

General Panel Member

Swim England Youth Advisory Panel

Introduction

Youth Advisory Panel members support the aims and objectives of the Swim England Youth Advisory Panel. They are instrumental in the success of the panel's projects and bring with them an enthusiasm to work collaboratively – within the Youth Advisory Panel, Swim England, and the wider sports sector. They are able to advocate for young people from a range of backgrounds across the aquatic disciplines.

Who are we looking for?

- A current young volunteer member whom has taken an active role within their club, county or region
- Someone with a passion for the sport and a good interest in sports governance and development
- You should demonstrate teamwork skills with experience and confidence, engaging with a group of like-minded individuals for a common purpose
- You should be positive, approachable, diplomatic and helpful
- You should have excellent organisational skills

What do we expect from you?

- To support the development of the Youth Advisory Panel
- Contribute to the Youth Advisory Panel's programmes and projects
- Represent the voices of young people to achieve the objectives of the Youth Advisory Panel

Level of commitment required

This will vary throughout the year but will include attendance at full-panel meetings and sub-group meetings as necessary. It could include attendance at other internal and external meetings and workshops. There may be other time commitments in addition to this in order to fulfil the above criteria.

What can you expect from Swim England?

- Direct contact with and support from the Swim England Development Team
- Invitations to attend and present at other internal and external Swim England meetings and events (Networking opportunities)
- Swim England acknowledgement of your role and contribution

What will you gain from the process?

This is a developmental and supportive role in which the success and impact on the panel will be determined by your own motivations and enthusiasms. As well as your ability to support aims and objectives of the panel, it is an opportunity to take on a new challenge, and develop the key skills and experience required to take on the role of Panel Chair in the future.

National Youth Advisory Panel

Terms of Reference

Membership

The National Youth Advisory Panel will have a maximum of sixteen permanent members between the ages of 16-25.

All members must hold Swim England membership. All members of the panel are voting members.

Members will retain their place on the panel until their final meeting before turning 26 unless the member elects to leave the panel or is deemed inactive (as specified below).

Panel membership should consist of at least one member from each discipline and region where possible.

Leadership Team

The Leadership Team will consist of:

- Chair
- Vice-Chair(s)
- Media Lead

The responsibilities, requirements and appointment process of these roles are set out in the relevant role descriptor and recruitment section below.

Additional Roles

To support the purpose of the Youth Panel, members may be nominated as 'Youth Advisors' to the Swim England Leadership groups and will act in line with the purpose of this Group and of the Leadership Groups.

Other roles can be proposed by the Leadership Team (for consideration and approval by the panel). Such roles will need to be defined and have role descriptions and will be subject to the same terms of service as set out in this document.

Swim England Development Team will manage the administration of the panel in partnership with the Leadership Team.

Terms of Office

Role	Maximum Term
Chair	2 x three years
Vice-Chair(s)	2 x three years
Media Lead	2 x three years
Youth Advisor	1 x three years

Members can be removed by the Youth Advisory Panel if they are not fulfilling the role satisfactorily.

Any member will be deemed inactive if they do not attend four consecutive full panel meetings without communicating an acceptable reason why they are unable to attend. Should this be the case, the Development Team will send an email to all members who have failed to provide a reason for their absence. The email will request information regarding the reason for absence from the members including any extenuating circumstances they may have. The member will be expected to respond to the Development Team within ten days.

Upon receipt of the member's response or in the absence of information supplied by the member, after ten days the Leadership Group together with a member of the Development Team will consider any further action to be taken.

An email will be sent to relevant member within ten days of any decision made.

Panel Purpose

1. Provide insight and advise Swim England on matters regarding young people across the disciplines
2. Assist Swim England with any requested projects
3. Provide feedback on current work engaging young people
4. Represent the interest of young people participating or volunteering within aquatics
5. Lead on key projects involving young people in governance
6. Support the development and growth of Regional Panels
7. Develop a network of young people throughout the organisation and the sport who want to influence and lead on the young persons' experienced
8. Be a representative for the sport and the organisation

Any implementation of decisions must respect the need to maintain the Swim England values and protect or enhance our reputation.

Budget

The Panel will aim to deliver cost neutral projects.

When possible, Swim England will seek to provide a working budget which will be managed by the Development team.

Meetings

Meetings will be held as required with a minimum of three full panel meetings each year, subject to the following requirements:

- One should be planned to be held at an event/competition
- Remaining meeting will be held face to face (video conferencing is acceptable)

Meeting dates shall be set by the Chair (with assistance from the Development team) and will be communicated at least ten days prior to the meeting date to all members.

Members need to confirm their attendance to the meeting at least five days prior to the meeting date.

They will also be attended by at least one representative of the Swim England Development team

The panel may choose to form subgroups to complete specific projects. Any meetings scheduled by these subgroups will not count towards full panel meeting totals.

Reporting

The panel reports to the Sport Operations Committee.

Where a subgroup is established, the Leadership Team are responsible for ongoing monitoring and evaluation of the sub-group's activity.

Resolutions and Voting

Meeting quorum is a minimum of seven members (in addition to one Swim England employee). The Swim England employee must be in attendance at the meeting but they will not form part of the quorum and will be excluded from voting.

Decisions shall be taken by a simple majority of those in attendance.

Ordinarily the Chair will not have a vote, unless there is an even number of votes cast and a majority vote does not occur. In these instances, the Chair shall have a casting vote.

Confidentiality

The panel members must not disclose papers marked as confidential without prior consent of the Chair and any relevant Swim England employees.

Members should not initiate media statements. If invited to comment the invitation should be referred to the Swim England communications team.

All members are required to complete the Swim England standard committee confidentiality agreement document and abide by its contents.

Completion of the documents specified above must be carried out by each member annually. The Development Team shall administer this process.

Papers

The meeting pack will be circulated by the Chair/a member of the Development Team no later than five working days ahead of each meeting. It will be sent to:

- Panel members who are able to attend the meeting
- Panel members who have communicated they are unable to attend a meeting

Those who have confirmed reason unable to attend a meeting can submit any comments or questions to the Chair by midnight the day before the meeting.

Hard copies shall be available on request.

A draft copy of the minutes will be approved by the Chair and circulated within ten working days of a meeting to:

- SOC
- Panel Members

Review of Terms of Reference

The panel's terms of reference will be reviewed by the Leadership Team and members of the Development Team at least annually.

Recruitment

All members of the panel will be appointed through a Swim England led process based upon open recruitment with a view to appointing in line with the constitution membership of the group

The incoming Chair is appointed by the outgoing Chair and representatives from the Development Team. The incoming Chair needs to be a current member of the Leadership Team.

The Vice Chair(s) and the Media Lead are selected by the Chair and representatives of the Development Team. The incoming Vice Chair(s) and Media Lead need to be members of the Youth Panel.

Appointment of all other members of the Youth Advisory Panel will be the responsibility of the Leadership Team alongside other individuals as agreed by the panel.

Declaration of Interest

The group must follow Swim England's Conflict of Interest policy at all times. Completion of the Declarations of Interest must be completed by each member annually. The Development Team shall administer this process.

Code of Conduct

The group must follow all relevant Swim England Codes of Conduct at all times. Completion of the Code of Conduct relating to committee members must be completed upon appointment to the Youth Advisory Panel.

The Development Team shall administer this process.