



## **Equestrian Australia Vaulting Committee Charter**

### **1. Purpose**

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

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

### **2. Authority**

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

### **3. Membership**

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

The EAVC 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 Vaulting Committee.

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

The EAVC Chair must not be the Chair of a State Vaulting Committee or the Riders' Representative.

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



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

## **5. Meetings**

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

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

EAVC 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 EAVC.

Any person may be invited by the EAVC 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 EAVC.

## **7. Decision Making**

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

## **8. Minutes**

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

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

## **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 EAVC 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 EAVC budget. Additional funding will not be provided.

Currently, the EAVC has not appointed any Sub-Committees.

## **12. General Responsibilities**

The EAVC 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 Vaulting Committees
- Informing EA of any contact changes
- Addressing any issues and considering thoughtfully agenda items put forward
- Managing the EAVC budget appropriately to ensure no overspend
- Developing new initiatives to support Vaulting in Australia
- Promoting Vaulting positively at all times
- Liaising with the FEI (via EA staff) where necessary
- Developing and managing any sub-committees as necessary