



TECHNICAL ADVISORY SUBCOMMITTEE TERMS OF REFERENCE

OVERALL AIM

The Technical Advisory Committee (TSC) is a subcommittee of the Board of Australian National Working Equitation Limited (ANWEL) and exists to advise the Board.

Appointed by the Board, they are to offer technical expertise and insight, to put forward policy and rulebook recommendations, proposals for new initiatives, as well as provide help, support and guidance for implementation of activity at regional level.

DUTIES AND RESPONSIBILITIES

The TSC shall:

- annually review and update the ANWEL rulebook
- amend wording or clarify rules as required
- every two (2) to four (4) years review and update the ANWEL dressage tests
- assist judges with interpretation and implementation of the ANWEL rulebook
- review and endorse reports and activities of working parties or subcommittees as required.

The TSC are to consider:

- any risks that may impact ANWEL, its members, riders, community and livestock and appropriately mitigate
- recommendations in relation to the rulebook as submitted by ANWE members
- wherever possible, alignment to the World Association of Working Equitation principle rules.

The TSC is to submit to the Board for approval by 31 October annually, any proposed updates/changes to the ANWEL rulebook.

Published every year on 1 December, the ANWEL rulebook is to take effect 1 January for the competition year.

Amendments to the rulebook outside of the annual update period is to be avoided unless to address extreme or high risk.

The Board is to ratify all changes to the ANWEL rulebook.

COMPOSITION

The TSC will comprise of no more than nine (9) members:

- ANWEL Technical Director
- eight appointed members

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

Wherever possible the TSC composition shall incorporate a reasonable geographical spread as well as a cross-section of interests across the sport at all levels.

MEMBERSHIP

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

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

The Board shall ratify all TSC appointments.

Membership on the TSC 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 TSC, along with their duties and responsibilities.

Term

All TSC 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 TSC members are not then eligible for re-appointment to any position on the TSC for a minimum period of 12 months. All TSC members are required to be at least a non-competing member of working equitation in Australia.

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 TSC will schedule meetings to meet its objectives. A calendar of meetings will be sent and coordinated by the Secretary to the TSC 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 TSC and to assist with the compilation of amendments to the rulebook, the preparation of the updated rulebook and other secretarial matters. The Secretary will not have voting rights on the TSC unless they are an appointed member.

Agenda and Minutes

Circulation of the TSC 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 TSC 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 TSC will be maintained by the Secretary.

Action management

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

Expenses

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

COMMITTEE GOVERNANCE

An annual work plan sets out the activities to be covered by the TSC. 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 TSC and then submitted to the ANWEL Board for approval.

The TSC 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 TSC 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 TSC, including the Secretary and any invitees.

Members of the TSC, 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.