



**AUSCYCLING**

**NATIONAL ADVISORY COUNCIL  
CHARTER**

Version 2.1 | 11 July 2022

<b>Policy Owner</b>	Board	<b>Adopted/ Approved by</b>	Board
<b>Controlled Document No./ CM Reference</b>	AC_GOV_ 010	<b>Date</b>	23/09/2020
<b>Update Date</b>	11/07/2022	<b>Updated by</b>	Marne Fechner
<b>Update Description</b>	Update to the Charter for the National Advisory Council, following Year One review.		

## 1. Charter

- 1.1 The National Advisory Council in each State and Territory (**'Committee'**) is a Committee of the AusCycling Board (**'Board'**) established under clause 20.1 of AusCycling's Constitution.
- 1.2 This charter is the written charter of the Committee and sets out the roles and responsibilities, composition and operation of the Committee (**"Charter"**).

## 2. Charter Purpose

- 2.1 The purpose of the National Advisory Committee Charter (the **"Terms"**) is to specify the authority delegated to the Committee by the AusCycling Board and to set out the role, responsibilities, members and operation of the Committee.

## 3. Authority

- 3.1 The Committee is a Committee of the Board and is authorised by the Board under clause 19 of the Constitution to assist in fulfilling its Objectives. The Board delegates to the Committee such authority and power to exercise the responsibilities set out in these Terms and under any separate delegations from the Board granted to it from time to time, until those powers are revoked.
- 3.2 In addition to the functions and responsibilities set out below, 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.
- 3.3 The AusCycling Board will possess the executive and decision-making powers specified in the Constitution.
- 3.4 The Committee is not responsible for the employment and management of staff, management of premises, local operational planning and administration, event management and / or financial management. This remains the responsibility of the Chief Executive, management team and AusCycling Board.

## 4. Scope of Role

- 4.1 The Committee will primarily focus on supporting the development of the Horizon Two strategy with a specific focus on the following areas:

### **Pillar One – Unite and Empower**

Strengthen our club delivery networks.

Grow and develop our base of volunteers – committee, coaches, commissaires, event volunteers.

Ensure cycling provides inclusive environments.

### **Pillar Three – Be More for More**

Maintain a strong voice to government – local, State and Federal.

Drive investment in community infrastructure.

Grow club membership and engagement.

### **Pillar Four – Lasting Champions**

Strengthen the State / Territory development pathway.

## **5. Role of the Committee**

5.1 With a focus on AusCycling's network of Member Clubs, the role of the Committee is to assist the Board and Management to develop elements of the Horizon Two (2025 – 2028) Strategy by:

- keeping abreast of emerging trends that impact community sport;
- keeping abreast of emerging trends impacting cycling and riding;
- contributing to Horizon Two consultation workshops and planning sessions;
- acting as a sounding board and counsel for the AusCycling Board and Management on key issues impacting member clubs;
- acting as AusCycling brand ambassadors in community and at AusCycling events and forums;
- maintaining relationships with member clubs within the jurisdiction; and
- role modelling our trademark behaviours.

## **6. Membership**

6.1 The Committee will consist of a minimum of nine (9) and up to 14 members comprising of:

- Eight (8) members, drawn from each of the State Advisory Councils;
- Up to six (6) general members; and the
- AusCycling Chief Executive or delegate (secretariat).

6.2 Committee Members must be an AusCycling member and have demonstrated experience working within the community.

6.3 The Committee Members must demonstrate a mix of the following:

- Experience in community sport and club development.
- Experience in digital systems and emerging technology.
- Experience in human centred design.
- Experience in education and community engagement.
- Experience in strategy development.

6.4 The Committee will represent the diversity of the AusCycling community, and no gender will account for more than 60% or less than 40% of the total number of Members.

6.5 Members are expected to attend the majority of scheduled meetings. Attendance will be reported annually.

## **7. Relationship with the State Advisory Councils**

7.1 The State Advisory Councils are Committees of the Board. Their role is to assist the Board and Management with the implementation of the Horizon One Strategy, with a particular focus on advancing the needs of AusCycling's network of 450+ Member Clubs.

7.2 The State Advisory Councils meet on a bi-monthly basis.

7.3 Either the State Advisory Committee Chair, or a nominated Committee Member will be elected to the National Advisory Council.

## **8. Appointment Process and Term**

- 8.1 The AusCycling People Committee will oversee the appointment process of the National Advisory Council, including the appointment of the Chair.
- 8.2 Appointments will be based on skills and experience that align with the role and responsibilities of the National Advisory Council.
- 8.3 Appointment will be for a term of two (2) years.
- 8.4 The Chair of the Committee will sit on the AusCycling Board.

## **9. Meetings**

- 9.1 The Committee shall meet three (3) times a year and at least one of these meetings will be with the Board. Meetings can be conducted either face to face or electronically.
- 9.2 The AusCycling CEO Office will be responsible for coordinating meetings in consultation with the Committee Chair.
- 9.3 The Agenda for the meetings will be determined by the Chair in consultation with the AusCycling Chief Executive and will include core elements relating to the Scope of the Committee.
- 9.4 The AusCycling Chief Executive (or delegate) and / or Board Member have a standing invitation to attend any meeting of the Committee in a non-voting capacity.
- 9.5 Agenda, minutes and reports from each Committee meeting will be centrally maintained by AusCycling.
- 9.6 A quorum of the Committee consists of one more than half the number of members of the Committee.
- 9.7 The Committee may invite such guests to either the entire or parts of the Committee meeting as it considers appropriate, to meet the Committee's purpose and responsibilities and matters to be discussed at the meeting.
- 9.8 The Committee will participate in an annual review of performance and the Committee Charter.

## **10. Adoption by the Board**

- 10.1 This Charter was approved by the Board on [insert date].

END

**LET'S RIDE TOGETHER**