



AUSCYCLING

**HISTORY AND HERITAGE
COMMITTEE CHARTER**

Version 1.2 | 23 September 2020

Policy Owner	Board	Adopted/ Approved by	Board
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1. Charter

- 1.1. The History and Heritage Committee ('**Committee**') is a committee of the AusCycling Board ('**Board**')
- 1.2. This charter is the written charter of the Committee and sets out the role and responsibilities, composition and operation of the Committee ("**Charter**")

2. Purpose and Authority

2.1. Purpose

The purpose of the Committee is to assist the Board in fulfilling its oversight role of AusCycling's History and Heritage strategy to ensure Australian cycling history is preserved through the visualisation, promotion and education of all cycling disciplines.

2.2. Authority

- 2.2.1. The Committee is authorised by the Board under cl19.2 of the Constitution to assist it in fulfilling its Objectives. The Board delegates to the Committee such authority and power to exercise the responsibilities set out in this Charter and under any separate delegations from the Board granted to it from time to time, until those powers are revoked.
- 2.2.2. In addition to the functions and responsibilities set out above, the Committee is authorised to obtain outside legal or other independent professional advice or incur any other costs, provided the Committee has first received a quote for the services and the Board has approved the expenditure
- 2.2.3. The Committee is not assuming responsibility for existing cycling museums, heritage or historical entities, events or occasions. That appropriately remains the responsibility of the custodians and relevant Chairs of those initiatives, led by the respective organisation Boards and Advisory Groups .

3. Role of the Committee

3.1. Role

- 3.1.1. The role of the Committee is to act as a Committee independent of the CEO and assist the Board in achieving elements of its Strategic Plan by:
 - 3.1.1.1. Acting as a sounding board and counsel on history and heritage issues and needs of relevance in all disciplines of Australian cycling by bringing together key personnel with relevant expertise
 - 3.1.1.2. Providing recommendations to the Board on matters of History and Heritage relating to the sport of cycling to the extent it is within the jurisdiction of AusCycling
 - 3.1.1.3. Exercising powers delegated to it pursuant to this Charter and any other policy of AusCycling approved by the Board.

3.2. Scope of Role

- 3.2.1. Without limiting the role of the Committee under clause 2.1 above, the Committee may consider and report to the Board on matters of History and Heritage as they relate to cycling including but not limited to:
 - 3.2.1.1. Supporting the documenting, collecting, and preservation of Australian cycling history, including the history of cycling in each individual state and

- territory
- 3.2.1.2. Celebrating, and showcasing the history and heritage of Australian cycling in all its forms and disciplines
- 3.2.1.3. Liaise with and support existing museums, historical societies, commissions and committees to achieve a common goal
- 3.2.1.4. The development of an **AusCycling History and Heritage Strategy** that is aligned with the overall AusCycling Strategic Plan and includes a focus on:
 - 3.2.1.4.1. Overall vision, defined outcomes, KPIs and timeframes
 - 3.2.1.4.2. Short, medium, and longer term strategies and actions
 - 3.2.1.4.3. Road and track, mountain bike, and BMX disciplines
 - 3.2.1.4.4. Inclusive of all states and clubs
 - 3.2.1.4.5. Athletes, officials, industry
 - 3.2.1.4.6. Para-athletes and able-bodied athletes
 - 3.2.1.4.7. Consolidation and transition from current-state history and heritage relevant awards and honours to agreed future-state AusCycling awards and honours
 - 3.2.1.4.8. Education and visualisation of cycling history
 - 3.2.1.4.9. Partners, sponsorship, funding sources
 - 3.2.1.4.10. Marketing and communications plan
 - 3.2.1.4.11. Budget
 - 3.2.1.4.12. Risk appraisal
- 3.2.1.5. The consideration of relevant input and feedback from key stakeholders, including sub Committees/ Committees (E.g. Athletes Committees) facilitating timely and effective Board decision making on history and heritage matters

4. Responsibilities

4.1. The focus of the Committee is to ensure:

- 4.1.1. AusCycling leads the preservation and showcasing of Australian cycling history and heritage in all forms and disciplines including the history of cycling in each individual state and territory
- 4.1.2. Appropriate consultation and collaboration occurs with key stakeholders throughout all existing and new history and heritage initiatives in Australian cycling
- 4.1.3. Oversee the work required to create a national digital archive of Australian cycling statistics and Collections (e.g. race results, records, world titles, Olympic and Commonwealth Games results, memorabilia etc)
- 4.1.4. Adoption of best guidelines are used in the collection and management historical and donated memorabilia in relevant fields
- 4.1.5. Opportunities to add value to significant events of Australian cycling are identified through provision of history and heritage content for in-situ event displays, promotional materials, media, etc
- 4.1.6. Processes are in place to identify and record the significant stories, achievements, and contributions of Australian cycling, and for these to be promoted to the Australian public, to inspire future generations of entrants to the sport of cycling in all forms and disciplines
- 4.1.7. The vision of a National Australian Cycling Museum is realised

Further, the Committee is focused on:

- 4.1.8. Reviewing and evaluating history and heritage policies and making recommendations for approval by the Board (e.g. criteria and nominations policy and procedures for Hall of Fame, Life Membership, other awards)
- 4.1.9. Providing relevant advice and guidance to the Board, CEO and other areas of AusCycling as required

5. Membership

5.1. Composition

5.1.1. The Committee will consist of a minimum of five (5) people, up to a maximum of nine (9) people:

5.1.1.1. A maximum of 2 AusCycling Board Directors

5.1.1.2. A maximum of 7 additional members will possess a mix of the following areas of knowledge, expertise, experience and having regard to diversity:

- Knowledge and understanding of the history and heritage of one or more of road & track, mountain bike, and BMX cycling disciplines
- Representation from state and club cycling entities
- Australian cycling history / sport history including the history at state, territory and club
- Sports writing / journalism
- Archiving, preservation, records keeping, exhibitions, event management
- Marketing / Communications

5.2. In appointing the Committee, the Board will have regard to the desirability for diversity amongst members of the Committee, subject at all times to the technical requirements necessary for membership of the committee and a diverse range of skills and experience across all cycling disciplines

5.3. Members of the Committee will be appointed by the Board for a term to be determined by the Board, subject to a maximum term limit that must not exceed nine years

5.4. The members of the Committee are to be appointed and replaced by the Board, as required.

5.5. The Board should review the performance and composition of the Committee annually.

5.6. The Board will appoint one of the members as Chair of the Committee.

6. Meetings

6.1. A quorum must consist of one more than half the number of members of the Committee.

6.2. It is anticipated that the following AusCycling personnel may be invited to attend Committee meetings as required:

6.2.1. Representative from Ethics & Integrity or Athletes Board Committee where relevant

6.2.2. Any employee, contractor or specialist/expert who can add value to the discussions

6.3. The Committee may invite such guests to either the entire or parts of a Committee meeting as is considered appropriate to meet the Committee's purpose and responsibilities and matters to be discussed at the meeting.

6.4. Committee meetings should be held at least four (4) times per year. However, the Committee

may meet as often as the business of the Committee requires and as otherwise directed by the Board.

- 6.5. The Committee may meet by conference telephone or by using any other technology agreed by the Committee.
- 6.6. The Chair of the Committee will be responsible for setting the agenda for each meeting-and will request additional agenda items from Committee members prior to preparing the agenda.
- 6.7. Minutes of each Committee meeting should be circulated to all Committee members within seven business days after each Committee meeting and will be tabled and presented at the next meeting of the Board.
- 6.8. Should the Committee Chair be absent from a meeting, the Committee Members present must appoint a Chair for that particular meeting.
- 6.9. Documents relating to the business of the Committee may be distributed to Committee members using a secure technology solution.
- 6.10. The Committee may consider matters:
 - 6.10.1. as a full assembly of the Committee
 - 6.10.2. by an appointed sub-committee from within the Committee.

7. Charter Terms

- 7.1. The Committee should review the Terms at least annually and, if appropriate, recommend to the Board revisions to these Terms from time to time;

8. Adoption by the Board

These Terms were approved by the Board on 23 September 2020.

END

LET'S RIDE TOGETHER