



**Equestrian Western Australia Incorporated**  
 ABN: 53 591 481 584

Policy:	Para Equestrian Working Group
Policy Area:	Governance
Date Approved:	9 April 2024
Replaces Policy dated:	nil

**PARA-EQUESTRIAN WORKING GROUP TERMS OF REFERENCE**

- (a) The business of the EWA Para-Equestrian Working Group (PEWG) shall be managed by the EWA Para-Equestrian Working Group, under the direction of the EWA Board. In particular, the EWA Para-Equestrian Working Group shall be responsible for:
  - (i) Developing the respective Equestrian Sport throughout Western Australia in accordance with the EWA’s objectives;
  - (ii) In conjunction with the Board, determining major strategic direction for their sport;
  - (iii) Applying policies determined by the Board;
  - (iv) Reporting to and receiving direction from their respective EA Discipline Committee in all matters pertaining to their sport;
  - (v) Advising on the day to day running of the respective Sport in the State;
  - (vi) Maintaining and training adequate numbers of officials in their respective Sport to conduct official events and maintain lists of accredited officials;
  - (vii) Fundraising activities to assist the respective Sports development; such activities to be conducted in consultation with the Board who shall ensure that all Sports are given equal opportunity to conduct activities;
  - (viii) Providing annual budgets for approval by the Board and to review monthly comparisons and variations of their accounts as presented to the Board. The Working Group will also provide separate budgets for any special event not included in the budget for approval of the Board prior to commencement or formal commitment as per Board policy as amended from time to time;

- (ix) Providing an annual report to the Annual General Meeting of Members setting out the revenue and expenditure of that Working Group and a summary of its operation for the year;
- (x) Reviewing their respective Sport's performance in achieving its pre- determined aims and objectives and compliance with policies;
- (xi) Conducting events and the like for the development and promotion of the respective Sport and supporting others in development and promotion of the Sport;
- (xii) Presenting to the Board for consideration, and if appropriate, approval, by-laws, Rules and policies as required for the effective conduct of the Sport;
- (xiii) Making recommendations to the Board regarding the conduct of the respective Sport as required; and
- (xiv) Providing copies of all correspondence to EA and National discipline committees to the Board.

#### **EWA PARA-EQUESTRIAN WORKING GROUP STRUCTURE**

- (a) The EWA PEWG will consist of;
  - Up to eight (8) Appointed EWA Members who will contribute suitable skills and experience to the sport of Para-Equestrian
  - Up to and no more than two (2) co-opted non-voting members
- (b) Appointed and co-opted members shall be appointed to the EWA PEWG for one (1) year, or until the next appointment of members (whichever is soonest) after which time they may be reappointed for a further term.
- (c) A working group member may serve a maximum of nine (9) years or any part of out of any twelve (12) year or a part of period, unless otherwise set out in these Regulations or determined by the Board.

#### **EWA PARA-EQUESTRIAN WORKING GROUP APPOINTMENT PROCEDURES**

##### **Appointed EWA Para-Equestrian Working Group Members**

- (a) EWA will call for nominees for eight (8) appointed working group members annually. When calling for nominations the EWA shall provide details of the necessary qualifications, skills and job descriptions for the positions. Qualifications, skills and job descriptions shall be determined by the Board, in conjunction with the EWA PEWG, from time to time.
- (b) The nominee is to agree with the EWA Code of Conduct for Working Group members and provide a signed EWA Code of Conduct for working group member with their nomination.

### **Co-Opted EWA Para-Equestrian Working Group Members**

- (a) Co-opted EWA PEWG shall be appointed annually by the EWA PEWG and are non-voting members of the working group.
- (b) The appointment of the Co-opted members shall take place after the EWA annual elections.
- (c) The Co-opted nominee is to agree to the EWA Code of Conduct for Committee members and provide a signed EWA Code of Conduct for Committee members prior to appointment.
- (d) Co-opted members of the working group are required to be ratified by the Board.
- (e) Persons nominated to be co-opted to the working group are not required to be an EWA member.

### **Grounds for termination of members**

- (a) The office of a working group member becomes vacant if that member:
  - (i) dies, or for any reason ceases to have legal capacity;
  - (ii) becomes of unsound mind or a person whose person or estate is liable to be dealt with in anyway under any law relating to mental health;
  - (iii) resigns their office in writing to EWA or Working Group Chair;
  - (iv) fails to attend any meeting without providing prior reasonable notice in writing;
  - (v) holds any office of any employment with EWA;
  - (vi) holds any office of profit with EWA, without the prior written consent or ratification of the Members of EWA in General Meeting;
  - (vii) is directly or indirectly interested in, or benefiting from, any contract or proposed contract with EWA and fails to declare the nature of that interest;
  - (viii) in the Board's opinion, in its sole discretion:
    - (A) has acted (individually or in concert with any other Working Group member) in a manner unbecoming or prejudicial to the objects and interests of EWA or EA;
    - (B) has brought EWA, EA, any EWA Member or equestrian sport into disrepute in any way;
  - (ix) is removed by Special Resolution of the members eligible to vote for membership of the Working Group called to consider such a resolution;
- (b) in the sole discretion of the Board, breaches:
  - (A) these Regulations; or

(B) any Rules or By-Laws, whether established by EWA or EWA; or

(ii) would otherwise be prohibited from being a director of a corporation under the *Corporations Act 2001* (Cth) or be ineligible for those reasons set out in section 39 of the Act.