

PARTICIPATION SUB COMMITTEE CHARTER

MOTORCYCLING NSW SUB-COMMITTEE CHARTER

Title: Sub-Committee Charter - Participation

Creation Date: February 2023

Next Review Date: February 2025

Responsible Persons: Motorcycling NSW Board

Authority: This document is a Charter made pursuant to the Motorcycling NSW Governance Policy. MNSW may unilaterally introduce, vary, remove or replace this Charter at any time.

PARTICIPATION COMMITTEE CHARTER

1. Purpose

The Participation Sub-Committee (the Committee) is appointed by the Board of Motorcycling NSW and assists the Board in fulfilling its oversight responsibilities relating to:

- Participation Planning, Strategy;
- Pathways Planning & Strategy
- Girl's & Women's Planning & Strategy
- Inclusion Planning & Strategy
- Officials/Coach Development & Engagement;
- Sports Committee Development & Engagement
- Participation related workshops
- Perform any other duty or undertaking that the Board may request from time to time.

The duties and responsibilities of the Committee are set out in Appendix A. The existence of the Committee does not imply the fragmentation or diminution of the role of the Board.

2. Authority

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

- Act as an advisory body, however, is empowered by the board to pass resolutions relating to its purpose;
- perform the activities required to address its responsibilities and make recommendations to the Board;
- select, engage, and approve fees within the delegated authority set by the Board for any professional advisers that the Committee may require to carry out its duties;
- require attendance by specified personnel at meetings as appropriate, with such attendance enforced by the Board; and
- have unrestricted access to management, employees and information it considers relevant to its responsibilities under this charter.

3. Membership

As a strategic focus, the Committee shall comprise of at least two Board Members and the CEO of Motorcycling NSW, Sport Development Manager of Motorcycling NSW, two key Officials and two community volunteers.

The Board, usually on the recommendation of its Nominations Committee, will appoint Committee members and the Committee Chairperson. Committee member rotation is encouraged.

The Motorcycling NSW Board may provide a Committee Secretary, if requested by the Committee.

4. Chairperson

The Board shall appoint a Committee Chairperson and Committee Deputy Chairperson.

The Chairperson shall chair the meetings of the Committee and set its agenda. In their absence, the Deputy Chairperson will be appointed the chair for that particular meeting.

5. Meetings

The Committee should meet at least four (4) times per year and participants may attend in person, by video conference and/or teleconference. The Committee Chairperson or any Committee Member may call a meeting of the Committee. Committee Members shall declare any conflict of interest before the commencement of each meeting. Each member should be capable of making a valuable contribution to the Committee with strong levels of sport experience and background.

6. Meeting Attendance

Any person may be invited by the Committee Chairperson to attend meetings of the Committee, but not necessarily for the full duration of the meeting. Invitees may take part in the business of, and discussions at, the meeting but have no voting rights. The Board Chair can attend any Committee meeting.

7. Quorum and Voting

A quorum must consist of more than half of the members of the Committee.

Matters will be decided by consensus, or if consensus is not achievable, then by a majority of votes of members present. The Committee Chairperson shall not have a second or casting vote.

8. Minutes

The Committee Secretary or delegate must prepare the minutes of the Committee within seven (7) working days following the meeting, unless otherwise agreed by the Committee. After the Committee Chairperson has given preliminary approval, the draft minutes are circulated to all Committee members. The minutes must be ratified at the next Committee meeting. Copies of the approved minutes will be included in the Board papers for noting.

9. Conflicts of Interest

Committee members will be invited to disclose conflicts of interest at the commencement of each meeting. Ongoing conflicts of interest need not be disclosed at each meeting once acknowledged. Where members or invitees are deemed to have a real or perceived conflict of interest, they will be excused from Committee discussions and voting on the issue where a conflict exists. All conflicts declared will be minuted.

10. Reviews

The Committee will review at least annually this Committee charter and recommend to the Board for approval any appropriate amendments.

The Board will at least annually review the performance of the Committee.



Motorcycling NSW Limited
9 Cooper Street
Smithfield NSW 2164
Email: mnsw@motorcycling.com.au
Phone: +61283780790