

Equestrian Victoria Interschool Victoria Committee Terms of Reference

Ratified by EV Board 22 January 2020

1. PURPOSE

The Equestrian Victoria Interschool Victoria Committee (ISV) appointed by the Equestrian Victoria (EV) Board assists the Board in fulfilling its oversight responsibilities relating to the promotion and development of Interschool Equestrian Sport in Victoria.

2. INTERPRETATION AND DEFINITIONS

This Terms of Reference will be interpreted in the same manner as the Constitution of Equestrian Victoria Incorporated and in accordance with it. In this Terms of Reference, all words or phrases defined in the Constitution have the corresponding definition. Further, unless the contrary intention appears:

Appointments Procedure means the procedure for Sports Discipline Committees (SDC's) appointing people to technical and management positions which is set out in Annexure A.

Association means Equestrian Victoria Incorporated

Committee means, in this Terms of Reference, the committee of the Board created consistent with the Constitution.

Constitution means the constitution of the Association as amended from time to time.

Discipline means an element of Equestrian, including but not limited to Dressage, Eventing, Jumping, Show Horse and Interschool Victoria.

NCAS means the National Coaching and Accreditation Scheme.

President means the president of the Association appointed in accordance with the Constitution from time to time.

Terms of Reference means this Terms of Reference.

SDC means the Sport Discipline Committee(s) established under the Constitution and includes ISV.

Standing Committees means the Committees established under the Constitution.

3. COMMITTEE TERMS OF REFERENCE

- (a) The ISV is responsible for:
 - (i) promoting and developing its discipline from entry level to national level in Victoria and implementing Equestrian Australia policy and rules applicable to the discipline;
 - (ii) establishing a strategic plan for Interschool Equestrian Sport within guidelines provided by the Association from time to time;
 - (iii) appointment of organising committees (OCs) to conduct at least one state championship event and developing further events as required;
 - (iv) overseeing and implementing appropriate rules, policies and procedures for

Interschool Equestrian Sport;

- (v) maintaining the State's Interschool Victoria calendar;
 - (vi) communicating with Interschool Victoria school members and event organizing committees;
 - (vii) conducting meetings as it determines necessary for the conduct of business or as directed by the Board;
 - (viii) liaising and communicating with EV other State Interschool groups and EA Interschool as necessary; including provision of copies of meeting minutes and an annual report to the Board;
 - (ix) Appointing working parties or selection panels as appropriate and consistent with ISV Policy and clause 3 (a) (iv);
 - (x) appointing two or three representatives to ensure that an open forum is conducted with the Board at least annually on dates set by the Board.
- (b) For the avoidance of doubt, Committees are administrative representatives of the Association and are not authorised, entitled or empowered to enter into contracts or to incur liabilities on behalf of the Association or independently.

4. COMMITTEE STRUCTURE

All ISV Committee Members must be members of Equestrian Victoria and have a current Working with Children Check (WWCC) Accreditation.

4.1 Chair

The main role of the Chair is to demonstrate leadership and to ensure effective governance of the EV Interschool Victoria Committee.

Should the ISV Chair be absent from a meeting, the ISV Members present must appoint a Chair for that particular meeting.

The ISV Chair shall ensure that the EV CEO is immediately informed of matters that may have a significant impact on Interschool Victoria or the reputation of EV.

The Chair must maintain a timely correspondence with the EV Office on Interschool Victoria matters.

4.2 Committee

- (a) The ISV Committee will comprise a maximum of eleven (11) people being:
- (i) The Chair of ISV as appointed by the EV Board;
 - (ii) The EV State Interschool Championships Event Director;
 - (iii) one (1) representative nominated by the Victorian Equestrian Interschool Series (VEIS);
 - (iv) a maximum of four (4) people with representation across disciplines of Dressage, Jumping, Eventing and Show Horse who may be nominated

by the sport discipline committees; and

- (v) up to four (4) other people co-opted by the other ISV members.
- (vi) When determining committee members a variety of factors will be considered, including but not limited to, diversity of geographic representation, educational institution represented and gender.
- (b) Other than representatives co-opted under clause 4.1(a)(iii), all representatives shall be appointed for a period of two years, unless otherwise set out in this Terms of Reference or determined by the Board. Representatives co-opted under clause 4.1(a)(iii) shall only be co-opted for 12 months.
- (c) One of its number shall represent the ISV to Equestrian Australia (EA) as required;
- (d) The Equestrian Victoria Chair and Chief Executive Officer are ex-officio members of any SDC, including the Interschool Victoria Committee;
- (e) The Board may, at any time, remove people from the committee if it deems it appropriate.

5. COMMITTEE PROCEDURES

5.1 Conflict of Interest

Declarations of perceived or actual conflicts of interest are to be made at the outset of any meeting of the committee with members to act consistent with the Associations Conflict of Interest Policy.

5.2 Convening a Meeting

- (a) The Committee shall meet as often as required, but at least five (5) times annually;
- (b) All Committee members will be provided with at least 14 days' written notice of all meetings of the Committee, unless all Committee members agree to hold a meeting at shorter notice (which agreement shall be sufficiently evidenced in writing or by their presence). Written notice of each Committee meeting, specifying the general nature of the business to be transacted, shall be served on each Committee member by:
 - (i) delivering it to the Committee member personally; or
 - (ii) sending it by electronic communication (subject to receiving appropriate confirmation that the notice has been effectively dispatched) in accordance with the Committee member's last notified contact details.

Alternatively, Committee members may nominate another preferred method of communication.

5.3 Meeting Procedure

- (a) A quorum for the transaction of business of a meeting will be constituted by:
 - (i) At least half of the ISV members being present, either in person or by electronic means.

No business shall be transacted unless a quorum is present and if within half an hour of the time appointed for the meeting a quorum is not present, the meeting shall stand adjourned to the same place and at the same hour of the same day in the following week.

- (b) At all meetings of a Committee, the Committee chair shall preside. If the Committee chair is absent or unwilling to act, the meeting shall appoint one of the other Committee members to preside at that meeting. The Committee chair shall be appointed annually by the Committee from amongst its numbers.
- (c) Questions arising at a Committee meeting shall be determined on a show of hands or, if demanded by a member, by a poll taken in such a manner as the person presiding at the meeting may determine.
- (d) Each Committee member present at a Committee meeting (except the Chief Executive, but including the President) is entitled to one vote on any issue.
- (e) Without limiting the power of the Committee to regulate its meeting as it thinks fit, a meeting of Committee members may be held where one or more of the Committee members is not physically present at the meeting, provided that:
 - (i) notice of the meeting has been given to all the Committee members entitled to notice in accordance with the procedures detailed in clause 5.1(b);
 - (ii) all persons participating in the meeting are able to communicate with each other effectively, simultaneously and instantaneously – whether by means of telephone or other form of communication;
 - (iii) in the event that a failure in communications prevents the conditions in clause 5.2(f)(ii) from being satisfied by that number of Committee members which constitutes a quorum, then the meeting shall be suspended until the condition is satisfied again. If such condition is not satisfied within 15 minutes from the interruption, the meeting shall be deemed to have terminated; and
 - (iv) any meeting held where one or more of the Committee members is not physically present shall be deemed to be held at the place specified in the notice of meeting provided a Committee member is there present and if no Committee member is there, the meeting shall be deemed to be held at the place where the chair of the meeting is located.

5.4 Decision Making

- (a) All decisions of the ISV Committee are to be made by a simple majority of votes cast by the Members present at the meeting.
- (b) All Members are entitled to one (1) vote each.
- (c) In the case of an equality of votes, the chair will have a casting vote.

5.5 Appointment of people by Committee's subject to Board approval

For the avoidance of doubt, the Board may, at any time, remove and/or replace any person who has been elected or appointed to a Committee position.

6. CONFIDENTIALITY

All ISV members will be privy to sensitive and confidential information. At no stage shall this information be publicly referred to, disclosed or discussed to any third party outside of the ISV. If the matter is escalated to the EV Board members of the ISV may discuss the issue at the Board's request only.

Should an ISV member pass on any confidential information to any external third party that member may be required to stand down from the ISV.

7. REVIEW

EV will review this Terms of Reference at least every two (2) years and recommend to the Board its approval including any appropriate amendments.

8. SUB-COMMITTEES & WORKING PARTIES

The ISV has the authority to create Sub-Committees and/or Working Parties as required. Any funding required for the operation of these groups will come from the overall ISV budget. Additional funding will not be provided without the express permission of EV.

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