



MOUNTAIN BIKE AUSTRALIA

Mountain Bike Australia Limited
(MTBA Limited)
ACN 616 027 153

Management Advisory
Commissions

Distribution

MTBA Board

MTBA Chief Executive Officer

MTBA Staff

All MTBA Members (available via MTBA website)

Adopted by the Board 21 January 2017

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1. General Terms of Operation

1.1. Purpose

The following Management Advisory Commissions (MAC) will be established to assist management connect and effectively communicate with various sectors of the MTB community.

In addition, MTBA MAC's will be established to:

- Provide advice and assistance to management on operational aspects and key projects/ issues as required;
- Assist and support MTBA management and staff to promote and develop their specific area of responsibility; and
- Improve and broaden stakeholder engagement between MTBA management and staff and the MTB community.

Each MAC in conjunction with MTBA management and staff will determine their specific terms of reference, which are to be approved by the CEO.

The role of a MAC is to represent not only the MTBA community but also the wider Australian MTB community.

1.2. Responsible

Each MAC will ultimately be responsible to the CEO

1.3. Composition

An MTBA MAC will consist of at least five and no more than nine members. All MAC members must be current MTBA members for the duration of their appointment.

In addition, a minimum of one MTBA staff member will be appointed to each MAC to act as the CEO's representative.

At the discretion of the CEO, additional members may be added or invited to join an MTBA MAC after initial appointments have been made. This may be at the request of existing MAC members.

Each MAC will appoint a chair that will need to be endorsed by the CEO.

Members can be appointed to a MAC for a two-year term and are eligible for re-appointment at the conclusion of their term.

Directors of MTBA may not be a member of a MAC, but are welcome to attend meetings as required and approved by the CEO.

The CEO may attend any meeting.

2. Recruitment Process

MTBA will call for EOI's for a position on an MTBA MAC.

EOI's will be called in February, for appointment and commencement in April every two years, commencing February 2017.

The MTBA CEO will advise the MTBA Board of appointments prior to advising candidates and publishing.

3. Secretariat Services

The CEO will nominate an MTBA staff member to provide secretariat services for each MAC, including the preparation of agendas, minutes and papers for distribution to all MAC members and the MTBA CEO.

4. Meetings

4.1. Frequency

Each MTBA MAC will meet as follows:

- A minimum of four meetings are to be held per year.
- Meetings can be via teleconference, video or face-to-face.
- A maximum of one face-to-face meeting can be held per year at a location determined by MTBA and approved by CEO.

Any travel expenses incurred to attend face-to-face meetings will be reimbursed in accordance with MTBA's Travel Policy.

4.2. Invitees

Other persons may attend MAC meetings by invitation and approval of the CEO.

Persons who may usually be invited include:

- The MTBA Operations Manager
- A person deemed of value to the discussions or topic

These people may take part in the business of, and discussions at, the meeting but have no voting rights.

5. Website

Members of MTBA MAC's will be published on the MTBA website.

6. Code of Conduct

Members of MTBA MAC's will be required to complete an MTBA MAC Code of Conduct as part of their appointment.

7. Review

The CEO will review the general Terms of Operation for MTBA MAC's as necessary.

The MTBA Board and CEO will review the appropriateness of MTBA MAC's bi-annually to ensure alignment with MTBA's strategic objectives.

Each MTBA MAC is to review their individual Terms of Reference annually and submit to the CEO for approval.

8. Introduction of Additional MAC's

The CEO may propose new MAC's at anytime and introduce new MAC's subject to approval by the MTBA Board.

9. Current Management Advisory Commissions (MTBA MAC's)

9.1. Community

Focused on general participation, opportunities for engagement and promotion of MTB in the broad community. This commission incorporates MTB clubs, schools, and organisations interested in promoting and encouraging participation in MTB within Australia.

9.2. Inclusion

A commission focused on developing MTB as an inclusive activity encompassing women, juniors, adaptive MTB, and diversity.

9.3. Trails

A commission focused on promoting and advocating for safe and inclusive places to ride and opportunities to invest in trail development. This commission is responsible for contributing to the further development of the national trail projects and improving engagement with stakeholders responsible for the development of places to ride.

9.4. Sport and Technical

A commission focused on the sporting aspects of MTB in Australia, including racing, National level events, commissaires and technical rules. This commission encompasses all disciplines governed by MTBA Ltd

9.5. High Performance

A commission focused on high performance opportunities and program development for elite level performance at the international level. This commission encompasses all disciplines governed by MTBA Ltd

9.6. Development Pathways

A commission focused on developing pathways and resource materials for transitions for skill development in a variety of areas within MTB including, rider development, coaching commissaries, skills instructors and MTB administrators and event hosts.

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