



Equestrian Australia Interschool Committee Charter

1. Purpose

The Equestrian Australia Interschool Committee (EAIC) appointed by the Equestrian Australia (EA) Board assists the Board in fulfilling its oversight responsibilities relating to the promotion and development of Interschool in Australia.

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

2. Authority

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

3. Membership

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

The EAIC Members shall be required to meet the criteria of a Skills Based Committee as outlined in the EA National Interschool 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 Interschool Committee.

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

The EAIC Chair must not be the Chair of a State Interschool Committee.



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

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

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

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

5. Meetings

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

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

EAIC 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 EAIC.

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

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

6. Quorum and Voting

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

7. Decision Making

All decisions of the EAIC 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 EAIC Chair will have the casting vote.

8. Minutes



The EA Committee Liaison Manager or delegate must prepare the minutes of the EAIC within seven (7) working days after the meeting. The minutes are to be promptly approved by the EAIC Chair and then circulated to all EAIC members and 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 EAIC 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 EAIC. If the matter is escalated to the EA Board members of the EAIC may discuss the issue at the Board's request only.

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

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 EAIC 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 EAIC budget. Additional funding will not be provided.

Currently, there are no EAIC Sub-Committees.

12. General Responsibilities

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

- Maintaining the National Rules
- Maintaining the National Calendar
- Maintaining and adopting best practice in child safeguarding
- Communicating with State Interschool Committees
- Informing EA of any contact changes
- Addressing any issues and considering thoughtfully agenda items put forward
- Managing the EAIC budget appropriately to ensure no overspend where applicable
- Developing new initiatives to support Interschools in Australia
- Promoting Interschools positively at all times
- Developing and managing any sub-committees as necessary