

# REGIONAL ADVISORY GROUPS

## Terms of Operation - December 2022

1. The Snow Australia Regional Advisory Groups (**RAG**) have been established by the Snow Australia Board under Article 52 of the Snow Australia Constitution.
2. The Snow Australia Board has adopted this RAG Terms of Operation By-Law in accordance with Article 52(a) of the Snow Australia Constitution. This Terms of Operation sets out the powers, composition, control, management, and administration of each of Snow Australia's RAG's. These Terms of Operation are subject to the Snow Australia Constitution and it and terms in it are to be interpreted in accordance with the Snow Australia Constitution. In the event of any conflict between this document and the Snow Australia Constitution, the Snow Australia Constitution takes precedence.

3. **Regional Advisory Groups (VIC and NSW/ACT/QLD/SA)**

The RAGs are established to provide Participation, Sport Development and Performance Pathways expertise and support to Snow Australia management and the relevant National program/discipline leadership.

The RAG will provide advice, support, and input into:

- Consultation and Communication with the relevant Discipline stakeholders including resorts, local service providers, Snow Australia, etc.
- Government grants and funding applications, in collaboration with Snow Australia Management
- Participation growth strategies for Sport Disciplines and events.
- National, State and Regional event calendars.
- Event fees, registration fees, and memberships as required.
- Annual reviews of competition rules and state specific impact of the rules for consideration by the Snow Australia National Discipline Committees (NDC's), including the National Interschools and Sport Development Committee (NISDC).
- Snow Australia Community Sport Award nominations.
- Development and promotion of the sport in the relevant region.
- Conduct events and competitions as required on behalf of the Discipline.
- Oversight of discipline related infrastructure management (where applicable).
- Oversight of fundraising, social or other activities (where applicable).

The RAG will also provide input and advice relating to:

- Officials' training and accreditation for Volunteer Officials.
- Coach development and accreditation requirements relating to Participation athletes.
- Participation and sport development initiatives.
- Education of Snow Australia Athlete Pathway.
- Improving sport specific Skill Acquisition in participation pathway athletes (including schools).
- Providing feedback to National Discipline Committees (NDC's) on competitions, events and other and related matters as required.

The following functions remain the responsibility of Snow Australia management:

- Management of all financial aspects of the disciplines within Snow Australia's agreed annual budget.
- Direct supervision of program management and staff.
- Institute interface
- Sport and Resort relationship interface, in consultation with the RAG Executive Group.
- Government Grant applications, in consultation with the RAG Executive Group
- Management or delegation of international event entry.
- Anti-doping compliance.

#### 4. **Membership**

4.1 Each State Regional Advisory Group (**RAG**) will comprise members with expertise ensuring appropriate combined knowledge of the following areas:

- Resort/Sport institute operations.
- Sport technical knowledge.
- Coaching.
- Event/race organisation and administration.
- Club/regional program expertise.
- Officiating.
- Resort and National Parks relationships.
- Team selections.
- Athlete issues and Athlete wellbeing.

The Snow Australia Board in considering appointments to a RAG shall give regard to ensure:

- Appropriate regional/resort connection; and
- Gender balance.

4.2 Each RAG shall comprise a chair and up to ten ordinary members. The Snow Australia Board will appoint individuals to a RAG following a call for nominations.

Nominations will be called for from interested parties via various platforms including the Snow Australia website and electronic newsletter.

A Nomination Committee may be established from time to time by the Snow Australia Board to consider nominations and provide the Board with recommendations for RAG membership. The Board may draw from the wider industry in forming a Nomination Committee.

The Nomination Committee and the Snow Australia Board will have regard to identified areas of expertise.

Once established, a RAG (including the Chair) may, subject to clause 4.2 above and Board approval, nominate additional members as required.

To be eligible for consideration for appointment to a RAG a nominee must:

- a. Be a member of Snow Australia; and
- b. Acknowledge his/her willingness to be a member of a RAG in the form approved by the

- Snow Australia Board from time to time (if any); and
- c. Be approved by the Snow Australia Board prior to being appointed to a RAG.

- 4.3 RAG members will initially be appointed to a maximum term of three years. Additional subsequent terms of 2 years may be approved by the Snow Australia Board following the completion of the initial term.
- 4.4 Attendance, which includes virtual, of Advisory Group Members at RAG meetings will be monitored by the Chair and the Snow Australia CEO or relevant Discipline Program Manager (if appointed). RAG members must have at least a 50% attendance rate per year (based on a minimum of 2 meetings per year). If attendance requirements are not met without the existence of any extenuating circumstances, the Snow Australia Board may revoke the member's appointment.
- 4.5 A RAG member may be removed from the RAG at any time by the Snow Australia Board. The Snow Australia Board is not obliged to give reasons if it does revoke any appointment and there is no appeal from a decision to revoke.
- 4.6 The Snow Australia CEO and relevant Snow Australia Discipline Program Manager (if appointed) will be ex-officio members of each RAG.

## 5. **Operating and Meeting procedures**

- 5.1 The Snow Australia Board will appoint the Chair of the RAG.
- 5.2 Unless otherwise directed by the Snow Australia Board the RAG may meet for the dispatch of business and adjourn and otherwise regulate its meetings as it thinks fit.
- 5.3 The RAG will meet as required but should meet on at least two occasions in each year. Consideration should be given to meeting locations (Snow Australia Office in Melbourne, AIS office in ACT, and Jindabyne Sport and Recreation Centre in NSW), and use of online meeting platforms should be utilised to enable all members of the RAG to attend meetings more frequently.
- 5.4 The chair of a RAG, or a majority of the RAG members may at any time convene a meeting of a RAG.
- 5.5 The quorum necessary for the transaction of the business of a RAG will be a majority of the total number of the relevant Regional Advisory Group's members.
- 5.6 RAG meeting and discussion papers are to be treated as in confidence, unless otherwise notified.
- 5.7 At all times members of a RAG must show respect for all other members of the RAG, the Chair and Snow Australia Board and staff in all engagement (both formal and informal) with stakeholders and the wider snowsports community. Failure to comply with this may see the member removed from the RAG by the Snow Australia Board.

## 6. **Executive Committee**

- 6.1 The Snow Australia Board may approve an Executive of a RAG comprising at a minimum the Chair, the relevant Snow Australia Discipline Program Manager and one other RAG member, or the Snow Australia CEO.

- 6.2 Additional members may be added to the RAG Executive as required from time to time.
- 6.3 The Executive will have limited decision-making powers between meetings and only on matters/items delegated to it by the RAG and Snow Australia.
- 6.4 The Executive will represent the views of the RAG in public forums including but not limited to Snowsports Community and community/ supporters' meetings and forums.

## 7. **Voting**

- 7.1 Each member of a RAG present at a meeting of the RAG (including the person chairing the meeting) is entitled to one vote.
- 7.2 Questions arising at any meeting of the RAG will be decided by a majority of votes on a show of hands. A determination by a majority of the RAG members present will for all purposes be deemed a determination of the RAG. In case of an equality of votes, the motion is deemed to have failed. The chair of the RAG does not have a casting vote.
- 7.3 Proxy voting is not permitted at any meeting of the RAG.

## 8. **Advisory Group Interests**

- 8.1 A RAG member must declare the nature of any interest that RAG member has in any matter, contract, or arrangement which the RAG may consider in the conduct of business including being the parent or relative of athletes potentially impacted by the outcome of a resolution. All interests are to be disclosed at the start of each meeting.
- 8.2 An RAG member cannot vote in respect of any matter, contract, or arrangement in which the RAG member is interested. If they do so vote, the vote shall not be counted. No RAG member is disqualified from contracting with or holding any other office with Snow Australia.

## 9. **Minutes**

- 9.1 The RAG will keep minutes of all meetings recording resolutions and proceedings of each meeting. The minutes must also record the names of persons present at all meetings.
- 9.2 A copy of the minutes of RAG meetings or any resolution circulated and passed by the RAG electronically must be sent to the Snow Australia CEO within fourteen days of the date of the meeting or of the passing of the resolution.

## 10. **Financial Operation**

- 10.1 Snow Australia will manage the RAG accounts, in collaboration with the RAG Executive Group.
- 10.2 The Chair of the Regional Management Committee (RMC) or the RAG (if required) shall assist the CEO of Snow Australia with the preparation of an annual budget prior to the start of the Snow Australia financial year and any financial reports as required.

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## 11. **Policies**

- 11.1 All RAG procedures and policies, are subject to approval by the board of Snow Australia.
- 11.2 Changes to State and National Interschools Competition Rules will be the responsibility of the National Interschools and Sport Development Committee.

## 12. **Review**

Snow Australia on a regular basis (i.e. two yearly) will review the performance and the effectiveness of the RAG, and provide feedback to the RAG on the outcome of the reviews and the achievement of the agreed objectives.

DATE: This document was approved by the Snow Australia Board on 5/12/2022