



## Swim Ireland Communications Committee Terms of Reference

This document describes how the Swim Ireland Communications 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.

<p>Review Dates: December 2020 Next review date: December 2021</p>
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## **Terms of Reference**

### **Swim Ireland Communications Committee**

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 3 people with Communications expertise (including digital); one of whom shall be from the Swim Ireland Board, one of whom shall be a Company Member and the third who shall be independent to the Company. There shall be a mix of genders on the Committee.

The Swim Ireland Head of Communications shall liaise and work with the Committee but shall not be a member of the Committee.

#### **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 75%. Accordingly, for a Committee of three appointed persons the quorum is two.

#### **3. Communication and authority structure**

The committee is a sub-committee of Swim Ireland and reports to the Board through the offices of the CEO. Matters discussed at meetings will remain confidential unless otherwise agreed.

#### **4. Role**

The role of the Committee is to support the direction, development and oversee the implementation of the Swim Ireland communications strategy and relevant policy and procedures for the organisation. The Committee will also offer support and guidance in relation to the communication of matters of significant or reputational importance to the Company.

#### **5. Specific responsibilities**

- To support the direction, and development of the communications strategy as part of the overall Company Strategic Plan (2022 to 2025) for the organisation and to oversee its implementation
- To review, consider and develop communications activities of the organisation, both day to day and exceptional
- To identify, develop and implement communication opportunities

#### **6. Operational Matters**

- The Committee shall meet at least four 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 Head of Communications 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

**End.**

December 2020