

**SKI AND SNOWBOARD AUSTRALIA LIMITED (SSA)  
VICTORIAN INTERSCHOOLS SNOWSPORTS COMMITTEE  
TERMS OF DELEGATION**

1. The Victorian Interschools Snowsports Committee ("VISC"), a SSA Discipline Committees ("DC") have been established by the Board under Article 52 of the SSA Constitution.
2. The SSA Board has adopted this Discipline Committee Terms of Delegation By-Law in accordance with Article 52(a) of the SSA Constitution. This Delegation sets out the powers, composition, control, management and administration of each of SSA's DC's. This Delegation is subject to the SSA Constitution and it and terms in it are to be interpreted in accordance with the SSA Constitution. In the event of any conflict between this document and the SSA Constitution, the SSA Constitution takes precedence.

3. Core Mandate

The core mandate of the VISC is to provide an expert interface between:

- Mt Buller as the provider of the operation and delivery of the Event; and
- Key participating stakeholders being Victorian Schools and Snowsports.

4. The following functions remain the responsibility of the VISC:

- On or before 31 March during each year of the Term, VISC and Buller Interschools Association (BIA) must work together to approve an event management plan for the Interschools ("Management Plan")
- On or before 31 March each year of the Term, VISC is to review and approve the BIA schedules for the following:
  - the final dates for the Interschools that year;
  - the timetable of events;
  - the format of the events;
  - the proposed budget;
  - entry fees;
  - all policies regarding access and equity;
  - the public relations strategy and plan;
  - the ceremonies plan; and
  - the rules of competition
- As soon as practicable after receiving the Management Report within 3 months of the Interschools Events being held each year, VISC is to undertake an annual review of the Management Report and provide feedback to BIA
- Setting long term vision/strategies for interschools development
- To promote and select the Victorian Ski & Snowboard Award School nominations and work with NSW/ACT/QLD/SA Interschools to select the National Winners

- To review and update the Victorian Interschools Championship Rules in conjunction with BIA at the end of each season or when required
- To nominated 3 committee members to discuss, review and respond to any school coordinators rule enquiries and requests

## 5. Membership

- i) The VICS shall include representation from a variety of stakeholders involved in the Interschools including representatives from:
- The sport;
  - The resort;
  - The schools; and

As determined by SSA from time to time during the Term, acting reasonably.

VICS will be comprised of but not limited to individuals who have demonstrated or ensured appropriate knowledge and expertise in the following areas:

- Demonstrates a sensitivity to competitive school sport, and challenges of encouraging participation in snowsports activities
- Previous experience on similar volunteer organisations
- Can demonstrate and maintain a holistic approach to overseeing interschools, notwithstanding any inevitable industry connections
- Committee members may have but not limited to the following relevant expertise:
  - Resort/Sport institute operations
  - Sport technical knowledge
  - Current/previous school coordinator
  - Coaching
  - Event/race organisation
  - Club/ regional program expertise
  - Officiating
  - Resort relationships

The SSA Board in considering appointments to the VISC shall give regard where practical, to ensure:

- Appropriate regional/resort representation
  - Appropriate school/sport representation
  - Gender balance
- ii) The VISC shall comprise a chair and up to 10 ordinary members. The SSA Board will appoint individuals to the VISC following a call for nominations.

Nominations will be called for from interested parties, and will be made via the SSA website and electronic newsletter.

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

The Nominations Committee and the SSA Board will have regard for the identified areas of expertise.

Once established, the VISC may, subject to Board approval, nominate additional members as required.

To be eligible for consideration for appointment to the VISC a nominee must:

- (a) acknowledge his/her willingness to be a member of the VISC in the form approved by the SSA Board from time to time (if any); and
- (b) be approved by the SSA Board prior to being appointed to the VISC.

The appointment of a VISC member may at any time be revoked by the SSA Board.

The SSA CEO, Sport Participation Coordinator (if one appointed) will be ex officio members of the DC.

#### 6. Operating and Meeting procedures

- i) The appointment of the chair of the VISC is subject to approval of the SSA Board.
- ii) Unless otherwise directed by the SSA Board the VISC may meet for the dispatch of business and adjourn and otherwise regulate its meetings as it thinks fit.
- iii) The VISC will meet as required, but should meet on at least 2 occasions in each year. Consideration should be given to alternate locations.
- iv) Majority of members or the chair of the VISC may at any time convene a meeting of the VISC.
- v) The quorum necessary for the transaction of the business of the VISC will be a majority of the total number of Committee members.

#### 6. Voting

- i) Each member of the VISC present at a meeting of the VISC (including the person chairing the meeting) is entitled to one vote.
- ii) Questions arising at any meeting of the VISC will be decided by a majority of votes on a show of hands. A determination by a majority of the DC members present will for all purposes be deemed a determination of the VISC. In case of an equality of votes the chair of the VISC may exercise a casting vote.
- iii) Proxy voting is not permitted at any meeting of the VISC.

#### 7. Committee Interests

- i) A VISC member must declare the nature of any interest that VISC member has in any matter, contract or arrangement which the VISC may

consider in the conduct of business.

- ii) A VISC member can not vote in respect of any matter, contract or arrangement in which the VISC member is interested. If they do so vote, the vote shall not be counted. No VISC member is disqualified from contracting with or holding any other office with SSA.

8. Minutes

- i) The VISC 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.
- ii) A copy of the minutes of VISC meetings or any resolution circulated and passed by the VISC electronically must be sent to the SSA CEO within fourteen days of the date of the meeting or of the passing of the resolution.

9. Financial Operation

- i) SSA will manage the VISC accounts as required and provide financial reports for use by the VISC. VISC's are required to operate within an agreed annual budget.
- ii) The Chair shall assist the CEO of SSA with the preparation of an annual budget prior to the start of the SSA financial year and any financial reports as required.

10. Policies

All VISC procedures and policies, including selection policies, are subject to approval by the board of SSA.