



# EDUCATION AND PERFORMANCE SUB-COMMITTEE

## TERMS OF REFERENCE

### OVERALL AIM

The Australian National Working Equitation Limited (ANWEL) Board recognises that for the sport to develop, the integrity of judging, coaches and competition is pivotal.

The Education and Performance Committee (EPC) is a subcommittee of the Board of ANWEL; and exists to assist in fulfilling its oversight and responsibilities relating to the development of working equitation judges, coaches and competition.

The EPC is to put forward policy, programs and recommendations for new initiatives, as well as provide help, support and guidance for the implementation of activity at regional level.

### AUTHORITY

The Board has authorised the EPC within the scope of their duties and responsibilities set out in this Terms of Reference to perform the activities required to address its responsibilities and make recommendations to the Board.

### DUTIES AND RESPONSIBILITIES

The EPC is responsible for, but not limited to:

- developing and implementing coach training, education and assessment.
- developing and implementing judge training, education and assessment
- facilitating and promoting ANWEL national competition
- reviewing and endorsing reports and activities of working parties or subcommittees as required.
- producing national guidelines, resources and standards and updating these regularly
- administering ANWEL coach and judge accreditation registers
- continually improving safety practices in coaching and competition to improve rider safety and animal welfare
- producing a national annual calendar that promotes education and competitive events
- liaising with the ANWEL Technical Subcommittee to ensure alignment
- attracting coaches with the necessary experience, skills and passion to become Committee members from time to time regardless of their accreditation level.

The EPC are to consider any risks that may impact ANWEL, its members, riders, community and livestock and appropriately mitigate.

Any proposed national events, programs and registers of accreditation are to be submitted by the EPC to the Board for approval. *The Board is to ratify all national ANWEL policies, procedures, programs, registers and publications.*

## **COMPOSITION**

The EPC will comprise of no more than ten (10) members:

- ANWEL Education and Performance Director
- nine appointed members, which may include a second ANWEL Director

At its' first meeting EPC members are to elect a Chair. In the instance where a Chair is not elected by the EPC, the Board will appoint a Chair.

Wherever possible the EPC composition shall incorporate a reasonable geographical spread as well as a cross-section experienced coaches and judges across the sport at all levels.

## **MEMBERSHIP**

By way of expressions of interest, the Board will seek applications for membership to the EPC. The ANWEL Education and Performance Director will consider all applications, with input from the Committee as required.

In consultation with the EPC Chair, the ANWEL Education and Performance Director will draw up a short list to interview preferred candidate(s), based on specified criteria.

*The Board shall ratify all EPC appointments.*

Membership on the EPC is honorary and carries no remuneration.

### **Induction of New Members**

The Chair will provide all newly appointed members with all necessary and relevant information to enable the member to understand the purpose and function of the EPC, along with their duties and responsibilities.

### **Term**

All EPC members, including the Chair, may serve two (2) terms of two (2) years each. After the first two (2) year term, the Chair will request that four (4) members stand down to allow consideration of new applicants. Members who stand down may re-apply.

After completing two (2) terms EPC members are not then eligible for re-appointment to any position on the EPC for a minimum period of 12 months.

All EPC members are required to be a member of Australian National Working Equitation Ltd.

## **SUBJECT MATTER EXPERTS**

Through invite of the Chair, subject matter experts (SMEs) and guest contributors may attend a meeting. Other members may request that the Chair invite SMEs and guest contributors. Attendance of SMEs and guest contributors is at the discretion of the Chair; however, approval requested by a member should not be unreasonably withheld.

## **MEETINGS**

### **Frequency**

The EPC will schedule meetings to meet its objectives. A calendar of meetings will be sent and coordinated by the Secretary to the EPC members.

### **Duration**

Meetings will be two (2) hours in length.

### **Quorum**

A quorum will be a minimum of five (5) members.

### **Decision-making**

Committee decision making will be by consensus. In the event that consensus is not achieved, the majority view will determine decision. The Chair will have a casting vote in the event of a 50/50 view.

### **Conflicts of interest**

Committee members must declare any conflicts of interest prior to or at the start of each meeting or before discussion of the relevant agenda item or topic.

## **ADMINISTRATION**

The Subcommittee will appoint a Secretary to keep minutes of all meetings of the EPC and to forward recommendations to the Board as well as other secretarial matters. The Secretary will not have voting rights on the EPC unless they are an appointed member.

### **Agenda and Minutes**

Circulation of the EPC agenda will occur at least one (1) day prior to the meeting date. Agenda items must be forwarded to the Secretary at least three (3) days prior to circulation.

Distribution of the minutes to EPC members and the ANWEL Board will occur within one (1) week of the meeting date.

### **Recommendations**

A register of all decisions and recommendations made by the EPC will be maintained by the Secretary.

### **Action management**

The Secretary will maintain a register of Action items arising from EPC meetings. At each EPC meeting, the Secretary will advise on the Actions that remain open.

### **Expenses**

Reasonable expenses incurred while executing the functions of the EPC shall be met by ANWEL.

## **COMMITTEE GOVERNANCE**

An annual work plan sets out the activities to be covered by the EPC. The work plan should allocate the key tasks to be covered at specific meetings to ensure that all

activities are addressed at the appropriate time and that all key responsibilities are covered.

The work plan and committee performance metrics will be developed each year, endorsed by the EPC and then submitted to the ANWEL Board for approval.

The EPC Terms of Reference will be reviewed annually by the Committee to ensure it remains consistent with the Committee's objectives and responsibilities.

*All amendments to the Terms of Reference must be ratified by the ANWEL Board.*

The EPC must maintain transparency of actions at all times. Members are to remain neutral when performing his/her duties and may not represent the interest of any specific stakeholder.

## **CONFIDENTIALITY**

Matters discussed at this meeting may be of a confidential nature and must be treated as such by members of the EPC, including the Secretary and any invitees.

Members of the EPC, and Secretary are to refrain at all times from making any statements either written or oral, including but not limited to the media or in social media, or behaving in any way or taking any actions or omitting to take any action, that might cause harm to ANWEL or to equestrian sport in general. This includes statements that might create a perception of bias.

**Breaches of privacy or confidentiality may result in disciplinary action.**

Subcommittee endorsement of this Terms of Reference will imply understanding and acceptance of this confidentiality clause.

The 2020 EPC Panel is:

Julie Brown Deputy Chair ANWEL Education and Performance Director - Chair

Andrew Mulligan - ANWEL Director

Linda Shore - Secretary

Janet McCormack

Luisa Cox

Kim Wilson

Sam Peninton

Sue Geering

Therese Simms

Maggie Cappon