



Equestrian Australia Carriage Driving Committee Charter

1. Purpose

The Equestrian Australia Carriage Driving Committee (EACDC) appointed by the Equestrian Australia (EA) Board assists the Board in fulfilling its oversight responsibilities relating to the promotion and development of Carriage Driving in Australia. The purpose of the EACDC is outlined in the EA Committee Bylaws.

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

2. Authority

The Board has authorised the EACDC, 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 Carriage Driving information it considers relevant (via EA staff) to its responsibilities under this charter.

3. Membership

The EACDC appointed by the Board is a Skills Based Committee and shall comprise of five (5) elected Members plus a Drivers' Representative.

The EACDC Members shall be required to meet the criteria of a Skills Based Committee as outlined in the EA National Discipline Committee Appointment and Procedures Policy.

4. Chair

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

The Chair of the EACDC will be elected by a method outlined in the EA National Discipline Committee Appointment and Procedures Policy.

The EACDC Chair must not be the Chair of a State Carriage Driving Committee or the Drivers' Representative.



Should the EACDC Chair be absent from a meeting, the EACDC Members present must appoint a Chair for that particular meeting, who should not be the Chair of their State Carriage Driving Committee.

The EACDC Chair will ensure that the EA Committee Liaison Manager is immediately informed of matters that may have a significant impact on Carriage Driving or the reputation of EA.

The Chair must fulfil the duties as outlined in the EA National Discipline Committee Appointment and Procedures Policy.

The Chair must maintain a timely correspondence with the EA National Office on Carriage Driving matters.

5. Meetings

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

The EACDC Chair, any EACDC Member or the EA Committee Liaison Manager may call a meeting of the EACDC.

EACDC 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 EACDC.

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

Meetings will adhere to the EA National Discipline Committee Appointment and Procedures Policy.

6. Quorum and Voting

A quorum must consist of four (4) members of the EACDC.

7. Decision Making

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

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

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



8. Minutes

The EA Committee Liaison Manager or delegate must prepare the minutes of the EACDC within seven (7) working days after the meeting. The minutes are to be promptly approved by the EACDC Chair and then circulated to all EACDC members, EA CEO, State Committee contacts and State Branch CEOs.

9. Confidentiality

All EACDC 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 EACDC. If the matter is escalated to the EA Board members of the EACDC may discuss the issue at the Board's request only.

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

10. Review

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

11. Sub-Committees & Working Parties

The EACDC 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 EACDC budget. Additional funding will not be provided.

Currently the EACDC has not appointed any Sub-Committees.

12. General Responsibilities

The EACDC will be responsible for, but not limited to, the following:

- Maintaining the National Rules and staying abreast of FEI rule changes
- Maintaining the National Calendar, including FEI Events
- Communicating with State Carriage Driving Committees
- Informing EA of any contact changes
- Addressing any issues and considering thoughtfully agenda items put forward
- Managing the EACDC budget appropriately to ensure no overspend
- Developing new initiatives to support Carriage Driving in Australia
- Promoting Carriage Driving positively at all times
- Liaising with the FEI (via EA staff) where necessary
- Developing and managing any sub-committees as necessary