
Terms of Delegation Recreation Advisory Group



Approved by the Board 11th August 2015

Australian Canoeing
PO Box 6805
Silverwater, NSW 2128

Tel: (02) 9763 0670
Web: canoe.org.au

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1. OVERVIEW

The Recreation Advisory Group (“Advisory Group”) has been established by the Board under Rule 34.1 of the Australian Canoeing (“AC”) Constitution.

2. DEFINITIONS

In this Terms of Delegation these words will have the following meaning:

“**Board**” means the AC Board of Directors.

“**Chair**” means the Chair of the Advisory Group who is appointed by the Board.

3. COMPOSITION

Advisory Group will comprise:

- A Director of Australian Canoeing.
- One (1) Representative from each State Member Association.
- Australian Canoeing’s Community Participation Coordinator.

The Board on an annual basis will review the composition of the Advisory Group.

A full list of the Advisory Group members can be found at (<http://canoe.org.au/disciplines/recreational-paddling/>)

4. CHAIRPERSON

The Board shall appoint one of the Advisory Group members to be the Chairperson.

The Advisory Group Chairperson shall chair the meetings of the Advisory Group and set its agendas.

Should the Advisory Group Chairperson be absent from a meeting, the Committee Members present must appoint a Chairperson for that particular meeting.

5. PURPOSE

The Advisory Group aims to address and suggest action on major strategic issues in recreation paddling as outlined in the AC Strategic Plan, by bringing together key personnel with relevant expertise from AC and the canoeing community. The focus of the Advisory Group will be:

- 5.1. Support and encourage programs at a national level that help to grow participation in recreation paddling and to retain paddlers and convert them to ‘members’ at the grassroots.
- 5.2. Identify opportunities for recreational paddlers and organisational responsibilities for them.
- 5.3. Share information on programmes and resources for the benefit of all recreational paddlers nationally.
- 5.4. Provide information and resources to help recreational paddlers, paddle safely.
- 5.5. Create an image/brand to promote and encourage recreation paddling.

- 5.6. Work with Government departments to create a consolidate message for the standardisation of what signage should be and mean on trails.
- 5.7. Work with industry to create a Paddling expo.
- 5.8. Be an advocate for all paddlers.

The Advisory Group shall ensure it conforms to any directions of the Board.

6. MEETING STRUCTURE

Meetings of the Advisory Group are expected to occur quarterly.

In addition to this Australian Canoeing may call such additional meetings as necessary to address any matters the Advisory Group wish to pursue.

Any member of the group can suggest agenda items to Australian Canoeing for the Advisory Group meetings.

The Australian Canoeing may invite any employee, contractor or specialist /expert to the meetings who can add value to the discussions.

The Chair will ensure that any invitee to a meeting understands that they are privy to discussion on the bases of confidentiality. Unless otherwise agreed the must be no disclosure of the nature or content of the Advisory Group deliberations.

7. QUORUM & VOTING

- 7.1. A quorum must consist of the majority members of the Advisory Group.
- 7.2. The Committee Chairman shall not have a second or casting vote.

8. NOTICE OF MEETINGS

Unless all Advisory Group members agree to hold a meeting at shorter notice (which agreement shall be sufficiently evidenced by their presence) not less than seven days' oral or written notice of the meeting of the Advisory Group shall be given to each Advisory Group member by AC. The agenda shall be forwarded to each Advisory Group member not less than three days prior to such meeting.

9. DISCLOSURE OF INTERESTS

The nature of the interest of such Advisory Group member must be declared by the Advisory Group member at the meeting of the Advisory Group at which the contract or other matter is first taken into consideration if the interest then exists or in any other case at the first meeting of the Advisory Group after the acquisition of the interest. If an Advisory Group member becomes interested in a contract or other matter after it is made or entered into the declaration of the interest must be made at the first meeting of the Advisory Group held after the Advisory Group member becomes so interested.

10. RECORDING RESOLUTIONS

The Advisory Group shall keep minutes of the resolutions and proceedings of each Advisory Group meeting, together with a record of the names of persons present at all meetings. Within fourteen days of any meeting of the Advisory Group, a copy of the minutes and any supporting documents will be sent to all Advisory Group members, chairs of state Advisory Groups, the AC CEO and other relevant AC personnel.

11. AUTHORITY

The Advisory Group is not intended to replace the decision-making authority of AC. The Australian Canoeing Recreation Advisory Group shall be an advisory group to Australian Canoeing's staff and by exception to the Board of Australian Canoeing through its President or nominee.

The Australian Canoeing Board may by instrument in writing, revoke wholly or in part any delegation made under these Terms of Delegation and may amend, repeal or veto any decision made by the Advisory Group under these Terms of Delegation.

12. REVIEW

The operation of this Advisory Group will be reviewed every 12 months.