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**Runnymede Swimming Club**

**Remunerations Committee - Terms of Reference**

**Aims:**

To assist and advise Runnymede Swimming Club’s Management committee in matters relating to the remuneration of coaches, teachers and lifeguards both for the Club and Swim School.

To ensure there is a formal and transparent procedure for developing policy and fixing remuneration packages of salaried staff, taking into account the Club’s development plan, policies and vision for the Club.

Ensure Runnymede Swimming Club (RSC) delivers its Vision and Mission.

Take into account the RSC development plan and policies.

**Structure:**

Made of up of no less than three non-paid members of the Runnymede Swimming Club committee, of which one member should be the Treasurer.

A ‘declaration of interest’ must be submitted where appropriate. In the interest of a quorum, an alternative non-paid member of the Club’s committee may be seconded temporarily.

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 at least once a year prior to budget setting and as or when required, or requested by the RSC Management Committee.

**Duties:**

Responsible for ensuring a fair remuneration policy is in place for salaried Runnymede Swimming Club staff\*

Recommend and monitor and the level and structure of remuneration for salaried coaching staff, teaching staff and lifeguards.

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

**Minutes:**

Full minutes of meetings shall be circulated promptly to the Club’s Executive Committee in the first instance. The Club’s Executive Committee will decide on whether minutes should be circulated further.

**Reporting responsibilities:**

Make whatever recommendations to the RSC Management Committee it deems appropriate on any area within its remit where action or improvement is needed.