



Western Australian Ice Racing

Executive Committee Charter

1. Purpose of Charter

1.1. The Executive Committee Charter ("The Charter") sets out the role, composition and responsibilities of The Executive Committee ("The Committee") of Western Australian Ice Racing Inc (WAIR) also referred to as the organisation.

1.2. The conduct of The Committee is also governed by the Constitution of Western Australian Ice Racing Inc, a copy of which is located on the WAIR website. <https://www.speedskatingperth.com/>

A number of operational matters relating to The Committee such as number of meetings per year, notification of interests, and election of directors are governed by The Constitution of the Western Australian Ice Racing ("The Constitution") and are not reproduced here.

2. Purpose of The Committee

2.1. The Committee has two purposes; Performance and Compliance.

PERFORMANCE: assist the organisation to perform to it's best potential

Strategy and Policy Approval

- Develop and enact both the vision and values statements for the WAIR Strategic Plan and ensure they are embedded into the organisation's operations and performance
- Develop and enact the Strategic Plan and Policies to ensure a high level of implementation through regular monitoring and support.

Overall Performance of the Organisation

- The Charter and The Committee Evaluation will drive the high functioning of The Committee
- The Workforce Development Plan and succession planning maintain and enhance skills
- Effectively communicate and report outcomes to stakeholders
- Manage Public Relations
- Represent and participate in The Sport of Ice Racing in WA ("The Sport")
- Enhance communication strategies and information to all stakeholders
- Project a strong, positive and supportive image of the Board, Affiliated Members and The Sport
- Facilitate cohesion and collaboration across The Sport.

Protect the Interests of the Organisation

- Speak with one voice regarding committee decisions
- Declare conflict of Interest
- Ensure confidentiality and transparency as required
- Manage risk effectively
- Effective financial management
- Ensure strategic alignment of finances
- Code of Conduct signed by all members, enacting and ensuring high personal standards
- Ensure high standards of child safety and participation

COMPLIANCE: conform with legal requirements and standards, while excelling in the attainment of The Sport Governance Principals as articulated by the Australian Sports Commission.

Legal Requirements and Standards

- Monitor The Constitution
- Meet responsibilities as defined in the role position stated in The Constitution and Workforce Development Policy
- Comply with governing laws and standards
- Maintain required insurance certification
- Monitor financial risk
- Ensure members are aware of standards and legal requirements as necessary
- Ensure the organisation is safe for children and free from harassment

2.2. The Committee, while meeting its responsibilities, is mindful of the organisation's Strategic Plan and the objects of the organisation as embodied in its Constitution.

3. Roles and Responsibilities

3.1. The Committee has delegated authority for the operations and administration of the organisation and can delegate responsibility to various committees as it sees fit.

3.2. The functions of The Committee are to:

3.2.1. Provide effective governance leadership ▪ articulating the organisation's values, vision, mission and priorities ▪ develop strategic (direction) plans and order strategic priorities ▪ Enhance performance standards against the Sport Governance Principles ▪ Ensure open and transparent communication to promulgating strategic improvement and alignment ▪ Implement structures to achieve strategic and organisational objectives.

3.2.2. Monitor the performance of The Committee, the implementation of initiatives and the budget.

3.2.3. Establish sub-committees, policies and procedures to facilitate more effective committee functioning and ensure that obligations are met.

3.2.4. Ensure that all significant systems and procedures are in place for the organisation to run effectively, efficiently, and meet all legal standards and strategic requirements.

3.2.5. Ensure that all significant risks are adequately considered and mitigated.

3.2.6 Ensure that organisation has appropriate corporate governance structures in place including standards of ethical behaviour and promoting a culture of corporate and social responsibility.

4. Executive Committee Membership and Terms

4.1. The Constitution provides for the structure of The Committee, electoral procedures, term of office and a general role description.

4.2. Executive Committee Members must be free from any business or other relationship which could, or could reasonably be perceived to, materially interfere with the executive committee member's ability to act in the best interests of the organisation.

4.3. Membership of The Committee shall be disclosed to the WAIR members following election to the position at the Annual General Meeting in a timely manner.

4.4. An executive committee member must not serve more than ten consecutive years in a single committee position.

5. Executive Committee Culture

5.1. The Committee actively seeks to have an 'engaged culture' which is characterised by candour and a willingness to challenge in a respectful way.

5.2. Meeting agendas should be efficient, though allow reasonable presentation and discussion time. This may mean that papers or reading may need to be read prior to the meeting.

6.3. Norms

- Committee members are honest yet constructive.
- Members are ready to ask questions and willing to respectfully challenge ideas.
- Members actively seek out other views and contributions, and represent them honestly.
- Members spend appropriate time on important issues.
- Members attend meetings prepared and willing to make valuable contributions, discuss and decide as needed.

6.1.4. Values

Committee Members are respectful and responsible, they:

- Serve the organisation by actively participating in governance.
- Are responsible to the organisation and it's stakeholders.
- Are personally accountable for their actions and the actions of the organisation.
- Are responsible for the organisation's stature, promotion and effectiveness.

7. Reporting

- Meeting minutes are kept of all decisions and actions.
- Minutes are circulated within 2 weeks of the meeting to Executive Committee Members.
- The Annual report will summarise the important governance actions and accomplishments of The Committee.
- The Committee reports to Australian Ice Racing and the WA Department of Sport and The Australian Sports Commission as funding partners.

8. Publication and Review of The Charter

- The Charter will be available to The Committee (hard copy given at induction) and all members through the WAIR website
- The Committee will review the charter each three year funding cycle to ensure it remains consistent with Legislation, Standards and The Committee's objectives and responsibilities.