

Committee Terms of Reference

Events

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

- A Chairman, who will ordinarily be the BIAV CEO
- Between three to five members from the membership/exhibitor group
- The convenor/secretary, who will ordinarily be the BIAV Events Manager/Staff

Meetings will be held each five to six weeks, commencing February, planned in advance late in the previous year. Meetings are currently held on Zoom, on the second Thursday of the month at 10am.

The convenor/secretary will take 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, input and advice into the strategic thinking for the Melbourne Boat Show and Events portfolio of BIAV, across areas including, however not limited to timing, locations, planning, venues, operations, floorspace usage, pricing, entertainment and marketing.
- Provide feedback from other members and exhibitors from across the Industry
- To provide and/or workshop ideas as part of the committee
- To make recommendations on various aspects of event planning
- To represent a broad range of views that reflect the diversity of the marine industry
- Provide concepts based on solid knowledge and understanding of the local issues that are relevant to Marine Industry, the Melbourne Boat Show, and other BIAV events.
- To play an advocate and ambassadorial role with regard to the Events and BIAV
- To 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

