

Committee Terms of Reference

Women in the Boating Industry

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

- A Chair, who will be chosen/elected by the committee members
- Between six to nine female members from the BIAV membership
- The convenor/secretary, who will ordinarily be a BIAV manager/staff

Meetings will be held quarterly, commencing each February. Meetings will alternate between in-person and Zoom, and will be at 10am, on a 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 -

- Monitor reports and statistics in relation to female representation at all levels of the industry.
- Receive BIAV management updates, and 'discussion generators', in important areas including, however not limited to women in Advocacy, Industry Skills, Boat show, Boating promotion, and other industry areas.
- Here from guest speakers in 'discussion generator' areas such as MSV (boating regulator), Parks Victoria (manager of the two Bays and many waterways and waterfronts), Marina Industry Association, Better Boating Victoria, Victorian Skills Authority, and formulate strategies to attract more women to these areas of the industry.
- Develop a women's leadership and mentor program for the industry.
- Support the development of a package of women in the industry specific images, videos, testimonials, role models, communication aids, and other promotional items.
- Provide expertise, input, and future thinking into BIAV planning.
- Provide feedback from other members from across the Industry.
- Represent a broad range of views that reflect the diversity of the marine industry, the efforts of women in the industry to this point, as well as into the future
- Play an advocate and ambassadorial role for BIAV and women in the industry
- Build a case for women specific priority areas using expertise, networking and data.
- 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