



AUSCYCLING

**STATE ADVISORY COUNCIL
CHARTER**

Version 2.1 | 11 July 2022

Policy Owner	Board	Adopted/ Approved by	Board
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Update Date	11/07/2022	Updated by	Marne Fechner
Update Description	Update to the Charter for the State Advisory Council, following Year One review.		

1. Charter

- 1.1 The State 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 State 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 In advancing elements of the Strategy 2032 Horizon One agenda, the Committee will primarily focus on the following areas which may change from time to time at the direction of the Board:

Pillar One – Unite and Empower

Strategy 1.1 - Unite our community and strengthen our club delivery networks.

Strategy 1.3 - Invest in growing and developing our base of volunteers.

Strategy 1.5 - Drive the implementation of the State / Territory infrastructure plan.

Strategy 1.6 - Grow the number of quality coaches and officials.

Pillar Three – Be More for More

Strategy 3.1 – Refresh and extend our member value proposition.

Strategy 3.3 – Be a respected voice of cycling advocacy.

Further, it is considered that each AusCycling State and Territory may from time to time have differing priorities and therefore each State SAC may elevate one or more of the above strategies as focus points as determined in conjunction with the Board.

5. Role of the Committee

5.1 With a focus on AusCycling's network of 450+ Member Clubs, the role of the Committee is to assist the Board and Management to inform and successfully deliver elements of the Strategy 2032 Horizon One agenda by:

- keeping abreast of issues and opportunities that impact member clubs across the various disciplines -both holistically and specific to the respective State or Territory;
- acting as a sounding board and counsel for the AusCycling Board and Management on key issues impacting member clubs and the broader cycling community, both holistically and specific to the respective State or Territory;
- supporting the implementation of designated AusCycling programs and initiatives and provide local advocacy support;
- representing AusCycling 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 five (5) and a maximum of seven (7) members comprising of:

- The Committee Chair;
- AusCycling State / Territory Operations Manager or equivalent (secretariat); and
- Up to five (5) general Committee Members.

6.2 Committee Members must be an AusCycling member and have demonstrated experience working on a Club Committee or Sub-Committee.

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

- Experience in community sport and club development.
- Experience in public relations.
- Experience in community advocacy.
- Experience in infrastructure planning and development.
- Experience in bike safety.
- Experience in education and community engagement.

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 National Advisory Council

- 7.1 The National Advisory Council is another Committee of the Board. In consultation with the State Advisory Committee, its role is to assist the Board and Management with the development of the Horizon Two Strategy, with a particular focus on the needs of AusCycling's network of 450+ Member Clubs.
- 7.2 The National Advisory Council will meet 3-4 times a year.
- 7.3 Either the State Advisory Council Chair, or a nominated Committee Member may be elected to the National Advisory Council.

8. Appointment Process and Term

- 8.1 The AusCycling People Committee will oversee the appointment process and make a recommendation to the Board with respect to the appointment of the Chair and general Members.
- 8.2 Recruitment will be based on skills and experience that align with the role and responsibilities of the State Advisory Council.
- 8.3 Appointment will be for a term of two (2) years.

9. Meetings

- 9.1 The Committee shall meet at least bi-monthly. Meetings can be conducted either face to face or electronically.
- 9.2 The AusCycling State / Territory Operations Manager 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 State / Territory Operations Manager (or equivalent) and will include core elements relating to the Scope of the Committee, including the Issues Register.
- 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 the responsibility of the State Operations Manager (or equivalent) and 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. Issues Register

- 10.1 AusCycling will maintain a central Issues Register for each State and Territory. The State Operations Manager (or equivalent) will be responsible for updating / maintaining the register.

11. Adoption by the Board

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

END

LET'S RIDE TOGETHER