

# SKI & SNOWBOARD AUSTRALIA LIMITED (SSA)

# NATIONAL PARTICIPATION COMMITTEE

# TERMS OF DELEGATION

1. Under the directive of the Australian Sports Commission, SSA has a responsibility to encourage more Australians, particularly young Australians to participate in sport more often, whether at school or with local communities and clubs.
2. In simple terms, this responsibility has been delegated to The National Participation Committee ("NPC") that has been established by the Board under Article 52 of the SSA Constitution.
3. The SSA Board has adopted this Committee Terms of Delegation By-Law in accordance with Article 52(a) of the SSA Constitution. This Delegation sets out the powers, composition, control, management and administration of each of SSA's DC's. This Delegation is subject to the SSA Constitution and it and terms in it are to be interpreted in accordance with the SSA Constitution. In the event of any conflict between this document and the SSA Constitution, the SSA Constitution takes precedence.
4. The following functions and powers are delegated to the NPC:
  - Formulating strategies to encourage young Australians to participate in the sports of skiing and snowboarding more often
  - Providing Leadership in the direction of a National Interschools Snowsports Championship. This will involve working in collaboration with the bodies responsible for the delivery of the various State Championships
  - Development of National Interschool rules
  - Development of National Interschool calendars
  - Creating long term vision/strategies for interschool event development
  - Event related appeals
  - Ski & Snowboard Award nominations
  - FIS representation nominations (ie Children & Youth committee etc)
  - Participation specific communication
  - Fundraising including consolidation and recommendations for distribution of interschool related scholarship funds
  - Input into SSA Sporting Schools program – Little Shredders
  - Input into SSA Snowracer program
  - Receive and consider reports from other National and State based participation committees/initiatives
5. The following functions remain the responsibility of SSA Management:
  - Manage all financial aspects of SSA Participation initiatives including Little Shredders and Snowracer
  - Provide direct supervision of programme management and staff
  - ASC and Sporting Schools interface
6. Membership
  - I. The NPC will be comprised of individuals ensuring appropriate knowledge and expertise in the following areas:

- Interschool event operations
  - School sport knowledge
  - Sport technical knowledge
  - Event/race organisation
  - Officiating
  - Resort operations
- II. The SSA Board in considering appointments to the NPC shall give regard where practical, to ensure:
- Appropriate regional/resort/event representation
  - Gender balance
- III. The NPC shall comprise a chair and up to 10 ordinary members. The SSA Board will appoint individuals to the NPC following a call for nominations.

Nominations will be called for from interested parties, and will be made via the SSA website and electronic newsletter.

A Nomination Committee may be established from time to time by the SSA Board to consider such nominations and provide the Board with recommendations for NPC membership. The Board may draw from the wider industry in forming a Nomination Committee.

The Nominations Committee and the SSA Board will have regard for the identified areas of expertise.

Once established, the National Participation Committee may, subject to Board approval, nominate additional members as required.

To be eligible for consideration for appointment to the NPC a nominee must:

- a. be a member of SSA; and
- b. acknowledge his/her willingness to be a member of the NPC in the form approved by the SSA Board from time to time (if any); and
- c. be approved by the SSA Board prior to being appointed to the NPC.

The appointment of a NPC member may at any time be revoked by the SSA Board.

The SSA CEO and Participation & Sport Development Manager will be ex officio members of the NPC.

## 6. Operating and Meeting procedures

- I. The NPC will annually elect one of its number as chair of their meetings.
- II. The election of the chair of the National Participation Committee is subject to approval of the SSA Board.
- III. Unless otherwise directed by the SSA Board the NPC may meet for the dispatch of business and adjourn and otherwise regulate its meetings as it thinks fit.
- IV. The NPC will meet as required, but should meet on at least 2 occasions in each year. Consideration should be given to alternate locations.
- V. Majority of members or the chair of the NPC may at any time convene a meeting of the NPC.
- VI. The quorum necessary for the transaction of the business of the NPC will be a majority of the total number of Committee members.

## 7. Voting

- I. Each member of the NPC present at a meeting of the NPC (including the person chairing the meeting) is entitled to one vote.

- II. Questions arising at any meeting of the NPC will be decided by a majority of votes on a show of hands. A determination by a majority of the NPC members present will for all purposes be deemed a determination of the NPC. In case of an equality of votes the chair of the NPC may exercise a casting vote.
  - III. Proxy voting is not permitted at any meeting of the NPC.
8. Committee Interests
  - I. A NPC member must declare the nature of any interest that NPC member has in any matter, contract or arrangement which the NPC may consider in the conduct of business.
  - II. A NPC member cannot vote in respect of any matter, contract or arrangement in which the NPC member is interested. If they do so vote, the vote shall not be counted. No NPC member is disqualified from contracting with or holding any other office with SSA.
9. Minutes
  - I. The NPC will keep minutes of all meetings recording resolutions and proceedings of each meeting. The minutes must also record the names of persons present at all meetings.
  - II. A copy of the minutes of NPC meetings or any resolution circulated and passed by the NPC electronically must be sent to the SSA CEO within fourteen days of the date of the meeting or of the passing of the resolution.
10. Financial Operation
  - I. SSA will manage the NPC accounts and provide financial reports for use by the NPC. The NPC is required to operate within an agreed annual budget.
  - II. The Chair shall assist the CEO of SSA with the preparation of an annual budget prior to the start of the SSA financial year and any financial reports as required.
11. Policies

All NPC procedures and policies, including selection policies, are subject to approval by the board of SSA.