

# Committee Terms of Reference



**Type:** Management Advisory Committee  
**Title:** Selectors Committee (SC)  
**Objective:** To select national teams and squads  
**Responsible to:** Chief Executive

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## Structure:

1. The members of this committee shall be appointed by the SNZ Board from the membership and shall consist:
  - i. The Director of Coaching (who will chair the committee). The Director of Coaching may at the approval of the CEO be substituted by the Development Coach
  - ii. Two Selectors
2. SNZ board members are eligible for appointment but do so as a member of SNZ not as a representative of the board.
3. A quorum shall be two members, one of whom shall be the committee's chairman.

## Application Process:

1. Call for applications through Regions and SNZ targeted database, specific individuals may be approached and encouraged to submit applications.
2. A close off date of not less than 2 weeks from the initial call for application date.
3. SNZ will provide a template application form that applications will be required to be made on.
4. Applications may be electronically submitted.
5. Applications must be made by the individual wishing to stand; there is no nomination procedure.
6. The CEO makes recommendations to the SNZ board for appointment of the committee members from the applications.

## Term:

1. The committee member's term is for four years, on a two year rotation basis.
2. If a member resigns from the committee before the term expires. The CEO will recommend (to the SNZ Board) a replacement for the remainder of the term through the process outlined above.

## Profile:

The following factors will be taken into consideration when appointing the committee:

1. Swimming knowledge and experience
2. Attention to detail and processes

## Operating Principles:

1. The committee chairman shall call a meeting of the committee or if so requested by the CEO.

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2. For clear and consistent communication only the CEO and Director of Coaching are permitted to supply SNZ selection information or speak to the membership and public on behalf of selection matters.
3. Committee members are to be positive role models and are not to bring SNZ, its sponsors or stakeholders into disrepute in anyway.
4. Committee members at all times are to be public advocates of SNZ and its High Performance Programme and not bring SNZ, its sponsors or stakeholders into disrepute in anyway.
5. The committee meetings shall be minuted.

## **Duties and Responsibilities:**

1. Selection criteria;
  - a. The committee chairman will supply the CEO with all selection criteria recommendations for National Team and Squads no later than twelve months prior to the competition.
  - b. The CEO will provide the board (for final approval) with all selection criteria for dissemination to the membership no later than 10 months prior to the competition.
  - c. In the occurrence of new information, competitive opportunities, or extenuating circumstances the selection committee will endeavour to prepare selection criteria as soon as practically possible to the CEO for board approval.
2. The selectors committee shall prepare selections for national teams, squads and swimmers against the confirmed and notified selection criteria.
3. Any selections that the committee may wish to make outside the notified criteria must be confirmed by board.
4. To perform any other selection duties as requested by the CEO.
5. Review the terms of reference for this committee and provide any recommendations to the CEO.

## **Authority:**

1. This committee shall operate within the above mentioned duties and responsibilities.
2. This committee shall have no executive powers with regard to its findings and recommendations, but will provide recommendations to the CEO.
3. The CEO has the discretion to remove members from this committee at any time for breaching these 'terms of reference'.