



The Masters' Committee is a Sub-Committee of the Swim England South West Swimming Committee and its role is to assist, advise and make recommendations to the Swimming Committee and to assist in the running all Swim England SW Region Masters competitions.

Duties of Secretary

Appointment made by: Swim England SWR Swimming Committee on an Annual basis at the October meeting.

1. To convene at least one meeting per year.
2. To prepare an agenda and distribute agenda, previous minutes and any other papers to all members of the committee (see below) Also invite any other persons who may have input for a particular topic under discussion.
3. To take minutes of such meetings and circulate them accordingly.
4. To keep a record of all minutes of meetings
5. To attend Regional Swimming Committee meetings and present minutes and report any relevant matters, and if unable to attend arrange for a deputy to attend and give the reports
6. To organise any training camps / conferences
7. To assist in the running of Masters competitions.
8. To attend any National meetings.

Composition of Committee

Masters Secretary

Admin and Events Co-ordinator

Swimming Secretary

A Specialist Nominated Representative from each county or deputy

Plus

Regional President

Management Board Chairman

Finance Officer

Swim England SW
Masters Sec
Final July 2019