



AUSCYCLING

**STATE ADVISORY COUNCIL
CHARTER**

Version 1.0 | 26 October 2020

Policy Owner	Board	Adopted/ Approved by	Board
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1. Preamble

The Board of AusCycling (**Board**) has established a State Advisory Council in each Australian State and Territory. Each State Advisory Council is a Committee of the Board under clause 20.1 of AusCycling's Constitution.

2. Responsibilities

The State Advisory Council (**SAC**) is a Committee of the Board of AusCycling. Whilst the Board of AusCycling will possess the executive and decision-making powers specified in the Constitution, each SAC plays an important role in informing the exercise of those powers, and in the successful operation of AusCycling, predominantly through local oversight and advice. Specifically, each SAC is responsible (as appropriate to the specific discipline or region) for:

- assisting with the initial establishment and successful transition to AusCycling in the State/Territory, including continuity of services, member experiences, and transition of intellectual property and operating conventions
- providing input, at the direction of the Board and/or CEO, into the development of AusCycling's strategic plan;
- providing advice and assistance to the relevant Local Office General Manager, in the implementation of AusCycling's strategy and services in the State/Territory;
- providing advice on local operations and strategic opportunities within the State/Territory for consideration by the Board and/or CEO;
- representing to the relevant Local Office General Manager (and others as authorised by the Board and/or CEO) the views of the membership in the State/Territory;
- raising issues and/or opportunities from members regarding State/Territory operations;
- providing advice and direction on local implementation of initiatives serving the strategic priorities of AusCycling;
- maintaining strong relationships with local communities and stakeholders, including key volunteers;
- contributing ideas on the improvement of local operations and member services;
- adjudicating on local recognition programs (e.g. awards);
- reviewing and advising about major State level events (e.g. State Championships or equivalent);
- advocating and promoting all AusCycling activities, events, programs across the State/Territory and other localities as required;
- acting as an ambassador for AusCycling, and upholding the values of AusCycling at all times; and
- any other specific delegation or direction from the Board.

3. Commentary

Each SAC has a key role to play in promoting AusCycling within their State/Territory and community to support AusCycling's objectives in activities such as organising and operating events and programs, providing coaching, developing pathways, building profile and awareness, growing infrastructure and facilities, or meeting with stakeholders to communicate AusCycling's key messages.

SACs also have an important role in reviewing, providing advice and suggesting recommendations during the development of AusCycling's strategic plan. The advice of each SAC will be taken into consideration by the Board when determining future strategic initiatives.

The Local Office GM will represent the local SAC in liaising with AusCycling and the AusCycling Board (as required).

SACs are not responsible for the employment and management of staff, management of premises, local administration or financial management.

4. Membership

- 4.1. The maximum number of members of each SAC is 9 and the minimum is 5.
- 4.2. Each SAC is expected to:
 - 4.2.1. Have and maintain a good working knowledge of the activities of AusCycling in its State/Territory
 - 4.2.2. maintain a mix of skills, expertise, experience, diversity and personal attributes to discharge the responsibilities detailed in this Charter; and
- 4.3. have the capacity to devote the required time and attention to prepare for and attend SAC meetings.

5. Appointment Process

- 5.1. For the first three years of AusCycling's operations, the SAC membership will be:
- 5.2. up to three (3) members of the preceding State/Territory BMX Board
- 5.3. up to three (3) members of the preceding State/Territory Road & Track Board
- 5.4. up to three (3) members representing the mountain bike community
- 5.5. All members will be appointed by the Board following an EOI process
- 5.6. The members of the initial SAC will be eligible for re-appointment following the initial term.
- 5.7. Following the first three years of AusCycling's operations, the SAC membership will be appointed by the Board on the recommendation of the local office General Manager following an EOI process.
- 5.8. The SAC shall appoint its own Chair from time to time
- 5.9. The Chair of each SAC shall sit on the National Advisory Council.

6. Meetings

- 6.1. The SAC shall meet as often as necessary to discharge its duties. Meetings can be conducted either face to face or electronically.
- 6.2. The AusCycling CEO (or delegate) may attend a SAC meeting at any time at their discretion and may nominate representatives from within AusCycling to support, assist or inform the local SAC at any-time, in agreement with the local GM
- 6.3. The local GM (or delegate), will report to the AusCycling CEO following each meeting of the SAC.

7. Adoption by the Board

This Charter was approved by the Board on 23 September 2020.

END

LET'S RIDE TOGETHER