



## Australian Parachute Federation

Board committees and Operational committees' charters

Updated by Board, 20 February 2024

The purpose of this document is to inform committee members and potential committee members of their roles and responsibilities. It is also to inform members at large of the work that is expected of APF committees.

### **Two types of committees are covered by this document.**

Board appointed committees

CEO appointed Operational Committees

### **Common to all Board and Operational committees**

**Meetings:** Committees may meet in person, via video conference, or other electronic means, at the discretion of the Committee Chair. Non-committee members, including other members of management, may attend all or part of a meeting of a committee at the invitation of the Committee Chair but have no voting rights. Only formally appointed committee members who are APF members have voting rights.

**Appointments:** All committees are subject to annual appointment of members at the Annual Board Meeting when elections and appointments are made. The CEO's nominations to committees are also considered at this meeting. At this time, the Committee Chair is either re-confirmed or another Chair is appointed. If a person holds their position by virtue of being an APF Director ceases to be a director, they cease to be a member of the committee at the same time they cease to be a director.

**Decision making:** Committees should endeavour to reach decisions using a consensus model where appropriate. Where not possible and a vote is required on a proposal, the proposal fails if the vote is tied. The Chair may vote but does not have a casting vote. (A casting vote is a technique sometimes used in some organisations by Chairs to basically cast a second vote to break a tie. The APF constitution does not permit this in Board meetings.)

**Quorum:** A quorum for a valid meeting is more than 50% of the official committee members being present. The Chair or their designate must be present for a legitimate meeting to take place.

**Resources:** Committees may have access to internal and external resources for any matter pertaining to their role with external resources requiring the approval by the Board Chair for Board Committees and CEO for Operational Committees.

**Conflict of Interest.** Conflict of interest includes but is not limited to where a decision of a committee has the potential to result in a material gain (or loss) to a committee member, and where a committee member is asked to make a decision that directly impacts a close friend (or an adversary).

The conflicted member should offer to leave the relevant section of the meeting, and if that offer is accepted by a majority of the other participants, the conflicted member should excuse themselves.

If the conflicted member stays in the meeting, that member may engage in discussion on the matter but must disqualify themselves from the decision-making process and that disqualification is to be recorded.

Committee members may also ask a fellow member to disqualify themselves. Reasons for this request must be provided to the meeting.

## **BOARD COMMITTEES**

A Board committee is established by the APF Board and is required to report to the Board annually or as requested. Individual directors are also entitled, from time to time, to be briefed on the work of Board committees.

The purpose of a Board Committee is to advise the Board on matters relating to its assigned task(s) and, in turn, to be advised by the Board to ensure alignment with APFs strategic objectives. There are times where a Board Committee may present draft policy to the Board for its consideration. The final decision resides with the Board, not the committee.

The APF Constitution gives the Board the authority to establish and dissolve Board committees as it sees fit. These committees may be standing committees, or they may be established for a particular purpose. In the case of a committee that is not a standing committee, its lifespan must be specified at the time of establishment. That lifespan must be recorded in the Board minutes recording the establishment of the committee. When the lifespan is reached the committee automatically ceases to exist unless its progress is reviewed and its brief is extended by the Board.

Each Board committee must contain at least one APF Director who acts as the conduit to and from the Board. The committee chair is appointed by the Board and may or may not be a director. In the case of the appointed chair not being a Director, the Board will appoint a director to be part of the committee. The committee chair appoints the remainder of the committee in consultation with the Board Chair and the CEO.

### **STANDING BOARD COMMITTEES**

#### ***Governance***

The Governance Committee monitors, reviews and advises the Board on governance issues, including the APF Constitution, Board performance assessment, and regulatory, statutory and policy issues.

#### ***Remuneration***

The Remuneration Committee recommends appropriate performance measures for the CEO and determines his/her remuneration.

This committee is responsible for developing criteria for advertisement of the CEO position, and for the conduct of interviews of potential Chief Executive Officers

#### ***Risk and Audit***

The Risk and Audit Committee assists the Board in its oversight responsibilities for all matters related to risk management and reporting, external and internal financial audit and financial risk management of the APF. This brief includes operational risks that have significant financial risk consequences. It also includes providing information and advice on risk mitigation initiatives.

#### ***ICT***

The Information & Communications Technology (ICT) Committee develops objectives and strategies for addressing ICT issues in APF parachuting and skydiving operations.

## ***Group Member Consultative Committee (GMCC)***

The purpose of this committee is to provide a forum for the exchange of information between the APF Board/Management and a selection of APF group members, or representative(s) of multiple group members.

### **The membership consists of:**

The Board Chair (or a nominated Director representing the Board Chair) and;

A selection of group members or group member representatives numbering no more than five individuals at any one time. Group members (or representatives) become part of the committee by invitation, following discussions between the CEO and the Board Chair.

The CEO will be invited to meetings when operational issues are intended to be discussed.

The GMCC does not make policy and the existence of this committee does not change the constitutional and legal roles of the Board and Management. However, the GMCC is able to provide feedback, suggestions and advice on existing and potential future policy.

## **OPERATIONAL COMMITTEES**

These committees report to the CEO, who, from time to time, will update the Board on their work. To conduct their business, a quorum of at least 50% of the official members of the committee must be in the meeting. The Chair should be part of that quorum.

The CEO will appoint members to Operational Committees or remove and replace members of the Committee as required. Appointments to Operational Committees are to coincide with the appointment of Board Committees and announced at the Annual Board Meeting.

## **STANDING OPERATIONAL COMMITTEES**

Committee Chairs: Unless otherwise specified by the CEO, National Officers are expected to chair the committees related to their role. Alternatively, a member of the relevant committee may be appointed as Chair.

### ***Technical and Safety***

The Technical and Safety Committee assists with development and implementation of technical and safety matters, including the Safety Management System, and monitors regulatory and statutory operational issues. Its role also includes ensuring that APF has a risk-based approach to change and in monitoring the effectiveness, and possible unintended consequences, of regulatory change. At all times this must be done in full compliance with CASA requirements. The Safety Manager is part of this committee. The Safety Manager is a Board appointment and having one is a CASA requirement. The Safety Manager monitors APFs Safety Management Systems and Surveillance Systems

The committee will consist of the Safety and Training Manager, Safety Manager (required by CASR Part 149), Safety and Training Officers, National Aviation Officer and National Rigging Officer. The Safety and Training Manager may appoint additional members in consultation with the CEO.

### **Role, Responsibilities, and powers**

- Assist with development and implementation of the technical and safety aspects of the APF Strategic Plan and the Organisational Safety Management System.
- Monitor Objectives and the Organisational Safety Management System, and report on their progress to the CEO.
- In consultation with the CEO, to provide a link between the membership and operational management on emerging operational issues.

- Monitor regulatory and statutory operational issues facing the organisation.
- In discharging its responsibilities, the TSC must have regard to the following policy objectives:
- Ensure parachute operations meet regulatory and statutory requirements;
- The safety policy, objectives and responsibilities defined in APF's Organisational Safety Management Systems;
- Ensure an ALARP (as low as reasonably practical) approach to risk management is maintained across operational aspects of the APF's activities
- Issue Technical Directives.
- As part of the APF Change management process, to make changes to certain APF Rules and Regulations as set out in the APF Exposition. Changes to be assessed and classified as significant (requiring express CASA approval) or non-significant being approved by TSC and CASA advised of change.
- Submit changes to CASA that require express CASA approval before being implemented.

## **Aviation**

The Aviation Committee develops objectives and strategies for addressing aviation issues in APF parachuting operations. The role of this committee includes the monitoring of compliance with CASR Part 105. Proposed changes to rules and practices must be submitted to the Technical and Safety Committee. This committee also assists the Technical and Safety Committee in developing policy and procedures for aircraft operations and airspace-related matters referred to in the APF Exposition

The Committee consists of:

- The National Aviation Officer; and
- Up to seven members, the majority of whom should hold a Jump Pilot Authorisation and as many members as possible should be Jump Pilot Examiners.
- Members may include relevant aviation experts in specialist areas

## **Funding**

The Funding Committee develops guidelines for sports development grants and provides assistance to the APF on other funding issues as required.

The Committee will consist of a minimum of five members including at least one Director.

### **Role, Responsibilities and Powers**

- Ensure that APF has a relevant, respected and user-friendly funding system to benefit members.
- Receive and assess Level 2 applications for the Fiona McEachern Sport Development Fund (FMSDF / Fi Fund) and make recommendations to the APF CEO
- Receive and assess Level 3 FMSDF applications and make recommendations to the Board.
- Review the published FMSDF guidelines and our own procedures at least annually, initiating improvements and updates as necessary.
- Monitor all types of sport funding allocations against APF objects.

In discharging its responsibilities, the Funding Committee must have regard to the following:

- Ensuring the participation and funding of events is aligned with the APF's Strategic Plan;
- Ensuring that any funding is appropriate and fiscally responsible.
- Funding criteria may only be changed by resolution of the APF Board.
- Recommendations will be referred to the Board for consideration.

## ***Awards***

The Awards Committee assesses nominations and reviews the categories and criteria for awards. The results of its deliberations are put forward as recommendations to the board.

The Committee consists of a minimum of three members including at least one Director.

### **Role, Responsibilities and Powers**

- Ensure a comprehensive outline of the various awards that are available, as well as the application process are maintained on the APF website.
- In special cases, initiate a nomination, and may also recognise achievements and notable events.
- Assess nominations for Service Awards, Honorary Life Memberships and Master of Sport Parachuting Awards, other national international awards including but not limited to FAI, ASAC, Australian Honours and Hall of Fame. Review categories and criteria for awards, initiate ideas for awards and recognition, and recommend changes.
- Assess nominations for the annual Tim Bates Award and select the winner in consultation with the Bates family.

Recognise that whilst any person may nominate any member for a non-APF (I.e., external award) but also recognising that for that award to be considered an “official” APF nomination the nomination must be actioned by the CEO. In discharging its responsibilities, the Committee must have regard to the following policy objectives:

- The promotion and development of sports parachuting; and
- Recognition of outstanding achievements by members.
- Developing policy advice regarding the management of named awards
- Awards criteria may only be changed by resolution of the APF Board.
- Recommendations will be referred to the Board for consideration.
- Make recommendations to the Board for the following awards: Service Awards (after consulting with relevant Area Council Executive), Honorary Life Memberships, Achievement Awards and Master of Sport Parachuting awards.

## ***Rigging***

The Rigging Committee develops parachute certification and maintenance standards including developing competency standards for persons who will maintain parachutes and assists with associated issues. The Committee consists of:

- National Rigging Officer ; and
- up to seven members who must have an APF Rigger rating or overseas equivalent. Alternatively, they should hold a key position with a relevant equipment manufacturer
- APF PIA delegate

### **Role, Responsibilities and Powers**

- Provide advice on parachute certificate of maintenance standards and associated issues
- Recommendations will be referred to the Technical and Safety Committee for consideration.

## ***Sport and Competition***

### **Sport Development Committee**

#### **Role, Responsibilities and Powers**

The Sport Development Committee is tasked with development and implementation of sport skydiving matters in consultation with the CEO. Membership consists of Area Coaches, Sport Development Officer, and others who may be appointed from time to time by the CEO.

This committee serves as a forum for the sharing and dissemination of ideas relating to maintaining and increasing participation rates in the sport. Forum topics may include:

- Developing and recommending implementation strategies for sport with reference to the strategic plan and in alignment with the Area Council Charter.
- Increasing the capability and competence of all involved in the sport to lift standards and improve safety.
- Increasing participation in the sport, making it accessible to as many people as possible.
- Promoting coaching and education programs to enhance the quality of coaching and safety within the sport.
- Assessing developing technology to improve training, performance analysis, and safety in the sport.
- Assisting the CEO to promote the sport, attracting sponsors, increasing its visibility through marketing campaigns, and secure funding, grants, and sponsorships to support sports development initiatives.
- Performing such additional tasks as may be delegated to the Committee by the Board or CEO (working through the CEO).
- Through the CEO, enhancing the quality of Board discussion on Sport Development Policy matters and facilitate effective decision-making in these areas.

### **Competition Committee**

#### **Role, Responsibilities and Powers**

The Competition Committee is tasked with development and implementation of competition skydiving matters. This is done in consultation with the CEO.

Membership consists of the CEO, National Judging Officer, National Competitions Officer, Sport Development Officer, ISC delegate. The committee may consult with discipline representatives as required and others who may be appointed from time to time by the CEO.

This committee serves as a forum for the sharing and dissemination of ideas relating to the development and implementation of competition skydiving matters. Forum topics may include:

- Reviewing and recommending changes to the APF Sporting Code.
- Providing advice and support to the CEO for final approval regarding the selection of Australian Parachute Team members.
- Providing advice and support to the CEO for final approval regarding the selection of venues for national competitions. Assisting in the planning and scheduling of competition, developing the competition calendar and that events are organised efficiently and fairly.
- On request from the CEO, assisting with assessing and approving bids for National Parachuting Championships and notifying the Board on those decisions.
- Establishing and enforcing eligibility criteria.
- Overseeing the recruitment, training, and appointment of judges and officials responsible for maintaining fair competition.

- Overseeing the accurate recording and dissemination of competition results.
- Developing and implementing discipline goals and strategies for competition with reference to the strategic plan.
- Performing such additional tasks as may be delegated to the Committee by the Board or CEO (working through the CEO).
- Monitoring the annual planned outcomes or milestones in Sport and Athlete Development.

## ***Performance Based Funding***

### **Role, Responsibilities and Powers**

The Performance Based Funding (PBF) Committee develops guidelines for Performance Based Funding

Membership consists of at least three members who must include the National Coach, an APF Director and one other member.

The purpose of this committee is to ensure that APF has a relevant, respected and user friendly funding system relating to the support of elite athletes

The committee is responsible for ensuring that the information published [here](#) on the APF website is correct and up to date

The committee is responsible for making relevant funding recommendations to the CEO based on published guidelines.

Funding criteria can only be changed by resolution of the APF Board.

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