

STROUD MASTERS SWIMMING CLUB



THE NON-EXECUTIVE OFFICER

In addition to the Chairperson, the Secretary and the Treasurer, the Club shall have up to three Non-Executive Officers (Reference. Constitution 7.1).

Purpose of the Non-Executive Officer:

The Non-Executive Officer:

- Helps ensure the smooth running of the club.
- May have a more specific title where a portfolio is assigned. E.g. Membership Secretary, Social Secretary etc.
- May be asked to:
 - Champion Club events such as the Christmas party.
 - On occasion, support the Chairperson, Club Secretary or Treasurer, or co-opted members of the committee.
- Is permitted to vote at committee meetings.
- Counts towards the quorum required to hold a committee meeting.

Responsibilities of the Non-Executive Officer:

- Attend committee meetings. This is often essential to ensure the quorum is met.
- Raise any concerns they may have with the Club's affairs.
- Question any ideas and suggestions put forward which they believe are not to be in the best interests of the Club.

Restrictions placed on the position of Non-Executive Officer:

- The Non-Executive Officer must not be related to and preferably not a close personal acquaintance of the of the person appointed to examine the accounts of the Club.
(Reference. Recommended Club Constitution: Guidance Notes (May 2016) / 6. Treasurer, Accounts and Taxation).

End