



## **Eventing Western Australia Committee Charter**

### **1. Purpose**

The Eventing Western Australia Committee (EvWAC) shall be managed, under the direction of the Equestrian Western Australia (EWA) Board to assist the Board in fulfilling its oversight responsibilities relating to the promotion and development of Eventing in Western Australia. The purpose of the EvWAC is outlined in the EWA Constitution.

The EvWAC must also recognise and preserve the integrity of Eventing through common goals and a shared commitment to constructive and cooperative relationships.

### **2. Authority**

The Board has authorised the EvWAC, within the scope of their duties and responsibilities set out in this charter to:

- perform the activities required to address its responsibilities and make recommendations to the Board;
- have access to management, employees and Eventing information it considers relevant (via EWA staff) to its responsibilities under this charter.

### **3. Membership**

The EvWAC is elected as outlined in the EWA constitution.

The EvWAC Members shall be required to meet the criteria of a EWA Committee as outlined in the EWA constitution.

### **4. Chair**

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

The Chair of the EvWAC will be elected by a method outlined in EWA constitution.

The EvWAC Chair shall not hold the position of Chair on any other Affiliate Members or Committee or be a member of the Board.

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



The EvWAC Chair will ensure that the EWA CEO is immediately informed of matters that may have a significant impact on Eventing or the reputation of EWA.

The Chair must fulfil the duties as outlined in the EWA constitution.

The Chair must maintain a timely correspondence with the EWA Office on Eventing matters.

## **5. Meetings**

The EvWAC will meet in a manner agreed to by the members of the EvWAC.

The EvWAC Chair, any EvWAC Member or the EWA Chair may call a meeting of the EvWAC.

EvWAC members must do all things reasonably necessary to attend and participate in all meetings and acknowledge that commitment is fundamental to the effective operation of the EvWAC.

Any person may be invited by the EvWAC to attend meetings, but not necessarily for the full duration.

Meetings will adhere to the EWA constitution.

## **6. Quorum and Voting**

A quorum must consist of five (5) voting of whom at least three (3) shall be elected members.

## **7. Decision Making**

All decisions of the EvWAC are to be made by a simple majority of votes cast by the Members present at the meeting.

All eligible voting Members are entitled to one (1) vote each.

In the case of an equality of votes, the EvWAC Chair will have the casting vote.

## **8. Minutes**

The EvWAC Chair or delegate must prepare the minutes of the EvWAC within seven (7) working days after the meeting. The minutes are to be promptly approved by the EvWAC Chair and then circulated to all EvWAC members and EWA CEO.



## **9. Confidentiality**

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

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

All EvWAC members are required to sign annually the EWA Code of Conduct for Committee members.

## **10. Review**

EWA will review this Charter at least annually and recommend to the Board its approval including any appropriate amendments.

## **11. Sub-Committees & Working Parties**

The EvWAC has the authority to create Sub-Committees and/or Working Parties as required upon prior approval by the EWA Board. Any funding required for the operation of these groups will come from the overall EvWAC budget.

## **12. General Responsibilities**

Subject to the EWA Constitution, the business of the various EWA Sports and Interests shall be managed, under the direction of the Board, by the respective Sport Committees. In particular, the Committees shall be responsible for:

- a) developing the respective Equestrian Sports throughout Western Australia with the EWA's objects;
- b) in conjunction with the Board, determining major strategic direction for their respective Interest;
- c) applying policies determined by the Board;
- d) reporting to and receiving direction from their respective EA Sports Committee in all matters pertaining to their Sport;
- e) advising on the day to day running of the respective Equestrian Sport in the State;
- f) maintaining and training adequate numbers of officials in their respective Sport to conduct official events and maintain lists of accredited officials;



g) fundraising activities to assist the respective Sports or Interests development, such activities to be conducted in consultation with the Board who shall ensure that all Equestrian Sports are given equal opportunity to conduct activities;

h) providing annual budgets for approval by the Board and to review monthly comparisons and variations of their accounts as presented to the Board. Each Committee will also provide separate budgets for any special event not included in the budget for presentation to the Board for its approval as per Board policy as amended from time to time;

i) assisting in managing sponsorship in accordance with any directions received from the Board from time to time, particularly with regard to conflicting sponsors;

j) providing an annual report to the Annual General Meeting of Members setting out the revenue and expenditure of that Committee and a summary of its operation for the year;

k) reviewing their respective Sport or Interests performance in achieving its predetermined aims, objectives and policies;

l) conducting events and the like for the development and promotion of the respective Equestrian Sport;

m) presenting to the Board for approval, By-Laws , Rules and Policies as required for the effective conduct of each respective Equestrian Sport; and

n) making recommendations to the Board regarding the conduct of the respective Equestrian Sports as required.

A Committee may not promote, maintain or develop any incorporated body.