



Terms of Reference

Swim Ireland Commercial Committee

This document describes how the Swim Ireland Commercial Committee is constituted within Swim Ireland and the roles and responsibilities of the Committee. It also details some operational procedures as to how the Committee should conduct its business and will be reviewed on an annual basis.

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The following terms of reference may be subject to alteration or amendment at any time by resolution of the Swim Ireland Board.

1. Composition of the Committee

The Committee shall consist of the CEO, the Treasurer, Independent Director (Noel Hiney), Operations Manager (or appointed staff member as designated by the CEO) and two individuals external to the Company who shall have the appropriate commercial skill set

2. Quorum

The quorum for the transaction of the business of the Committee shall be the number of members present in person and entitled to vote which equals 50% plus one of the total number of appointed Committee members. Accordingly, for a Committee of six appointed persons the quorum is four.

3. Communication and authority structure

The Committee is a sub-committee of Swim Ireland. The Committee reports directly to the Board of Swim Ireland through the Chairperson on a quarterly basis

4. Role

The role of the Committee is to develop commercial strategy and policy for the organisation

5. Specific responsibilities

- To develop the commercial pillar of the new strategic plan (2017 to 2020) for the organisation and to oversee its implementation
- To review, consider and develop the revenue generation activities of the organisation, both day to day and exceptional
- To identify, develop and implement commercial partnerships

6. Operational Matters

- The Committee shall meet at least six times per annum and as required to fulfil its' objectives
- The Committee may meet in person or via audio or video conferencing
- The Committee shall elect a Chairperson
- The Swim Ireland Operations Manager (or staff member) shall be responsible for maintaining a written record of all meetings and decisions made
- The Committee members including (ex officio members) shall be entitled to claim mileage and subsistence expenses during their time in office pursuant to standard Swim Ireland Financial and Administration Policy on expenses. Accommodation expenses must be approved in advance through the Swim Ireland office who will handle all bookings