

Agenda for a meeting of  
Council

Saturday 28 January 2023

Immediately following the Presentation of awards ceremony  
In the Discovery Room, Ground Floor, De-Vere Orchard Hotel  
University Park, Nottingham NG7 2RJ

**Special Notice**

Nominations are invited in advance for the offices in items **3,4,6, & 7** below. Emails with the name of the office, the name of the nominee and their proposer and second to reach the Secretary [lise@britishskydiving.org](mailto:lise@britishskydiving.org) by **Monday 23rd January 2023**.

**Nominations will be taken at the meeting only if no advance nominations have been received.**

1. **Council composition**  
Ten elected and two independent non-executive directors (see appendix 1)
2. **Apologies for absence**
3. **To elect a Chair of Council and decide their term of office** (of up to **three years**, per Article 13.3 which states: the Council shall endeavour to ensure that the term of office of the Chair, Vice Chair and Treasurer shall not end at the same time)  
  
*For information, the Vice Chair tenure 2022, 2023, 2024. Treasurer tenure 2021, 2022, 2023.*
4. **To elect a Chair of each of the following Committees of Council – by custom and practice, committees are constituted annually so these appointments are for one year.**
  - 4.1. Chair, Safety and Training Committee (STC)
  - 4.2. Chair, Member Development Committee (MDC)
  - 4.3. Chair, Elite Performance Committee (EPC)
  - 4.4. Chair, Nominations Committee
5. **To elect**
  - 5.1. A Delegate to the Royal Aero Club
  - 5.2. An Alternate Delegate to the Royal Aero Club
6. **To co-opt to Council (non-Voting)**
  - 6.1. The Chair of STC (if not a Council member)
  - 6.2. Delegate and Alternate Delegate to Royal Aero Club (if not Council members)
7. **To confirm dates for Council meetings in 2023**  
Meetings may be virtually via Microsoft Teams or physically at British Skydiving HQ.

4 meetings per year 28<sup>th</sup> February, 6<sup>th</sup> June, 5<sup>th</sup> September, 28<sup>th</sup> November 2023.  
6 meetings per year, 21<sup>st</sup> February, 18<sup>th</sup> April, 13<sup>th</sup> June, 8<sup>th</sup> August, 26<sup>th</sup> September, 28<sup>th</sup> November 2023.

8. Directors' documentation

- 8.1. Companies House Registration of Directors
- 8.2. Directors' duties and Responsibilities
- 8.3. Code of conduct for British Skydiving Volunteers
- 8.4. Register of elected members' interests
- 8.5. Short profile of each new Council member for the website (100 words Max)

9. Notes on committee composition and scheduling of committee meetings.

See Appendix 1

10. Date of next meeting: per item 7

**A list of nominations received will be circulated by email on Monday 23rd January. Nominations will be taken at the meeting only if no advance nominations have been received.**

Appendix 1: Composition of Council

10 elected & 2 independent members  
plus any co-opted members (non-voting)

10 elected members

Tenure on Council - Elected Council members

Alex Busby-Hicks, Eleanor Southworth, (2021, 2022, 2023)

Natasha Higman, Mark Bayada, Adrian Bond (2022, 2023, 2024)

Tenure on Council - Independent Council members (appointed at the AGM)

Joanne Shaw - 3 years (2021, 2022, 2023)

Rob Hartley - 3 years (2022, 2023, 2024)

## Appendix 1: Note on committee compositions and scheduling of committee meetings.

### Relevant extract from Council minutes

#### 86.1 New Committee Structure from 2020

The terms of reference [of the committees] specify a complement of at least three Council members on each Committee and that the Chair and (except for STC) Vice Chair shall be Council Members. No more than six Council Members or 50% of Council could serve on any committee. There would also be volunteer seats on committees and many working or task and finish groups (that committees may from time to time establish on an ad hoc basis) for members from the wider membership to volunteer appropriate skills and competences.

Discipline representatives on the current Competitions Committee (whose successor would be the Élite Performance Committee) would become Technical Excellence Advisers (TEAs) under the new arrangements. This was a new specialist technical and ambassadorial role with a wider remit, to advise both the Member Development Committee (MDC) and the Élite Performance Committee (EPC). MDC which would oversee skills coaching roadshows as part of its responsibilities for member development, and EDC would cover competitions.

The annual composition (membership) of committees (except STC), apart from the Chair of each committee who is elected by Council, would be proposed by the Chair of the appropriate committee and decided by a meeting of all main chairs (Council, STC, EPC, and Communications).

- end of extract -

### Summary

- The Chair of each Committee recommends the composition of their committee for approval by a meeting of all Chairs. This does not apply to STC but the STC Chair is part of the meeting of all Chairs.
- Once constituted, each Committee is therefore free to set its own schedule of meeting dates, times venues and modes (physical or virtual), cognisant of its reporting responsibilities to Council.