



Equestrian Australia Driving Committee Charter

1. Purpose

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

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

2. Authority

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

3. Membership

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

The EA Driving Committee 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 Driving Committee.

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

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



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

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

5. Meetings

The EA Driving Committee will meet in a manner agreed to by the members of the EA Driving Committee.

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

EA Driving Committee 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 EA Driving Committee.

Any person may be invited by the EA Driving Committee 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 EA Driving Committee

7. Decision Making

All decisions of the EA Driving Committee 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 EA Driving Committee Chair will have the casting vote.



8. Minutes

The EA Committee Liaison Manager or delegate must prepare the minutes of the EA Driving Committee within seven (7) working days after the meeting. The minutes are to be promptly approved by the EA Driving Committee Chair and then circulated to all EA Driving Committee members and the EA CEO. A meeting summary update will be prepared and placed on the EA website once the minutes have been reviewed by all committee members.

9. Confidentiality

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

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

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 EA Driving Committee 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 EA Driving Committee budget. Additional funding will not be provided.

Currently the EA Driving Committee has not appointed any Sub-Committees.

12. General Responsibilities

The EA Driving Committee 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 EA Driving Committee budget appropriately to ensure no overspend
- Developing new initiatives to support Driving in Australia
- Promoting Driving positively at all times
- Liaising with the FEI (via EA staff) where necessary
- Developing and managing any sub-committees as necessary