



EA Interschool Committee Appointment and Procedures Policy

**To be read in conjunction with the EA Interschool
Committee Charter**

This policy is also accessible on the Equestrian Australia (EA) website: www.equestrian.org.au

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1. Equestrian Australia Interschool Committee Classification

The Equestrian Australia Interschool Committee (EAIC) is an advisory body to Equestrian Australia (EA) consisting of five appointed members, based on their relevant skills within Interschools, and a Para Representative. This policy is applicable to the EAIC and any Sub-Committees (if any).

1.1 Committee Membership

- (a) To be eligible to be appointed to the EAIC, or their Sub-Committee (if any), a person must be a member of Equestrian Australia (EA) in a category other than Junior or Recreational Member and must not be an employee of EA or one of its State or Territory Branches.
- (b) Subject to Clause 1.3, a delegate is eligible for re-nomination and re-appointment at the end of a term.
- (c) Each member will be selected for their experience and skills relevant to the work of the EAIC and the following:
 - A thorough knowledge of the EA Disciplines, including Rules and Regulations (mandatory).
 - Ability to maintain confidentiality (mandatory).
 - Punctuality, reliability and the time to spend on and constructively contribute to the development of the Interschool movement (mandatory).
 - An understanding of issues which impact on the development of the sport and the Interschool movement in Australia, or the ability to quickly acquire such knowledge (highly desirable).
 - The ability to think strategically and in the best interest of EA, the Interschool movement, and the whole of the sport (highly desirable).
 - Familiarity with Sport Governance Principles as outlined by Sports Australia (highly desirable).
 - Administrative skills including the use of email and MS Office (desirable).
- (d) All members, including any Sub-committee member or co-opted person, of the EAIC must adhere to EA's requirements regarding committee confidentiality which includes a requirement to sign the EA Confidentiality Agreement before attending their first (or next) EAIC meeting.
- (e) All members serve on a voluntary basis.
- (f) The EAIC should aim to have an even spread of representation across all facets of the sport (eg. coach, judge, official, vet, owner, or an Organising Committee representative).
- (g) Co-opted members should satisfy either one or more of the following demonstrable practical and industry experience criteria:
 - Discipline specific;
 - Horse industry experience;
 - Coaching or officiating;
 - Safety.
- (h) All members of the Committee including Co-opted members and second delegates must hold a current and valid WWCC (or State equivalent).

1.2 Voting

- (a) All members, including the Para Representative, are entitled to one vote.
- (b) Co-opted, and ex-officio persons will not have voting rights.
- (c) Any matters requiring decision, will generally be decided by consensus, or if consensus is not achievable, then by majority vote of the appointed members present.
- (d) In the event of a tied vote, the Chair will have a casting vote.

1.3 Term

- (a) One term equates to three years.
- (b) Committee members may serve a maximum of two terms, being six years in total, after which they are required to step down from the EAIC for a period of at least one year.
- (c) To ensure appropriate knowledge retention a succession plan must be implemented.
- (d) In the case of a newly established Committee, appointed members will draw for the following initial terms:
 - Three members for a term of two years
 - Four members for a term of three years.
- (e) Each of these initial terms will count as one term of three years for the purposes of succession planning.
- (f) Where the terms of more than 50% of an NDC will expire in any one year, EA has the discretion to vary the terms so that no more than 50% and preferably a maximum of 33% will expire in that and subsequent years.
- (g) The appointed Chair's term will align to their term as a member.
- (h) Co-opting of members is allowed.

1.4 Member Expectations

All appointed members must meet the following minimum commitment requirements:

- a) Be an active contributor to the EAIC.
- b) Consensus on any matters must be reached on the basis of what is in the best interests of the Interschool movement nationally.
- c) Endeavor to attend all meetings and actively participate.
- d) Not miss more than two consecutive meetings without notifying the Chair or EA Committee Liaison/Sports Services Officer with due cause.
- e) Follow-up and in the agreed timeframe, complete allocated tasks.
- f) Promptly respond to correspondence via phone or email in a timely manner (usually within 24 hours).

g) Agree to have a method of contact information (phone and/or email) published on the EA website.

h) Sign the EA Confidentiality Agreement prior to attending their first (or next) meeting.

i) Adhere to the EA Code of Conduct.

Failing to meet these requirements may result in a Committee member being stood down as per 3.1 (f).

2. Appointment Process

2.1 EA will appoint all EAIC members.

2.2 Appointment of Skills Based Representatives

For appointments of Skills Based Representative to the EAIC, the following procedure is followed:

- a) EA will appoint a committee of up to five (5) members taking into consideration the importance of gender balance, geographical spread and representation.
- b) At least two months before the end of the term of any Committee member, EA will call for nominations from the general EA membership to fill the forthcoming position(s).
- c) The call for nominations must remain open for 30 days.
- d) Any EA member meeting the requirements listed in Clause 1.1e may nominate, or be nominated, and be considered for appointment to their nominated Committee.
- e) EA will appoint an Interschool Discipline Committee Panel (Panel) as per Appendix 1.
- f) After the closing date, the Interschool Committee's Panel will be sent the applications and must have a minimum of three days to review all candidates thoroughly.
- g) Each Panel member, excluding the Chair, has one vote.
- h) The Panel will partake in a teleconference or other communication forum to discuss the suitability of those nominated. This will provide an opportunity to discuss any concerns before voting occurs. After the teleconference, the Panel will submit their vote to EA via email, on a confidential basis, indicating their preferred candidate/s via a ranking system. This must be done within 48 hours or the vote will not be considered.
- i) Voting by proxy is prohibited.
- j) The current EAIC members will continue to be active until replacement members have been elected.
- k) Insufficient nominations or positions becoming vacant during a term due to a member resignation, will result in a casual vacancy. The EAIC may source and nominate an appropriately qualified/experienced person to the Interschool Committee Panel (as per Appendix 1). The Panel will partake in a teleconference or other communication forum to

discuss the suitability of the nomination. (If any questions arise around the suitability, the Panel is to outline them and refer the nomination back to the EAIC for consideration). The EAIC endorsed nomination will then be recommended to the EA Board for appointment to fill the casual vacancy and hold office for the balance of the term of the Member whom he/she replaces, or in the case of insufficient nominations, for the full term of that position.

2.3 Appointment of the Para Representative

For appointments of the Para representative to the EAIC, the following procedure is followed:

- a) Equestrian Australia's Para appointment panel (or equivalent) will nominate a representative who meets the requirements in Clause 1.1.
- b) The nomination will be submitted to EA Board for ratification.

2.4 Appointment of the Chair

- a) By majority vote, Committee members shall recommend to EA one of their members to be appointed as the Chair.
- b) Where only one person is seeking appointment as Chair and this person does not receive the required majority, EA will appoint an Interim Chair until a Chair is recommended by majority vote by the appointed members of the Committee.
- c) Subject to Clause 1.3, the Chair is eligible for re-election at the end of a term.
- d) The Chair cannot hold the position longer than two consecutive terms, totaling six years. A break of at least one year must follow before that person can be re-appointed Chair.

2.5 Appointment of Co-Opted Members

- a) Co-opted members can be nominated by a committee member for an area of expertise as outlined in 1.1 (f) but need the support of the majority of the voting members to confirm appointment.

3. Resignations, Terminations and Code of Conduct

3.1 Resignations and Termination

- a) A Committee member may resign at any time by giving written notice to the Chair, and the Committee Liaison Officer/Sports Services Officer.
- b) Any resignation will take effect immediately upon receipt of the notice or as otherwise agreed.
- c) A resignation of an EAIC member:
 - i. Skills Based member must be filled by following the process outlined in Clause 2.2.
 - ii. Para Representative member must be filled by the EA Para-appointment panel within 14 business days.
- d) The Chair may resign at any time by giving written notice to EA.

- e) A resignation by the Chair must be filled by EA following a recommendation by the EAIC at the earliest option, otherwise EA will appoint an Interim Chair.
- f) If a Committee member has not fulfilled the Member Expectations as outlined in Clause 1.4, they may face being stood down from the Committee at EA's discretion.
- g) Should three or more members feel the need to issue a vote of no confidence about another EAIC member it must be done in writing, outlining the reason and providing examples, and submitted to the EA Committee Liaison Officer/Sports Services Officer.
- h) Because EA is responsible for the actions of its Committees, it may, dismiss all or any members of the Committee and call for nominations for replacement members.

3.2 Code of Ethics and Good Conduct

In addition to the EA Code of Conduct members appointed to the EAIC are always expected to conduct themselves with good grace as representatives of EA. This includes:

- a) Acting honestly and in good faith at all times;
- b) Acting in the interest of the sport and the Interschool movement as a whole;
- c) Declaring all interests that could result in a conflict of interest;
- d) Being diligent, attending Committee meetings and devoting sufficient time to the EAIC as required;
- e) Ensuring avoidance of deception, unethical practice or any other behavior that is, or might be construed as, less than honorable;
- f) Not disclosing to any other person information identified at a meeting as "confidential" as outlined in the confidentiality undertaking other than agreed by the EA Board, EA CEO, EAIC or as required by law;
- g) Abiding by EAIC decisions once reached and being publicly supportive of EA and EAIC decisions;
- h) Not doing anything that in any way devalues EA or harms its public image; and
- i) Acting in a responsible manner on social media, which includes, but is not limited to, not commenting on pages or in forums on matters that contradict the decisions or governance of EA or the EAIC.

4. Committee Procedures

4.1 Convening a Meeting

- a) All meetings are to be conducted by teleconference, electronically, face to face or as otherwise agreed by all members.
- b) The EAIC will meet a minimum of four times per year.
- c) All EAIC members will be provided with a minimum of 10 days written notice of a meeting, unless all Committee members agree to hold a meeting at shorter notice.

- d) The Committee Liaison Officer/Sports Services Officer will call for agenda items from EAIC members and work with the EAIC Chair to finalise a meeting agenda and supporting information.
- e) An agenda and supporting information will be provided to all Committee members a minimum of three days before the meeting by the Committee Liaison Officer/Sports Services Officer.
- f) More frequent meetings may be called as and when required.
- g) EA will pay for all representatives to attend face-to-face meetings out of the EAIC budget.

4.2 Meeting Procedure

- a) A quorum consists of four members.
- b) No business will be conducted unless a quorum is present. If a quorum is not present and cannot be achieved within a short period of time the meeting shall be adjourned and rescheduled.
- c) At all meetings, the Chair shall preside. If the Chair is not present or unwilling to act, the Committee members present shall appoint one of the other EAIC members to preside.
- d) All members are expected to be prepared for meetings, having studied the minutes, and Active Actions Register (AAR), and considered possible action for agenda items.
- e) Committee members are expected to follow meeting rules and the instructions of the Chair.
- f) Before casting a vote at a meeting, members must consider the interests of EA, the Interschool movement and the whole of the sport, likely to be affected by any decision.
- g) The Chair cannot move a motion, but they can second a motion.

5. Rule Changes

Rule changes are a major function of the Committee with Rules reviewed bi-annually for implementation on 1 January and/or 1 July.

- a) Recommendations regarding rule changes are to be submitted to EA.
- b) EA must approve all rules and rule changes before their implementation.
- c) EAIC must allow a lead-time of at least three months for the implementation of rule changes. As an exception if the EAIC believes that a rule change is appropriate for safety reasons, they may recommend the change for EA to consider earlier implementation.

6. Review

In conjunction with the EA CEO or their nominated delegate, the EAIC will review this Appointment and Procedures Policy at least biennially to ensure that it remains consistent with EA's objectives and responsibilities.

EA will consider the EAIC's review and either approve or further review this Appointment and Procedures Policy.

Appendices

Appendix 1 – Composition of the National Interschool Committee Panel

- The EAIC is a Skills-Based Committee with representatives (members) from any members of the State Branches, preferably with an Interschool background.
- EA will form a panel to consider the applications comprising the:
 - State Interschool Committee Chairs of those States and Territories that have an active State Interschool Committee
 - Current EA Interschool Committee Chair or their nominated delegate
 - Current Interschool Para Representative
- The panel will assess and vote on the applications and submit recommendations to EA for appointment on a first past the post basis.