

# Presidents Council Committee

## Terms of Reference



### **Name of Committee**

Swim PEI Inc. Presidents Council Committee

### **Mandate**

The Presidents Council is a committee of Swim PEI, created pursuant to the By-Laws. It is an advisory body responsible for the exchange of information between the Member Clubs in PEI and Swim PEI. The Presidents Council may make recommendations to the Board, through the Chair of Swim PEI.

These terms of reference, responsibilities and authority are approved by the Board.

### **Composition of Council**

- Members of Council shall consist of the following people:
  - Chair of Swim PEI;
  - President of each Member Club registered with and in good standing with Swim PEI; and
  - Executive Director of Swim PEI.
- A member shall make every effort to attend meetings of Council. A member shall only assign a designate to attend Council on his or her behalf in extenuating circumstances; any designate must be approved by the Council in advance.
- The Council shall be chaired by the Chair of Swim PEI. The Chair may appoint another member to chair the Council in his or her absence.
- The Council may name any person as an *ex officio* member of the Council.

Additional Swim PEI staff may be invited by the Chair to attend meetings as necessary.

### **Roles and Responsibilities of Council**

The Presidents Council is a Committee of Swim PEI that has been created to facilitate the open exchange of information between the Clubs and Swim PEI. Primary responsibility of the Council is to provide Leadership in, and stewardship over, providing recommendations to the Board with respect to ways to facilitate growth in the sport of swimming at the club level.

### **Meetings of Council**

#### Regular Meetings

- The Council shall convene on a quarterly basis, when possible, or more often as may be necessary.
- Agendas shall be generated and circulated in advance of meetings.
- Formal responsibility for coordination of materials, minutes and official records of the Council resides with the Executive Director.
- Each recommendation made by the Council will be recorded in minutes to be presented at the next meeting of the Board of Directors of Swim PEI.

### *In Camera Sessions*

- *In camera* sessions may be held at the call of any member of the Council when issues arise that require immediate or special consideration.
- *In camera* meetings may be convened to discuss matters concerning personnel, finance, and any other matters of a confidential nature.
- All material or matters discussed at an *in-camera* session of the Council shall remain confidential to the members.

### Procedures at Meetings

- Members shall be entitled to attend all meetings.
- Meetings shall normally be held at Sport PEI in Charlottetown unless otherwise directed by the Chair. Members who are unable to attend in-person may attend through video or phone teleconference.

### **Reporting to the Board**

Council shall regularly report to the Board after each meeting.