



Swim Ireland  
Irish Sport HQ  
National Sports Campus  
Blanchardstown, Dublin 15

Tel: +353 1 625 1120

e-mail: [admin@swimireland.ie](mailto:admin@swimireland.ie)  
web: [www.swimireland.ie](http://www.swimireland.ie)

To: Secretary – All Swim Ireland Clubs  
CC: Club Chair and Treasurer – All Swim Ireland Clubs

By Email

6 March 2020

**NOTICE OF:  
SWIM IRELAND ANNUAL GENERAL MEETING (AGM) 2020  
THE CONFERENCE CENTRE, IRISH SPORTS HQ, DUBLIN 15  
SATURDAY 9 MAY 2020**

Dear Secretary,

Notice is hereby given that the Swim Ireland Annual General Meeting (AGM) will be held on Saturday 9 May 2020 in The Conference Centre, Irish Sports HQ, National Sports Campus, Blanchardstown, Dublin 15.

The AGM is an extremely important date in the Swim Ireland calendar and represents an ideal opportunity for Swim Ireland Members to express their views and to contribute to the decision-making process of the organisation. A number of important elections will take place, including the election of the Swim Ireland Board of Directors. The 11 strong Board meets approximately 6 times per year and is composed of volunteers working together for the betterment of our sport with a strategic focus.

A detailed AGM Report which will include information on Swim Ireland Audited Financial Statements 2019, AGM timetable, Motions/Recommendations, Elections and Reports will be sent to all Clubs in due course. In the interim, we are seeking certain documentation and information from Clubs and/or individual members and in particular are seeking nominations from Clubs for the post of Board Secretary.

Details relevant to the post of Board Secretary and other Regionally elected posts are contained at Appendix A and relevant forms for completion are at Appendix B. Any member of a Swim

President  
Eugene Hillick

Board of Directors:  
Chairman Peter Conway Treasurer Graham Beegan  
Board Secretary Mary Haughney Directors Patricia Cleary, Mariea  
Flanagan, Paul Hannigan, Noel Hiney, Colin Morrissey, John Mullins, Dara  
O' Mahony and Gary Stoops

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Ireland Club may put him/herself forward through his/her Club to stand for election to the Board of Swim Ireland provided that the following procedures are complied with:

1. The nominee for the post of Board Secretary shall be a person with the necessary administration skills to act as Board Secretary. Duties of the Board Secretary may include taking Minutes of Board Meetings and corresponding on behalf of the Board
2. Nominees must be members of a Club and must be nominated by their own Club and at least one other Club
3. All nominations must be made through the Nominee's own Club on the Nomination Form (AGM Form 1 at Appendix B)
4. Nominees must complete and sign the Nominee Consent Form (AGM Form 2 at Appendix B) and attach a typed CV (keep to ten lines) outlining suitability for the role
5. The nomination must be supported by at least one other Club in Nominee's own Region on the Supporting Nomination Form (AGM Form 3 at Appendix B)
6. The documentation duly completed and signed must be sent by post or email (marked "Confidential") to: Company Secretary, Swim Ireland, Irish Sport HQ, National Sports Campus, Blanchardstown, Dublin 15; email: [marymc@swimireland.ie](mailto:marymc@swimireland.ie) and must be received by:

**Deadline: 5.00pm on 27 March 2020**

## MOTIONS/RECOMMENDATIONS

Each Club is permitted to submit Motions/Recommendations for consideration by the Membership at the AGM provided that the following procedures are complied with:

1. Recommendations must be in typed format and signatures provided as appropriate.
2. Any Motions/Recommendations proposing changes or amendments to the Swim Ireland Memorandum and Articles must make specific reference to the particular Article/s in question and outline any impact on any other Article/s. The Board will consider any submissions pursuant to the relevant Article of the Swim Ireland Articles of Association
3. Must be sent by post or email (marked "Confidential") to: Company Secretary, Swim Ireland, Irish Sport HQ, National Sports Campus, Blanchardstown, Dublin 15; email: [marymc@swimireland.ie](mailto:marymc@swimireland.ie) and must be received by:

**Deadline: 5.00pm Friday 27 March 2020**

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## NOMINATIONS COMMITTEE

Members are advised that the Board has appointed a Nominations Committee to seek candidates for two Independent Director vacancies arising on the Board due to the conclusion of the two-year term of office of the current Independent Directors. Separate correspondence has issued to Members detailing the skillset requirements for these roles. Members may recommend a candidate for consideration (provided that the individual is truly independent of the organisation) and may do so by contacting the Company Secretary on or before **Tuesday 17 March 2020**. The Nominations Committee will consider all candidates prior to making a decision on who to put forward.

If you have any queries on any of the above information, please feel free to contact us. We look forward to welcoming you to the AGM

Sincerely

Mary McMorrow  
Company Secretary



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## Appendix A Details of Swim Ireland Posts

### COMPANY AGM ELECTIONS

#### BOARD VACANCIES

There are 3 vacancies to be filled on the Board at the AGM the these are:

- Board Secretary
- Independent Directors x 2

**Board Secretary:** Nominations are invited from Members in respect of the vacancy for Board Secretary. The Nominee shall be a person with the necessary administration skills to perform the role which may include taking Minutes of meetings and corresponding on behalf of the Board. The serving Board Secretary is Mary Haughney and Mary will have completed her second two-year term and is therefore ineligible to go forward for re-election.

Nominees must be members of a Swim Ireland club and must be nominated by their own club and at least one other Club in their Region. Nominations must be made using the forms at Appendix B and should include a typed CV outlining suitability for the role. Should more than one nomination be received an election will take place at the AGM.

**Independent Directors x 2** – A Nominations Committee will put forward a single candidate for each of these vacancies and the Delegates at the AGM will be asked to ratify their appointment. Members may put forward names for consideration, provided they are truly independent of the organisation. The serving Independent Directors Paul Hannigan and Noel Hiney have completed a second two-year term of office and are ineligible to go forward for another term

#### REGIONALLY ELECTED NATIONAL COMMITTEES

In addition to the above posts, please note that elections will take place at the respective Annual Regional Conferences or AGMs for regional representatives on the following national committees

- Masters Committee – 2 from each Region
- Complaints & Disciplinary – 2 from each Region
- Performance Advisory Group – 1 from each Region
- Meet Licencing Committee – 1 from each Region

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Each Region shall also appoint (not elect) a Regional Children's Officer who shall be a member of the Regional Executive and will also serve on the National Child Welfare Committee

#### BOARD APPOINTED STANDING COMMITTEES

The following Committees are appointed by the Board:

Audit Committee  
Remuneration Committee  
Officials Committee  
Selection Panel

#### WATER POLO

The National Water Polo Committee is elected at the Annual Water Polo Conference

**President**  
Eugene Hillick

**Board of Directors:**  
**Chairman** Peter Conway **Treasurer** Graham Beegan  
**Board Secretary** Mary Haughney **Directors** Patricia Cleary, Mariea Flanagan, Paul Hannigan, Noel Hiney, Colin Morrissey, John Mullins, Dara O' Mahony and Gary Stoops

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**Appendix B – AGM FORM**

**AGM FORM 1**

**SWIM IRELAND CLUB COMMITTEE NOMINATION FORM FOR BOARD SECRETARY**

**Return to Swim Ireland Head Office no later than 5.00pm on Friday 27 March 2020**

We, the undersigned, confirm that a Committee meeting of:

CLUB: \_\_\_\_\_ Region: \_\_\_\_\_

was held on (date)\_\_\_\_\_ at (Venue)\_\_\_\_\_ and  
that

(name of Nominee)\_\_\_\_\_ was duly  
nominated at this meeting for the position of **Swim Ireland Board Secretary**

\*Signed \_\_\_\_\_  
Club Officer

\_\_\_\_\_  
Club Officer

Date: \_\_\_\_\_

\_\_\_\_\_

**\* Must be signed by two Club Officers**



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**AGM FORM 2  
SWIM IRELAND BOARD SECRETARY  
NOMINEE CONSENT FORM**

**Return to Swim Ireland Head Office no later than 5.00pm on Friday 27 March 2020**

**NOMINEE NAME:** \_\_\_\_\_

**NOMINATED FOR THE POSITION OF SWIM IRELAND BOARD SECRETARY**

I am aware that my Club \_\_\_\_\_

has nominated me for the above position and I consent to this nomination. I understand that if elected to this position I will become a Director of the Company and am willing to assume the legal responsibilities of a Director

**Signed:** \_\_\_\_\_

**Date:** \_\_\_\_\_

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**AGM FORM 3**  
**SWIM IRELAND CLUB COMMITTEE**  
**SUPPORTING CLUB NOMINATION FORM**

**Return to Swim Ireland Head Office no later than 5.00pm on Friday 27 March 2020**

We, the undersigned, confirm that a Committee meeting of:

CLUB: \_\_\_\_\_ Region: \_\_\_\_\_

was held on (date) \_\_\_\_\_ at (Venue) \_\_\_\_\_ and  
that

(name of Nominee) \_\_\_\_\_ was duly  
nominated at this meeting for the position of Swim Ireland Board Secretary

\*Signed \_\_\_\_\_  
Club Officer

\_\_\_\_\_  
Club Officer

Date: \_\_\_\_\_

\_\_\_\_\_

\* Must be signed by two Club Officers