

Terms of Reference

Swim Ireland Diversity and Inclusion Committee

This document describes how the Swim Ireland Diversity and Inclusion Committee is constituted within Swim Ireland and the roles and responsibilities of the Committee. It also details some operational procedures as to how the Committee should conduct its business.

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Terms of Reference Diversity and Inclusion Committee

The Diversity and Inclusion Committee is directed by the Swim Ireland Diversity and Inclusion Policy (November 2020). The following Terms of Reference may be subject to alteration or amendment at any time by resolution of the Swim Ireland Board and/or as directed in the Swim Ireland Diversity and Inclusion Policy.

1. Composition of the Committee

The Diversity and Inclusion Committee shall consist of Swim Ireland staff members each representing their own department (Clubs & Community, Education, Safeguarding, Performance, Participation). The staff member(s) will be nominated by the Department Head/Director. Further appointees (co-opted Committee members) will be nominated by the Committee as the need arises, by the decision of the Committee. Co-opted members may be drawn from internal staff members or external sources with sought after expertise. All appointees will be approved by the CEO.

The Committee shall maintain a minimum gender balance of 70/30.

2. Committee Requirements

The members of the Committee, both staff and co-opted members will be subject to upholding the Swim Ireland ethos and values.

Co-opted Committee members will be chosen for their skill set or expertise in specific areas of value to the Committee.

3. Quorum

The quorum for members present at a meeting to conduct the business of the Committee and entitled to vote shall be 50% plus one (1) of the total number of appointed and co-opted Committee members.

4. Communication Structure

The Committee is a sub-committee of Swim Ireland. The Committee reports directly to the CEO. The objectives of the Committee are those within these Terms of Reference and the Committee is authorised to proceed to implement same without further approval save where such objectives are altered significantly.

The Committee must provide reports and/or information to the CEO within ten days of meetings and prior to the implementation of any decisions. The CEO will review all reports received from the Committee and will contact the Chairs if there are concerns arising from any report. The CEO and the Chairs will decide as to how to proceed.

The Committee shall provide any additional report/information requested by the Board and/or CEO.

5. Role

The Committee will initially focus on inclusion, by further developing and progressing what we do as an organisation to be more inclusive. The objective is identified as bringing the Diversity and Inclusion policy to life.

The Diversity and Inclusion Policy states:

“Form a Diversity and Inclusion Committee to develop and support the roll out of an Action Plan with specific goals to increase involvement from under-represented groups”.

The Committee will work closely with the CARA Xcessible Award Working Group to ensure tandem and collaborative progression towards increasing the diversity and inclusivity of Swim Ireland as an organisation. Once the Silver Xcessible Award is achieved, diversity and inclusivity will be the main focus of the Committee bringing together the work achieved for the Xcessible Silver Award.

6. Specific Responsibilities

The specific responsibilities of the Committee are identified as:

1. November 2021 to May 2022
 - To focus on areas of diversity and inclusion that address the achievable actions contained in the Diversity and Inclusion Policy – specified as 2021 & Onwards in the policy document.
 - To consider actions in line with the Policy in addition to those identified in the Xcessible award actions.
 - Following the submission of the Xcessible award (Silver) consider what actions can be expanded and require continued support.
2. May 2022 onwards
 - Following the submission of the Xcessible award (Silver), expected in January 2022, the Committee will focus on diversity and inclusion
 - To recruit for external representation with specific skill sets.

7. Operational Matters

The Committee shall:

- Be chaired jointly by the Head of Participation and the Head of Safeguarding, Ethics and Youth Development.
- Meet at least six times per year and review the progress of these objectives on an ongoing basis.
- There will be an annual review of the Committee structure and progress.
- The joint chairs will be responsible for minutes, communications and arranging meetings.
- The minutes, records, and any documentation pertaining to the Committee shall be kept on a TEAMS site, Diversity and Inclusion, accessible by all Committee members.
- A regular (after each meeting) update will be provided to the CEO
- Matters discussed at meetings will remain confidential unless otherwise agreed.

8. Resources

The Committee members (including co-opted members) shall be entitled to claim mileage and subsistence expenses during their time in office pursuant to standard Swim Ireland Board policy on expenses. Accommodation expenses must be approved in advance through the Swim Ireland office who will handle all bookings.

END.



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