

## **British Skydiving Inclusion, Diversity and Equality Subcommittee**

### **Terms of Reference**

| <b>Name</b>  |
|--|
| <b>Inclusion, Diversity and Equality Subcommittee</b>  |
| <b>Status</b>  |
| A Subcommittee of the Member Development Committee (MDC)   |
| <b>Purpose</b>   |
| On behalf of MDC, to deal with matters relating to inclusion, diversity and equality within skydiving.   |
| <b>Composition</b>   |
| <ul style="list-style-type: none"><li>• At the first meeting of each year, MDC will formally elect the Chair of the Inclusion, Diversity and Equality Subcommittee for the year. Nominees for the Chair should be a full British Skydiving member and should have relevant expertise in matters relating to inclusion, diversity and equality (see Form 338 Nomination for Chair of British Skydiving's Inclusion, Diversity and Equality Subcommittee). If not already a member of MDC, the Chair of the IDE Subcommittee will become a member of the Committee on election.</li><li>• The Chair of the Inclusion, Diversity and Equality Subcommittee may appoint a Vice Chair to act in their absence.</li><li>• Membership of the Inclusion, Diversity and Equality Subcommittee shall comprise:<ul style="list-style-type: none"><li>• A maximum of four Directors. This should be a maximum of one INED, a maximum of two voting members of MDC and a maximum of two voting members of EPC (inclusive of the Chair where relevant).</li><li>• British Skydiving's Communications Manager</li><li>• At least one advisor/specialist external to the Board of Directors.</li></ul></li></ul> <p>NB The process for appointing Directors and advisor(s)/specialist(s) will be through a call for expressions of interest and then selection by the IDE Subcommittee Chair and the MDC Chair, which will take place at the earliest opportunity after the first MDC meeting of the year.</p> <p>NB Additional advisor(s)/specialist(s) may be asked to join on an ad hoc basis, based on need. Such additional advisor(s)/specialist(s) may include British Skydiving's Compliance Manager and/or Safeguarding Officer. Such additional advisor(s)/specialist(s) will be non-voting.</p> |

## Voting

While voting is unlikely given the remit of the Subcommittee, if a vote is required, the following quorum and voting procedures will be in place:

- The quorum is four members, each eligible to vote, at the time, on the item(s) under consideration.
- Voting members consist of the Chair, a maximum of four Directors, the Communications Manager, and at least one additional advisor/specialist.
- No other British Skydiving staff, Directors or external partners have voting rights unless acting as proxy for a voting member, by agreement of the Chair.
- British Skydiving rules for proxy votes apply.
- Motions carry by a simple majority.
- The Chair has a second or casting vote in a tie.
- Conflicts of interest will be managed by the Chair.
- Where these voting rights are disputed the Chair will decide on their validity.

British Skydiving rules for proxy votes apply, viz: A vote by proxy is the right of a voting member of the Subcommittee to exercise their vote on any motion which, from the agenda or papers for the meeting they know, or may reasonably expect, will arise. The absent Member has the right to appoint the Chair of the meeting as their proxy to cast their vote at the meeting. The proxy vote must be made in writing, which includes fax or e-mail from a recognised or verifiable e-mail address of the voting Member. The Chair of the meeting is then duly obliged to cast the absent Member's vote in accordance with their written instructions.

## Responsibilities

- To support MDC's / British Skydiving's key objectives of avoiding discriminatory practices and encouraging wider participation, with reference to the five-year plan set out by the Inclusion, Diversity and Equality Working Group. This includes the following:
  - Maintaining an informed awareness of issues relevant to the inclusion, diversity and equality remit. This will include gathering information on good practices being developed or implemented by other skydiving National Bodies, from across the wider sports landscape and in a wider sense.
  - Disseminating information and supporting discussion of matters related to inclusion, diversity and equality across the Association, and its shareholders as appropriate.
  - Reviewing aspects of British Skydiving's work at all levels and making informed recommendations where relevant.
  - Configuring and proposing projects that may progress inclusion, diversity and equality For British Skydiving, and its shareholders as appropriate.
- To provide information for other Committees, British Skydiving Staff or other stakeholders as appropriate, and to take on specific tasks for other Committees, British Skydiving Staff or other stakeholders as required, with the agreement of MDC.
- To provide reports of its work for each MDC meeting, and, where appropriate, make informed recommendations.

Decisions made by the Inclusion, Diversity and Equality Subcommittee will require ratification by MDC, either by approval of the Minutes of an IDE Subcommittee meeting, or by the presentation of an IDE Subcommittee decision by the Chair of the Subcommittee to MDC.

### Subsidiary bodies *Reporting in:*

None.

### Additional details

- There shall normally be a minimum of four meetings per annum which will usually take place at least two weeks in advance of an MDC meeting. Additional ad hoc meetings may also be scheduled by the Chair as and when required.
- Members of British Skydiving staff and Council may attend with consent of the Chair
- Non-British Skydiving members may attend only with the consent of the Chair.
- British Skydiving members may observe at meetings of the Inclusion, Diversity and Equality Subcommittee. They also have the right to speak, but the Chair may choose the moment and order in which those who wish to do so may speak, and the Chair may curtail contribution(s) if it becomes apparent that the same point or argument is being repeated.
- At the Chair's discretion, any item may be discussed in closed session.
- Meetings must be notified in advance, with an agenda, to eligible members.
- Any items of business must be notified to the British Skydiving HQ in writing at least one week before a meeting. Additional agenda items may only be accepted at the Chair's discretion.
- Only minor items may be included as AOB
- The dates by which agenda items for the next meeting should reach the British Skydiving HQ, shall be included at the end of the minutes of the last meeting.
- Only members of the Inclusion, Diversity and Equality Subcommittee, British Skydiving Council, Chair of MDC or the Chief Operating Officer may table items for discussion, though any member may put in writing a request for an item to be placed on the agenda.

### Annual review of this document

This document will be reviewed annually, and any proposed variations shall be subject to approval by the Member Development Committee and ratification by Council to maintain consistency across Committees.

British Skydiving is the trading name of British Parachute Association Ltd. Registered Office: 5 Wharf Way, Glen Parva, Leicester LE2 9TF. A company limited by guarantee. Registered in England & Wales no: 875429. VAT Reg no 239 4696 20