club affiliation \_\_\_\_\_

Email: \_\_\_\_\_

## Declaration

I have read the 'Swim Australia Code of Ethics for Directors' and accept this nomination.

Signed \_\_\_\_\_ Date \_\_\_\_\_

## Nominating and Seconding Swim Australia Members

### a) Swim Australia members submitting this nomination

Nominated by \_\_\_\_\_  
(Print Name) (Swim Australia ID number) (Signature)

Seconded by \_\_\_\_\_  
(Print Name) (Swim Australia ID number) (Signature)

## Statements of Intent or Support

The Nominee may supply additional information, limited to 250 words on one A4 page, to support his/her intention to serve on the Swim Australia Advisory Committee. No more than two (2) additional statements of support may be submitted by organisations (i.e. Swim Club, Swim School, State Swimming Association, etc.) in support of the nominated Swim Australia member.

# COMMITTEE: SWIM AUSTRALIA

## Terms of Reference

- 1 **Purpose:** The purpose of the Swim Australia Advisory Committee (SAAC) is to:
  - 1.1 Actively participate and contribute to the success of Swim Australia as per the ASCTA Strategic Plan.
- 2 **Membership and appointment**
  - 2.1 The SAAC shall be comprised of no more than six (6) members including an ASCTA Board representative;
  - 2.2 Vacancies will be advertised for nomination;
  - 2.3 The Swim Australia EO will vet all nominations and provide a list of all nominees to the ASCTA Board for the ASCTA Board to appoint SAAC members;
  - 2.4
- 3 **Chairing**
  - 3.1 The SAAC shall elect a chair at its first meeting each year to serve until the next AGM.
- 4 **Frequency of meetings and quorum**
  - 4.1 Meetings shall be held as required with a minimum of six (6) meetings per year to be considered active;
  - 4.2 Meetings may be called by either the Chair or by two of the regular members;
  - 4.3 Meetings may be held in-person, via teleconference (i.e. audio or video) and circular motions may be used to approve decisions via email;
  - 4.4 A quorum of 3 SAAC members will be required to conduct business;
  - 4.5 Votes shall be carried by the majority.
- 5 **Record of meetings and reporting to the board**
  - 5.1 A record of decisions from SAAC meetings will be taken (as opposed to formal minutes);
  - 5.2 The Chair shall report verbally to the ASCTA Board as required via the ASCTA Board representative.
- 6 **Functions and delegated authority**
  - 6.1 To provide information and advice on the management and operational requirements of SA Swim Schools and SA teaching qualifications;
  - 6.2 To identify opportunities for professional development of swim school operators;
  - 6.3 To assist with Marketing and Advertising materials to offer more professionalism to SA Swim Schools;
  - 6.4 To keep SA Swim Schools up to date with Federal legislation pertaining to our Swim School Industry. ie ATO, FWA;
  - 6.5 To provide assistance at the **ascta**CONVENTION and State ASCTA Conferences/Swim Infos.
- 7 **Changes to these terms of reference**
  - 7.1 Changes to these terms of reference must only be made with the approval of the ASCTA Board.