

## Committee Terms of Reference

### Advocacy

Unless otherwise agreed by the Board, the committee shall consist of –

- A Chair, who will be chosen/elected by the Board
- Between three to five members from the BIAV membership who will have either a broad knowledge of boating advocacy issues, or a specialist knowledge of one particular advocacy priority/project.
- Up to two additional members from subject matter specialist areas/backgrounds
- The convenor/secretary, who will ordinarily be a BIAV CEO or delegate

Meetings will be held each five to six weeks, commencing each February. Meetings will generally be on-line (Zoom or alternative), and will be at a time and weekday of the committee's preference.

The convenor/secretary will take notes/minutes of the meetings which will be available to the Board if/when required, as will be a summary/update of meeting outcomes.

- Functions -
- Provide expertise and guidance to the BIAV CEO or delegate, and Board, with regard to statewide boating advocacy issues.
  - As well as 'boater needs' issues, these may extend to regional projects, boat building standards, boating regulations, funds sourcing, major projects, or other matters.
- Monitor the Better Boating Victoria (BBV) performance regarding the utilisation of the Better Boating Fund, and its delivery in terms of meeting boater needs.
- Influence BBV with regard to the utilisation of the Better Boating Fund, and its delivery in terms of meeting boater needs.
- Help position BIAV so as to leverage support from the Better Boating Fund for an Industry Development and Sustainability support program.
- In some instances, provide specific expertise, and guide the committee, regarding one advocacy priority or project.
- Have an 'ear to the ground' and provide feedback from other members from across the industry and where possible, the boating community.
- Play an advocate and ambassadorial role for BIAV and the industry.
- Follow and comply with the Commitment elements listed below.

### Commitment

1. Provide good governance and when applicable good financial responsibility in relation to BIAV
2. Act in line with BIAV's Code of Ethics, in good faith and in the best interests of BIAV
3. Act in a competent, ethical and honest manner in relation to all BIAV involvement
4. Exercise due care and diligence in fulfilling the function as a committee member
5. Not take personal advantage of my committee position, nor allow personal, family or business interests to conflict with the interests of BIAV
6. Not bring discredit or disrepute upon BIAV
7. Ensure confidentiality of committee and BIAV business knowledge acquired, including after completion in the role
8. Support committee decisions once consensus is reached, even if personally not in favour
9. Take a positive, active and engaged involvement in the meetings and committee activities
10. Use best endeavours to be a contributing advocate and ambassador for the committee, its output, and BIAV
11. Resign, in writing c/o the CEO, if unable to fulfil committee duties, or the requirements of this form