

## Member Development Committee (MDC) Terms of Reference

<b>Name</b>
<b>Member Development Committee (MDC)</b>
<b>Status</b>
A main Committee of Council reporting to the Council
<b>Purpose</b>
Working as appropriate with internal and external stakeholder partners in the UK and beyond, to facilitate, enhance and inspire members in their journeys in our sport.
<b>Composition</b>
<ul style="list-style-type: none"> <li>• Constituted annually (from AGM to AGM), composition subject to approval by Council</li> <li>• Chair elected by Council</li> <li>• Vice Chair shall be a Council member</li> <li>• One to four other Council members and never more than 50% of Council</li> <li>• Volunteer committee member/s (if available with appropriate skills)</li> <li>• Maximum nine voting members</li> <li>• COO and staff management team may attend (non-voting)</li> <li>• Communications Manager (non-voting)</li> <li>• Staff Committee Secretary (non-voting)</li> </ul>
<b>Quorum and voting</b>
<p>Two-stage quorum of:</p> <ul style="list-style-type: none"> <li>(i) a minimum of two Council Members including the Chair or Vice Chair and</li> <li>(ii) at least 51% of voting members (per committee composition each year)</li> </ul> <p>Motions carry by a simple majority. Chair has second or casting vote in a tie. Decisions subject to approval by Council. British Skydiving rules for proxy votes apply. Conflicts of interest managed by the Chair.</p>
<b>Responsibilities</b>
<ul style="list-style-type: none"> <li>• Member development including participation, talent identification and progression, coaching, skills coaching roadshows, the development of qualifications relating to retention of members (STC is responsible for the introduction of ratings), personal development pathways and mentoring</li> <li>• Membership recruitment and retention Encouraging members to improve their skills in skydiving and providing them with a range of opportunities to do this</li> <li>• Understanding membership journeys through research and analysis better to support and enhance these journeys to meet members' current and changing needs</li> </ul> <p style="text-align: right;"><i>.../continued</i></p>

*.../continued*

- Promoting equality, diversity and inclusivity in our sport
- Promoting best practice in customer service at Drop Zones
- Surveying members to find out about them, their membership journeys in the sport, and how we can help
- Monitoring the effect of our initiatives

#### **Subsidiary bodies**

Reporting in: Coaching Qualifications Group (CQG), and task and finish groups constituted as necessary. Assisted by Technical Excellence Advisers (TEAs).

Sponsoring Committee of the Drop Zone Operators' Specialised Interest Group

#### **Additional details**

All Council members may attend all Committees (including in camera discussions). In camera sessions of each committee may be attended by; the voting members of that committee; other Council members; and others by invitation of the Chair of the meeting.

Any member of British Skydiving has the right to attend to observe (except for any closed sessions) and speak.

#### **Annual Review of this document**

This document will be reviewed towards the end of each committee year and any proposed variations shall be subject to approval by Council to maintain consistency across its committees.