**A close up of a logo

Description automatically generatedRunnymede Swimming Club**

**Executive Committee - Terms of Reference**

**Aims:**

Address issues in a timely manner that are likely to impact the good management, leadership and reputation of Swim England, Runnymede Swimming Club and their members.

Ensure Runnymede Swimming Club (RSC) delivers its Mission.

Take into account the RSC Vision, development plan and policies.

**Structure:**

Members include: RSC Chair, Secretary and Treasurer.

A ‘declaration of interest’ must be where appropriate.

External advisers may be invited to attend for all or part of any meeting, as and when appropriate and necessary.

**Frequency:**

Meetings shall be held as required and as or when requested by the RSC Management Committee.

**Duties:**

Responsible for ensuring a prompt response to any issues as set out in the Executive Committees aims.

Take into account all factors, which it deems necessary including relevant legal and regulatory requirements.

**Minutes:**

Full minutes of meetings shall be published promptly in the first instance. Any restrictions will be reported to the RSC Management Committee for ratification.

**Reporting Responsibilities:**

Action taken and decisions made by the Executive Committee will be reported to members of the RSC Management Committee.