



Guide to Committee and voting

A Committee is a group of people, elected according to the rules of the club, to run the club on behalf of the members. Many people often underestimate the responsibilities of the Committee which include (but certainly not limited too):

- Ensure the club is run according to its rules (constitution), purpose, policies and procedures.
- Oversee the financial affairs of the club
- Ensure the sustainability of the club by ensuring the club has a sustainable number of participants and volunteers and access to suitable facilities as and when you need them
- Define and deliver the club's objectives and strategic plan
- Create and manage a risk management plan that minimises risks associated with club all club activities
- Create the club culture and ensure expectations are met
- Ensuring the sporting, competitive and social needs of members are met
- Recruiting, empowering, recognising and maintaining club volunteers
- Creating and implementing a succession plan for all roles within the club, ensuring that the next generation of volunteers are being identified, developed and trained
- Regularly communicate with club members
- Collect, protect, maintain and hand over critical club information from one year to the next

The role of our Committee is in Section 7 of Warriors Club Constitution which can be found on our website. Below is a brief summary to help understand how the Committee is set up:

- The Club is managed by the Executive Committee club and a Committee of no more than ten who are elected at the Annual General Meeting.
- The Committee is re-elected each year at the AGM.
- At least half the members of the Committee must be present at any Committee meeting.
- Committee members are expected to attend at least 4 Committee meetings within a year

The roles of the Committee members are decided amongst the elected Committee and current roles include IT Support, Away Galas, Home Galas, Team Galas, SwimMark coordinator, Disability coordinator and swimshop.



Nominations for the Committee

A month before the AGM people are invited to be put forward to join the new Committee for the coming year, in order for people to be nominated for a Committee position to the Committee they need to:

- Aged 18 or over
- Be a CAT2/3 member of the club
- Have signed up to agree to be nominated
- Be proposed and seconded by 2 other members

The Committee is then elected at the AGM meeting by the members

This year we have an unprecedented amount of people showing an interest in joining the Committee and therefore voting will need to take place at the AGM.

Voting at the AGM

Any CAT2/3 members of the club who are aged 18 or over are eligible to vote. Members need to attend the AGM meeting to vote.

In order to allow members to make informed choices we have asked members who have been nominated to give some information about their experiences and these have been sent out alongside this guidance.

Voting for the Executive Committee Roles

When more than one person has been put forward for a role on the Executive Committee (President, Chair, Vice-Chair, Secretary, Treasurer) these names will be on a voting slip of paper for members to choose one person to vote for at the AGM.

The person with the most votes will be elected to the position they have been nominated for

When there is more than one candidate for each position voting will be via a secret ballot.

Voting for the Committee Roles

When there are more than ten people have been put forward to be on the Committee (no specific roles) their names will be added to a paper voting slip and members who are eligible to vote can choose between 0 and 10 people to vote for.

The people with the most votes will be elected to the Committee.

When there are more than ten candidates standing for election to the Committee, voting will be via a secret ballot.



At the AGM the Chair will ask for members to be tellers who will count the votes and declare the results.

If you require any further information about the Committee or voting at the AGM please get in touch by emailing secretary@swimwarriors.org.uk