



## Committee Terms of Reference – Selection & Nomination Committee

<b>Current as at:</b>	November 2019
<b>Type:</b>	Board Sub Committee
<b>Title</b>	Selection & Nomination Committee
<b>Objective:</b>	To provide recommendations to the CEO on the selection and nomination of national teams for identified pinnacle events.
<b>Responsible to:</b>	Board Chair

### 1. Committee Membership:

1.1. Membership of the committee will consist of up to six people as outlined below:

- a) A SNZ Director appointed by the board chair.
- b) A member of the SNZ HP team appointed by the CEO
- c) Up to three (3) independent members who will possess the relevant skills, experience and swimming knowledge to enable them to make informed decisions in relation to specific team nominations.

1.2. One of the independent members shall be appointed as the convener of the committee and chair all the selection and nomination meetings.

1.3. A quorum shall be three (3) members.

### 2. Process for confirming Independent Committee Members:

The CEO will identify and recommend up to three (3) independent committee members to the board for appointment who demonstrate the relevant experience against the agreed skill set as follows:

- 2.1. Knowledge and extensive experience of international swimming competition and performance standards
- 2.2. Understanding of swimming performance standards required for FINA, NZOC and other International Development Events.
- 2.3. An understanding of selection requirements relative to each individual event e.g. individual needs of athletes, relay needs, future development of team members.

### 3. Resignation and Removal:

The Independent Committee Members may resign from the Committee at any time providing written notice to the CEO. The appointments may be terminated by the Board at any time providing written notice if the Board considers:

- 3.1. The Independent Committee Member is not satisfactorily performing their role;
- 3.2. The Independent Committee Member has a conflict of interest such that they are not capable of performing the responsibilities; or
- 3.3. The Independent Committee Member is not or has not acted in the best interests of SNZ, whether as a selector or otherwise.

**4. Term:**

The independent Committee Members shall be appointed by the SNZ Board for a four-year period in line with the Olympic quadrennial with retirement occurring automatically at the end of the term. Retirement at the end of a quadrennial does not preclude reappointment for the next or subsequent quadrennial.

**5. Role and Responsibilities of the Committee:**

- 5.1. Maintain a thorough understanding of the objectives of the goals of the Swimming NZ HP Plan including performance targets associated with milestone events
- 5.2. Maintain a thorough knowledge and understanding of all SNZ Nomination and Selection Criteria
- 5.3. Attend where possible relevant selection events to observe performances of swimmers.
- 5.4. Assess and recommend to the CEO swimmers for selection and nomination for all Swimming NZ Teams as per the agreed criteria.
- 5.5. Seek any additional information relevant to performing their duty
- 5.6. Advise the CEO on the exercise of discretion in relation to swimmers not meeting the selection criteria owing to extenuating circumstances
- 5.7. Be available for any appeals made to SNZ (nomination or selection)

**6. Expenses:**

The position of Independent Committee Member is voluntary. However, SNZ will reimburse the Independent Committee Members for their actual and reasonable expenses incurred in the conduct of their responsibilities following approval of a completed expense claim in accordance with SNZ policies.

**7. Administration Support:**

The High-Performance Manager shall provide secretariat support to the Committee and attend all meetings (but has no vote should one be required).

**8. Role of the High-Performance Director (or member of the SNZ HP Team as appointed by the CEO):** shall be accountable for the Swimming NZ Selection and Nomination Committee Terms of Reference. This appointed role shall be responsible for the final draft of all selection and nomination criteria and for presenting all criteria for approval to the Board via the CEO.

In the absence of a High-Performance Director role, the High-Performance Manager or person appointed by the CEO, shall fill this responsibility.

**9. Role of the Board:**

On the recommendation of the CEO, the Board will:

- 9.1. appoint up to three (3) Independent Committee Members to the Committee; and
- 9.2. agree the selection and nomination criteria for all NZ Teams.

**10. Role of the CEO:**

The Chief Executive Officer is ex officio and will be invited to all selection meetings. The CEO will be the person designated by SNZ to select the swimmers for Swimming NZ Teams after receiving the recommendations of the Committee.