



# **Australian Independent Dirt Kart Association Inc. Charters and Position Descriptions**

**DECEMBER 2024**



## **TABLE OF CONTENTS**

### **REGULATIONS**

1. J1 AIDKA Board Charter
2. J2 Finance Committee Charter
3. J3 Officials Committee
4. J4 Technical Committee
5. J5 Safety Committee
6. J6 Rules Change Panel
7. J7 Publicity & Marketing Committee
8. J8 Calendar & Events Committee
9. J9 AIDKA Administration
10. J10 Member Protection Information Officer (MPIO)



## **AUSTRALIAN INDEPENDENT DIRT KART ASSOCIATION Inc. Board Charter**

### **1. Purpose of this Charter**

- 1.1. The Board Charter sets out the role, composition and responsibilities of the Board of Directors (“the Board”) of Australian Independent Dirt Kart Association Inc. (AIDKA).
- 1.2. The conduct of the Board is also governed by the Constitution, Regulations and Official documents of AIDKA, a copy of which is located at [www.aidka.com.au](http://www.aidka.com.au).

A number of operational Board matters such as number of meetings per year, election and appointment processes and member meetings are governed by the Constitution, Regulations and Official documents of AIDKA and are not reproduced here.

### **2. Roles and Responsibilities**

#### 2.1. The Board’s key responsibilities are:

- 2.1.1. to act in the best interests of the AIDKA as a whole;
- 2.1.2. observe their duties as Directors in terms of the Corporations Act 2001 (Cth), common law, the Constitution, Regulations and Official documents of AIDKA and any other relevant legislation; and
- 2.1.3. provide strategic direction for AIDKA and effective oversight of Management.

#### 2.2. The key functions of the Board are to:

- 2.2.1. Provide effective leadership and collaborate with AIDKA Administration and affiliated clubs in:
  - articulating the organisation’s values, vision, mission and strategies;
  - developing strategic plans and ordering strategic priorities;
  - maintaining open lines of communication and promulgating through the organisation and with external stakeholders the values, vision, mission and strategies;
  - developing and maintaining an organisation structure to support the achievement of agreed strategic objectives.
- 2.2.2. Ensuring a diverse and effective Board, in line with the AIDKA constitution with appropriate policies and procedures for the Board and its committees.
- 2.2.3. Appointing, supporting and providing advice and counsel to AIDKA Administration personnel.
- 2.2.4. Monitor the achievement of the strategic and business plans and annual budget outcomes.
- 2.2.5. Supporting, reviewing and monitoring the operational and financial performance of AIDKA.
- 2.2.6. Establish such committees, policies and procedures as will facilitate the more effective discharge of the Board’s roles and responsibilities.
- 2.2.7. Ensure, through the Board committees and others as appropriate, compliance obligations and functions are effectively discharged.
- 2.2.8. Ensure that all significant systems and procedures are in place for the organisation to run effectively, efficiently, and meet all legal and contractual requirements.
- 2.2.9. Monitoring key financial and non-financial risk areas by ensuring the implementation of an effective risk management and internal control framework.

- 2.2.10. Ensure that organisation has appropriate corporate governance structures in place including standards of ethical behaviour and promoting a culture of corporate and social responsibility.
  - 2.2.11. Managing Directors' interests, conflicts of same and related-party transactions.
  - 2.2.12. Delegation of powers and authorities, while understanding the Board remains responsible for all decision of AIDKA.
  - 2.2.13. Oversight of compliance with appropriate laws and regulations and major litigation.
  - 2.2.14. Evaluating Board processes and performance of the Board as a whole, as well as contributions by individual Directors, ensuring the Board's effectiveness in delivering good governance, including performance and conformance matters.
  - 2.2.15. Corporate governance matters, including frequency and agendas of Board and Committee meetings.
- 2.3. The Board has delegated authority for the operations and administration of the organisation to the AIDKA Administration team. The AIDKA Administration team is responsible for the overall day-to-day management and the performance of the Organisation. The AIDKA Administration team manages AIDKA in accordance with strategy, delegations, business plans and policies approved by the Board to achieve agreed goals and objectives included therein.
- 2.4. The Board has no operational involvement in the conduct of organisation's business activities and delivery of services.

### **3. Membership and Independence**

- 3.1. The Constitution provides five (5) elected Directors who must all be Individual Members; and
- 3.2. two (2) appointed Directors who need not be Individual Members and who may be appointed by the Directors.
- 3.3. A Director cannot also be a Delegate and/or be a member of any sub-committee.
- 3.4. The board requires a quorum of four (4) Directors to transact business at meetings.
- 3.5. Directors are free from any interest and any business or other relationship which could, or could reasonably be perceived to, materially interfere with the director's ability to act in the best interests of the organisation.
- 3.6. The Board shall regularly assess the independence of each Director in light of the interests disclosed by them.
- 3.7. Each Director must provide the Board with relevant information to assess their independence.
- 3.8. In assessing independence, the following matters will be considered and a Director will be regarded as independent if that Director:
  - 3.8.1. is a non-executive Director (i.e. is not a member of Management);
  - 3.8.2. has no material contractual relationship with AIDKA, other than as a Director of the Organisation;
  - 3.8.3. has been free from any business relationship which could, or could reasonably be perceived to, interfere materially with the Director's ability to act in the best interests of the Organisation.
- 3.9. Membership of the Board shall be disclosed in the annual report.

### **4. Budget**

No more than \$5,000 dollars can be spent in any one transaction without prior endorsement by majority of club delegates.

## **5. Chair's Responsibilities**

- 5.1. The Chair of the Board has a major role as the head of the Board in providing leadership to the Directors and other functions including:
  - 5.1.1. leading and facilitating the Board;
  - 5.1.2. setting the Board direction and focus;
  - 5.1.3. conducting an effective decision-making process and ensuring that the Board is focussed on achieving outcomes;
  - 5.1.4. ensuring that no one has excessive influence;
  - 5.1.5. maintaining a professional working relationship with AIDKA Administration;
  - 5.1.6. acting as a spokesperson, where appropriate, in conjunction with the General Manager;
  - 5.1.7. promoting constructive and respectful relations between Directors;
  - 5.1.8. ensuring the Board and individual Directors have a performance evaluation process;
  - 5.1.9. ensuring that the Board's workload is dealt with effectively;
  - 5.1.10. role-modelling ethical standards and behaviour based on the AIDKA agreed values;
  - 5.1.11. ensuring meetings are effectively conducted and minutes are circulated and acknowledged in a timely manner.

## **6. Code of Conduct**

- 6.1. AIDKA takes ethical and responsible decision-making very seriously. It expects its staff, volunteers and Directors to do the same.
- 6.2. All Directors must be bound by and at all times comply with the AIDKA Code of Conduct which outline the type of behaviour that AIDKA requires from all participants including Directors, employees, officials, volunteers, drivers, pit crew and spectators. AIDKA Code of Conduct sets out clear principles and guidelines for the ethical and professional conduct of all participants in effectively carrying out their responsibilities.
- 6.3. The Board has an appropriate system for enforcing compliance with the code.

## **7. Review of Charter**

- 7.1. The Board will review this charter annually to ensure it remains consistent with the Board's objectives and responsibilities.

## **8. Publication of the Charter**

- 8.1. Key features of the charter are to be outlined in the organisation Annual Report.
- 8.2. A copy of the charter is available at [www.aidka.com.au](http://www.aidka.com.au)



## AUSTRALIAN INDEPENDENT DIRT KART ASSOCIATION Inc.

### Finance Committee Charter

The purpose of this charter is to clearly define the respective roles, responsibilities, and authorities of the Board's Finance sub-committee. Although each charter will be different, this charter is indicative of matters that may be included but should not be seen as required or exhaustive.

#### 1. FOUNDATION

##### 1.1. Purpose

The Finance Committee (the **Committee**) appointed by AIDKA assists the Board in fulfilling its oversight responsibilities relating to the:

- preparation and integrity of AIDKA's annual budget, financial accounts and statements
- review of the organisation's budget and quarterly financial performance or as otherwise required;
- review of business cases outside of approved budget;
- internal controls, policies and procedures that AIDKA's uses to identify and manage business risks;
- AIDKA's insurance activities;
- qualifications, independence, engagement, fees, and performance of AIDKA's External auditor's annual audit of AIDKA's financial statements;
- AIDKA's compliance with legal, regulatory requirements and compliance policies.

The existence of the Committee does not imply the fragmentation or diminution of the role of the Board to ensure the integrity of AIDKA's financial reporting.

##### 1.2. Authority

The Board has authorised the Committee, within the scope of their duties and responsibilities set out in this charter to:

- perform the activities required to address its responsibilities and make recommendations to the Board
- resolve any disagreement between management and the external auditor, with areas of significant disagreement advised to the Board
- select, engage, and approve fees for any professional advisers that the Committee may require to carry out its duties
- require the attendance of any of AIDKA's management or staff members at meetings as appropriate; and
- have unrestricted access to management, employees and information it considers relevant to its responsibilities under this charter.

##### 1.3. Membership

The Treasurer will be elected or appointed for a two (2) year term and shall work in conjunction with Finance subcommittee as appointed by Council. This subcommittee to be reviewed at the same time as this position is appointed.

The Committee appointed by the AIDKA shall comprise of elected Treasurer and two (2) individual members of the association.

The Committee Members shall be: "financially literate" as defined by the Board (i.e. able to read and understand financial statements and challenge information presented in Committee meetings);

#### **1.4. Treasurer**

The elected AIDKA Treasurer will assume the role of Finance Committee Chairperson once elected.

Should the Committee Chairperson be absent from a meeting, the Committee Members present must appoint a Chairperson for that particular meeting, who should not be the Chairperson of the Board if in attendance.

#### **1.5. Meetings**

The Committee must meet at least four times per year and participants may attend by video conference and/or teleconference.

The Committee Chairperson or any Committee Member may call a meeting of the Committee.

#### **1.6. Meeting Attendance**

Any person may be invited by the Committee Chairperson to attend meetings of the Committee, but not necessarily for the full duration of the meeting.

#### **1.7. Quorum and Voting**

A quorum must consist of two members of the Committee.

The Committee Chairperson shall not have a second or casting vote.

#### **1.8. Minutes**

A Committee delegate must prepare the minutes of the Committee within seven (7) working days. After the Committee Chairperson has given preliminary approval, the draft minutes are circulated to all Committee members, the Board of Directors and AIDKA Administration.

#### **1.9. Reviews**

The Committee will review at least annually this Committee charter and recommend to the Board for approval any appropriate amendments.

### **2. DUTIES AND RESPONSIBILITIES**

In assisting the Board in fulfilling their responsibilities, the duties of the Committee shall be:

#### **2.1. Assessment of financial information**

- Conduct or authorise investigations into any matters within its scope of responsibility, including retention of independent external advisors as it considers necessary.
- Review any significant accounting and reporting issues, including professional and regulatory announcements and to understand their effect on the Organisation's financial statements.
- Review the annual financial statements of AIDKA which require approval of the Board and discussion of the financial statements with the External Auditor and management before submission to the Board.
- Review, for potential conflicts of interest situations, and pre-approve all related party transactions on an on-going basis.
- Record and bank all monies into the Association's bank accounts.
- Authorise any expenditure within AIDKA.
- Keep a complete list of all affiliated clubs.
- The amount of subscriptions due by each club, along with date the subscriptions are due.
- MYOB bookkeeping and provide AIDKA Accountant with necessary information for ATO.
- Issue Affiliation fees as required by the Association.
- Collect all monies due and payable to the Association.
- Conduct handover to incumbent over a 3-month period from the Financial AGM.

#### **2.2. External Auditor**

- Recommend to the Board the appointment, evaluation, and dismissal of the external auditor, including independence matters.
- Review and approve the external auditor's proposed audit plan and audit approach, including materiality levels.

- Review and agree on the terms of engagement and the audit fees for the external auditor prior to the commencement of each audit.
- Review the external auditor's summary management report, detailing the results and significant findings from the audit, and management responses.
- Meet regularly with the external auditor, without management present.

### **2.3. Business Risks**

- Recommend to the Board and monitor AIDKA's risk that include insurance and financial.
- Review the effectiveness of AIDKA's insurance activities.
- Insurance arranging in conjunction with AIDKA General Manager, paying and queries.

### **2.4. Compliance**

- Ensure that there is a process for the Board Chairperson and Committee Chairperson to be immediately informed of any issues of significant non-compliance or litigation, when implemented.
- Submit all require financial documents as required by terms of the Corporations Act 2001 (Cth)

### **2.5. Reporting**

- The Treasurer will report to the Board on the Committee meetings regarding all relevant matters and appropriate recommendations in a written report (with supporting material) for noting or approval by the Board.
- The Treasurer will prepare a written report for all General Meetings and Annual General Meetings of club delegates.
- The Treasurer will prepare a financial budget for presentation to the Council at the Special Financial AGM.
- The Committee Chairperson will ensure that the Board Chairperson and the Board are immediately informed of matters that may impact significantly on the financial condition, safety and/or reputation of the Organisation.





## AUSTRALIAN INDEPENDENT DIRT KART ASSOCIATION Inc. OFFICIALS SUB-COMMITTEE

*The purpose of a sub-committee charter is to clearly define the respective roles, responsibilities, and authorities of the Board sub-committee. Although each charter will be different, this template is indicative of matters that may be included but should not be seen as required or exhaustive.*

### **Purpose**

The Officials Sub-Committee (the **Committee**) assists the Board of Directors in fulfilling its oversight and responsibilities relating to stewarding, interpretation of rules and training of officials.

The duties and responsibilities of the Committee are set out in **Appendix A**. The existence of the Committee does not imply the fragmentation or diminution of the role of the Board.

### **Authority**

The Board has authorised the Committee, within the scope of their duties and responsibilities set out in this charter to:

- perform the activities required to address its responsibilities and make recommendations to the Board, AIDKA Administration and/or Club Delegates;
- require attendance by specified personnel at meetings as appropriate; and
- have unrestricted access to management, employees and information it considers relevant to its responsibilities under this charter.

### **Membership**

The Committee shall comprise of three (3) members. The Committee members will be elected by members who are entitled to vote at a general meeting.

Committee member rotation for all Sub Committees will be enforced.

### **Chairperson**

The Committee will elect one of the Committee members to be the Committee Chairperson. The Board of Directors will ratify the appointment of Committee Chairperson. The Committee Chairperson shall chair the meetings of the Committee and set its agendas.

Should the Committee Chairperson be absent from a meeting, the Committee Members present must appoint a chairperson for that particular meeting.

### **Meetings**

The Committee should meet at least four (4) times per year and participants may attend by video conference and/or teleconference. The Committee Chairperson or any Committee Member may call a meeting of the Committee. Committee Members shall declare any conflict of interest before the commencement of each meeting.

## **Meeting Attendance**

Any person may be invited by the Committee Chairperson to attend meetings of the Committee, but not necessarily for the full duration of the meeting. Invitees may take part in the business of, and discussions at the meeting but have no voting rights.

## **Quorum and Voting**

A quorum must consist of two (2) or more members of the Committee.

Matters will be decided by consensus, or if consensus is not achievable, then by a majority of votes of members present. The Committee Chairperson shall not have a second or casting vote.

## **Minutes**

A Committee delegate must prepare the minutes of the Committee within seven (7) working days. After the Committee Chairperson has given preliminary approval, the draft minutes are circulated to all Committee members, the Board of Directors and AIDKA Administration. The minutes must be ratified at the next Committee meeting.

## **Conflicts of Interest**

Committee members will be invited to disclose conflicts of interest at the commencement of each meeting. Ongoing conflicts of interest need not be disclosed at each meeting once acknowledged. Where members or invitees are deemed to have a real or perceived conflict of interest, they will be excused from Committee discussions on the issue where a conflict exists.

## **Reviews**

The Committee will review at least annually this Committee charter and recommend to the Board for approval any appropriate amendments.

The Board of Directors will review the performance of the Committee annually.

## **Reporting**

- The Committee will prepare a written report for all General Meetings of club delegates.
- The Committee will provide minutes to the board subsequent to each Committee meeting.
- The Committee Chairperson will ensure that the Board Chairperson and the Board are immediately informed of matters that may impact significantly on the financial condition, safety and/or reputation of the Organisation.

## **Budget**

- Calibration of Equipment,
- Drug and Alcohol testing,
- Officials for titles including required technical personnel
- Training sessions

The above budget lines may have an allocation in AIDKA's Annual Financial Budget, if not any expenditure would require prior approval from the Board and Finance Committee. If expenditure is over \$5000 in one transaction it would also require prior approval from club delegates.

## **Appendix A – Duties and Responsibilities**

In assisting the Board in fulfilling their responsibilities, the duties of the Committee are to:

- Conduct and/or organise steward trainings.
- Ensure consistent interpretation of the AIDKA rules.
- Responsible to collect and review all completed steward forms within 72 hours of all kart events.
- Collate and maintain a list of all accredited stewards and officials.
- In conjunction with host club, appoint stewards and officials for all title meetings (minimum 60 days from the event).
- Align stewarding and officials with the objectives of the association and strategic planning of AIDKA.
- Organise random drug and alcohol testing at AIDKA sanctioned events.
- Organise and facilitate Steward Panel hearings when required.
- Assist Board when required on issues involving stewarding.
- Attend all meetings as requested.

### ***Board requests***

- Perform any other duty or undertaking that the Board and/or Council Delegates may request from time to time.

### ***Reporting***

- The Committee chairperson report to the Board and AIDKA Administration on the Committee meetings regarding all relevant matters and appropriate recommendations in a written report (with supporting material) for noting or approval by the Board.
- The Committee Chairperson will prepare a written report for all General Meetings of AIDKA.
- The Committee Chairperson will ensure that the Board Chairperson and the Board are immediately informed of matters that may impact significantly on the financial condition, safety and/or reputation of the Organisation.



## AUSTRALIAN INDEPENDENT DIRT KART ASSOCIATION Inc. TECHNICAL SUB-COMMITTEE

*The purpose of a sub-committee charter is to clearly define the respective roles, responsibilities, and authorities of the Board sub-committee. Although each charter will be different, this template is indicative of matters that may be included but should not be seen as required or exhaustive.*

### **Purpose**

The Technical Sub-Committee (the **Committee**) assists the Board of Directors in fulfilling its oversight and responsibilities relating to technical issues, engine updates and upgrades, fuel, kart formula and scrutineering.

The duties and responsibilities of the Committee are set out in **Appendix A**. The existence of the Committee does not imply the fragmentation or diminution of the role of the Board.

### **Authority**

The Board has authorised the Committee, within the scope of their duties and responsibilities set out in this charter to:

- perform the activities required to address its responsibilities and make recommendations to the Board, AIDKA Administration and/or Club Delegates;
- require attendance by specified personnel at meetings as appropriate; and
- have unrestricted access to management, employees and information it considers relevant to its responsibilities under this charter.

### **Membership**

The Committee shall comprise of three (3) members. The Committee members will be elected by members who are entitled to vote at a general meeting.

Committee member rotation for all Sub Committees will be enforced.

### **Chairperson**

The Committee will elect one of the Committee members to be the Committee Chairperson. The Board of Directors will ratify the appointment of Committee Chairperson. The Committee Chairperson shall chair the meetings of the Committee and set its agendas.

Should the Committee Chairperson be absent from a meeting, the Committee Members present must appoint a chairperson for that particular meeting.

### **Meetings**

The Committee should meet at least four (4) times per year and participants may attend by video conference and/or teleconference. The Committee Chairperson or any Committee Member may call a meeting of the Committee. Committee Members shall declare any conflict of interest before the commencement of each meeting.

## **Meeting Attendance**

Any person may be invited by the Committee Chairperson to attend meetings of the Committee, but not necessarily for the full duration of the meeting. Invitees may take part in the business of, and discussions at, the meeting but have no voting rights.

## **Quorum and Voting**

A quorum must consist of two (2) or more members of the Committee.

Matters will be decided by consensus, or if consensus is not achievable, then by a majority of votes of members present. The Committee Chairperson shall not have a second or casting vote.

## **Minutes**

A Committee delegate must prepare the minutes of the Committee within seven (7) working days. After the Committee Chairperson has given preliminary approval, the draft minutes are circulated to all Committee members, the Board of Directors and AIDKA Administration. The minutes must be ratified at the next Committee meeting.

## **Conflicts of Interest**

Committee members will be invited to disclose conflicts of interest at the commencement of each meeting. Ongoing conflicts of interest need not be disclosed at each meeting once acknowledged. Where members or invitees are deemed to have a real or perceived conflict of interest, they will be excused from Committee discussions on the issue where a conflict exists.

## **Reviews**

The Committee will review at least annually this Committee charter and recommend to the Board for approval any appropriate amendments.

The Board of Directors will review the performance of the Committee annually.

## **Reporting**

- The Committee will prepare a written report for all General Meetings of club delegates.
- The Committee will provide minutes to the board subsequent to each Committee meeting.
- The Committee Chairperson will ensure that the Board Chairperson and the Board are immediately informed of matters that may impact significantly on the financial condition, safety and/or reputation of the Organisation.

## **Budget**

- Calibration of Equipment,
- Random Fuel and Engine Measuring testing
- Fuel tester, Engine Measurers for title events (Part of Officials Title Budget)
- Scrutineer training sessions

The above budget lines may have an allocation in AIDKA's Annual Financial Budget, if not any expenditure would require prior approval from the Board and Finance Committee. If expenditure is over \$5000 in one transaction it would also require prior approval from club delegates.

## **Appendix A – Duties and Responsibilities**

In assisting the Board in fulfilling their responsibilities, the duties of the Committee are to:

- Conduct and/or organise scrutineer trainings.
- Ensure consistent interpretation of the AIDKA rules in relation to technical issues.
- Investigate, present and/or amend a ruling on any technical issues with engines, karts and/or equipment when required.
- Have a good understanding of availability of engines, parts etc. and investigate further options to better the sport.
- In conjunction with host club, appoint engine measurers, scrutineers and fuel tester for all title meetings (minimum 60 days from event).
- Align technical aspects of AIDKA with the objectives of the association and strategic planning of AIDKA.
- Organise and facilitate technical inspections and adjudicate on penalties when required.
- Organise random fuel testing at AIDKA race events.
- Assist Board when required on issues involving technical issues.
- Attend all meetings as requested.

### ***Board requests***

- Perform any other duty or undertaking that the Board and/or Council Delegates may request from time to time.

### ***Reporting***

- The Committee chairperson report to the Board and AIDKA Administration on the Committee meetings regarding all relevant matters and appropriate recommendations in a written report (with supporting material) for noting or approval by the Board.
- The Committee Chairperson will prepare a written report for all General Meetings of AIDKA.
- The Committee Chairperson will ensure that the Board Chairperson and the Board are immediately informed of matters that may impact significantly on the financial condition, safety and/or reputation of the Organisation.



## AUSTRALIAN INDEPENDENT DIRT KART ASSOCIATION Inc. SAFETY SUB-COMMITTEE

*The purpose of a sub-committee charter is to clearly define the respective roles, responsibilities, and authorities of the Board sub-committee. Although each charter will be different, this template is indicative of matters that may be included but should not be seen as required or exhaustive.*

### **Purpose**

The Safety Sub-Committee (the **Committee**) assists the Board of Directors in fulfilling its oversight and responsibilities relating to Safety issues within the Association and affiliated clubs including Track, premises and other matter that is relevant to safety.

The duties and responsibilities of the Committee are set out in **Appendix A**. The existence of the Committee does not imply the fragmentation or diminution of the role of the Board.

### **Authority**

The Board has authorised the Committee, within the scope of their duties and responsibilities set out in this charter to:

- perform the activities required to address its responsibilities and make recommendations to the Board, AIDKA Administration and/or Club Delegates;
- require attendance by specified personnel at meetings as appropriate; and
- have unrestricted access to management, employees and information it considers relevant to its responsibilities under this charter.

### **Membership**

The Committee shall comprise of three (3) members. The Committee members will be elected by members who are entitled to vote at a general meeting.

Committee member rotation for all Sub Committees will be enforced.

### **Chairperson**

The Committee will elect one of the Committee members to be the Committee Chairperson. The Board of Directors will ratify the appointment of Committee Chairperson. The Committee Chairperson shall chair the meetings of the Committee and set its agendas.

Should the Committee Chairperson be absent from a meeting, the Committee Members present must appoint a chairperson for that particular meeting.

### **Meetings**

The Committee should meet at least four (4) times per year and participants may attend by video conference and/or teleconference. The Committee Chairperson or any Committee Member may call a meeting of the Committee. Committee Members shall declare any conflict of interest before the commencement of each meeting.

## **Meeting Attendance**

Any person may be invited by the Committee Chairperson to attend meetings of the Committee, but not necessarily for the full duration of the meeting. Invitees may take part in the business of, and discussions at, the meeting but have no voting rights.

## **Quorum and Voting**

A quorum must consist of two (2) or more members of the Committee.

Matters will be decided by consensus, or if consensus is not achievable, then by a majority of votes of members present. The Committee Chairperson shall not have a second or casting vote.

## **Minutes**

A Committee delegate must prepare the minutes of the Committee within seven (7) working days. After the Committee Chairperson has given preliminary approval, the draft minutes are circulated to all Committee members, the Board of Directors and AIDKA Administration. The minutes must be ratified at the next Committee meeting.

## **Conflicts of Interest**

Committee members will be invited to disclose conflicts of interest at the commencement of each meeting. Ongoing conflicts of interest need not be disclosed at each meeting once acknowledged. Where members or invitees are deemed to have a real or perceived conflict of interest, they will be excused from Committee discussions on the issue where a conflict exists.

## **Reviews**

The Committee will review at least annually this Committee charter and recommend to the Board for approval any appropriate amendments.

The Board of Directors will review the performance of the Committee annually.

## **Reporting**

- The Committee will prepare a written report for all General Meetings of club delegates.
- The Committee will provide minutes to the board subsequent to each Committee meeting.
- The Committee Chairperson will ensure that the Board Chairperson and the Board are immediately informed of matters that may impact significantly on the financial condition, safety and/or reputation of the Organisation.

## **Budget**

- Track Inspections

The above budget lines may have an allocation in AIDKA's Annual Financial Budget, if not any expenditure would require prior approval from the Board and Finance Committee. If expenditure is over \$5000 in one transaction it would also require prior approval from club delegates.



## **Appendix A – Duties and Responsibilities**

In assisting the Board in fulfilling their responsibilities, the duties of the Committee are to:

- Conduct and/or organise Track Inspections.
- Conduct and/or organise Safety Audits including Risk assessments.
- Investigate, present and/or amend a ruling on any safety issues in regard to tracks, facilities and premises.
- In conjunction with host club, organise an on-site inspection of track, facilities and premises prior to all title meetings (minimum 90 days from event).
- Align all safety aspects of AIDKA with the objectives of the association and strategic planning of AIDKA.
- Assist Board when required on issues involving technical issues.
- Attend all meetings as requested.

### ***Board requests***

- Perform any other duty or undertaking that the Board and/or Council Delegates may request from time to time.

### ***Reporting***

- The Committee chairperson report to the Board and AIDKA Administration on the Committee meetings regarding all relevant matters and appropriate recommendations in a written report (with supporting material) for noting or approval by the Board.
- The Committee Chairperson will prepare a written report for all General Meetings of AIDKA.
- The Committee Chairperson will ensure that the Board Chairperson and the Board are immediately informed of matters that may impact significantly on the financial condition, safety and/or reputation of the Organisation.



## AUSTRALIAN INDEPENDENT DIRT KART ASSOCIATION Inc. RULE CHANGE PANEL SUB-COMMITTEE

*The purpose of a sub-committee charter is to clearly define the respective roles, responsibilities, and authorities of the Board sub-committee. Although each charter will be different, this template is indicative of matters that may be included but should not be seen as required or exhaustive.*

### **Purpose**

The Rule Change Panel Sub-Committee (the **Committee**) assists the Board of Directors in fulfilling its oversight and responsibilities relating to the rule changes including reviewing rule change submission for intent, suitability, functionality and contradictions.

The duties and responsibilities of the Committee are set out in **Appendix A**. The existence of the Committee does not imply the fragmentation or diminution of the role of the Board.

### **Authority**

The Board has authorised the Committee, within the scope of their duties and responsibilities set out in this charter to:

- perform the activities required to address its responsibilities and make recommendations to the Board, AIDKA Administration and/or Club Delegates;
- require attendance by specified personnel at meetings as appropriate; and
- have unrestricted access to management, employees and information it considers relevant to its responsibilities under this charter.

### **Membership**

The Committee shall comprise of three (3) members. The Committee members will be elected by members who are entitled to vote at a general meeting.

In addition to these three (3) members there will be one (1) representative from each of the Officials and Technical sub committees.

This would total the Rule Change Panel membership to five (5) members.

Committee member rotation for all Sub Committees will be enforced.

### **Chairperson**

The Committee will elect one of the Committee members to be the Committee Chairperson. The Board of Directors will ratify the appointment of Committee Chairperson. The Committee Chairperson shall chair the meetings of the Committee and set its agendas.

Should the Committee Chairperson be absent from a meeting, the Committee Members present must appoint a chairperson for that particular meeting.

### **Meetings**

The Committee should meet at least four (4) times per year and participants may attend by video conference and/or teleconference. The Committee Chairperson or any Committee Member may call a meeting of the Committee. Committee Members shall declare any conflict of interest before the commencement of each meeting.

### **Meeting Attendance**

Any person may be invited by the Committee Chairperson to attend meetings of the Committee, but not necessarily for the full duration of the meeting. Invitees may take part in the business of, and discussions at, the meeting but have no voting rights.

### **Quorum and Voting**

A quorum must consist of three (3) or more members of the Committee.

Matters will be decided by consensus, or if consensus is not achievable, then by a majority of votes of members present. The Committee Chairperson shall not have a second or casting vote.

### **Minutes**

A Committee delegate must prepare the minutes of the Committee within seven (7) working days. After the Committee Chairperson has given preliminary approval, the draft minutes are circulated to all Committee members, the Board of Directors and AIDKA Administration. The minutes must be ratified at the next Committee meeting.

### **Conflicts of Interest**

Committee members will be invited to disclose conflicts of interest at the commencement of each meeting. Ongoing conflicts of interest need not be disclosed at each meeting once acknowledged. Where members or invitees are deemed to have a real or perceived conflict of interest, they will be excused from Committee discussions on the issue where a conflict exists.

### **Reviews**

The Committee will review at least annually this Committee charter and recommend to the Board for approval any appropriate amendments.

The Board of Directors will review the performance of the Committee annually.

### **Reporting**

- The Committee will prepare a written report for all General Meetings of club delegates.
- The Committee will provide minutes to the board subsequent to each Committee meeting.
- The Committee Chairperson will ensure that the Board Chairperson and the Board are immediately informed of matters that may impact significantly on the financial condition, safety and/or reputation of the Organisation.

### **Budget**

The above budget lines may have an allocation in AIDKA's Annual Financial Budget, if not any expenditure would require prior approval from the Board and Finance Committee. If expenditure is over \$5000 in one transaction it would also require prior approval from club delegates.

## **Appendix A – Duties and Responsibilities**

In assisting the Board in fulfilling their responsibilities, the duties of the Committee are to:

- Review all rule change submissions.
- Assess all rule change submissions for intent, suitability, functionality.
- Review any contradictions to other rules of AIDKA.
- Assess any safety aspect of the rule submission that requires addressing.
- Liaise with submitting club/committee/board to construct a workable rule.
- Approve Supplementary Regulations in accordance with AIDKA rules.
- Power to decline a rule submission. If submitting party is not in agreement, then the Board will have casting vote whether the rule is presented for implementation. (Require rule change)

### ***Board requests***

- Perform any other duty or undertaking that the Board and/or Council Delegates may request from time to time.

### ***Reporting***

- The Committee chairperson report to the Board and AIDKA Administration on the Committee meetings regarding all relevant matters and appropriate recommendations in a written report (with supporting material) for noting or approval by the Board.
- The Committee Chairperson will prepare a written report for all General Meetings of AIDKA.
- The Committee Chairperson will ensure that the Board Chairperson and the Board are immediately informed of matters that may impact significantly on the financial condition, safety and/or reputation of the Organisation.



## AUSTRALIAN INDEPENDENT DIRT KART ASSOCIATION Inc. PUBLICITY & MARKETING SUB-COMMITTEE

*The purpose of a sub-committee charter is to clearly define the respective roles, responsibilities, and authorities of the Board sub-committee. Although each charter will be different, this template is indicative of matters that may be included but should not be seen as required or exhaustive.*

### **Purpose**

The Publicity and Marketing Sub-Committee (the **Committee**) assists the Board of Directors in fulfilling its oversight and responsibilities relating to the promotion and marketing AIDKA as a brand and as a whole to all including members, public and other sporting bodies.

The duties and responsibilities of the Committee are set out in **Appendix A**. The existence of the Committee does not imply the fragmentation or diminution of the role of the Board.

### **Authority**

The Board has authorised the Committee, within the scope of their duties and responsibilities set out in this charter to:

- perform the activities required to address its responsibilities and make recommendations to the Board, AIDKA Administration and/or Club Delegates;
- require attendance by specified personnel at meetings as appropriate; and
- have unrestricted access to management, employees and information it considers relevant to its responsibilities under this charter.

### **Membership**

The Committee shall comprise of three (3) members. The Committee members will be elected by members who are entitled to vote at a general meeting.

Committee member rotation for all Sub Committees will be enforced.

### **Chairperson**

The Committee will elect one of the Committee members to be the Committee Chairperson. The Board of Directors will ratify the appointment of Committee Chairperson. The Committee Chairperson shall chair the meetings of the Committee and set its agendas.

Should the Committee Chairperson be absent from a meeting, the Committee Members present must appoint a chairperson for that particular meeting.

### **Meetings**

The Committee should meet at least four (4) times per year and participants may attend by video conference and/or teleconference. The Committee Chairperson or any Committee Member may call a meeting of the Committee. Committee Members shall declare any conflict of interest before the commencement of each meeting.

## **Meeting Attendance**

Any person may be invited by the Committee Chairperson to attend meetings of the Committee, but not necessarily for the full duration of the meeting. Invitees may take part in the business of, and discussions at, the meeting but have no voting rights.

## **Quorum and Voting**

A quorum must consist of two (2) or more members of the Committee.

Matters will be decided by consensus, or if consensus is not achievable, then by a majority of votes of members present. The Committee Chairperson shall not have a second or casting vote.

## **Minutes**

A Committee delegate must prepare the minutes of the Committee within seven (7) working days. After the Committee Chairperson has given preliminary approval, the draft minutes are circulated to all Committee members, the Board of Directors and AIDKA Administration. The minutes must be ratified at the next Committee meeting.

## **Conflicts of Interest**

Committee members will be invited to disclose conflicts of interest at the commencement of each meeting. Ongoing conflicts of interest need not be disclosed at each meeting once acknowledged. Where members or invitees are deemed to have a real or perceived conflict of interest, they will be excused from Committee discussions on the issue where a conflict exists.

## **Reviews**

The Committee will review at least annually this Committee charter and recommend to the Board for approval any appropriate amendments.

The Board of Directors will review the performance of the Committee annually.

## **Reporting**

- The Committee will prepare a written report for all General Meetings of club delegates.
- The Committee will provide minutes to the board subsequent to each Committee meeting.
- The Committee Chairperson will ensure that the Board Chairperson and the Board are immediately informed of matters that may impact significantly on the financial condition, safety and/or reputation of the Organisation.

## **Budget**

The above budget lines may have an allocation in AIDKA's Annual Financial Budget, if not any expenditure would require prior approval from the Board and Finance Committee. If expenditure is over \$5000 in one transaction it would also require prior approval from club delegates.

## **Appendix A – Duties and Responsibilities**

In assisting the Board in fulfilling their responsibilities, the duties of the Committee are to:

- Develop marketing strategies to expose AIDKA to the greater population outside dirt karting.
- Investigate opportunities to utilise media platforms to promote AIDKA.
- Develop promotion strategies and ideas to better the image of AIDKA.
- Utilise all media platforms to help promote AIDKA as a sport.
- Liaise with clubs to assist in promotion of their events if required.
- Present advertising opportunities to the board and/or delegates to invest, promote and market the sport of AIDKA..

### ***Board requests***

- Perform any other duty or undertaking that the Board and/or Council Delegates may request from time to time.

### ***Reporting***

- The Committee chairperson report to the Board and AIDKA Administration on the Committee meetings regarding all relevant matters and appropriate recommendations in a written report (with supporting material) for noting or approval by the Board.
- The Committee Chairperson will prepare a written report for all General Meetings of AIDKA.
- The Committee Chairperson will ensure that the Board Chairperson and the Board are immediately informed of matters that may impact significantly on the financial condition, safety and/or reputation of the Organisation.



## AUSTRALIAN INDEPENDENT DIRT KART ASSOCIATION Inc. CALENDAR & EVENTS SUB-COMMITTEE

*The purpose of a sub-committee charter is to clearly define the respective roles, responsibilities, and authorities of the Board sub-committee. Although each charter will be different, this template is indicative of matters that may be included but should not be seen as required or exhaustive.*

### **Purpose**

The Calendar and Events Sub-Committee (the **Committee**) assists the Board of Directors in fulfilling its oversight and responsibilities relating to the AIDKA Calendar, Title Preparations and Supplementary Regulations

The duties and responsibilities of the Committee are set out in **Appendix A**. The existence of the Committee does not imply the fragmentation or diminution of the role of the Board.

### **Authority**

The Board has authorised the Committee, within the scope of their duties and responsibilities set out in this charter to:

- perform the activities required to address its responsibilities and make recommendations to the Board, AIDKA Administration and/or Club Delegates;
- require attendance by specified personnel at meetings as appropriate; and
- have unrestricted access to management, employees and information it considers relevant to its responsibilities under this charter.

### **Membership**

The Committee shall comprise of three (3) members. The Committee members will be elected by members who are entitled to vote at a general meeting.

Committee member rotation for all Sub Committees will be enforced.

### **Chairperson**

The Committee will elect one of the Committee members to be the Committee Chairperson. The Board of Directors will ratify the appointment of Committee Chairperson. The Committee Chairperson shall chair the meetings of the Committee and set its agendas.

Should the Committee Chairperson be absent from a meeting, the Committee Members present must appoint a chairperson for that particular meeting.

### **Meetings**

The Committee should meet at least four (4) times per year and participants may attend by video conference and/or teleconference. The Committee Chairperson or any Committee Member may call a meeting of the Committee. Committee Members shall declare any conflict of interest before the commencement of each meeting.



## **Meeting Attendance**

Any person may be invited by the Committee Chairperson to attend meetings of the Committee, but not necessarily for the full duration of the meeting. Invitees may take part in the business of, and discussions at, the meeting but have no voting rights.

## **Quorum and Voting**

A quorum must consist of two (2) or more members of the Committee.

Matters will be decided by consensus, or if consensus is not achievable, then by a majority of votes of members present. The Committee Chairperson shall not have a second or casting vote.

## **Minutes**

A Committee delegate must prepare the minutes of the Committee within seven (7) working days. After the Committee Chairperson has given preliminary approval, the draft minutes are circulated to all Committee members, the Board of Directors and AIDKA Administration. The minutes must be ratified at the next Committee meeting.

## **Conflicts of Interest**

Committee members will be invited to disclose conflicts of interest at the commencement of each meeting. Ongoing conflicts of interest need not be disclosed at each meeting once acknowledged. Where members or invitees are deemed to have a real or perceived conflict of interest, they will be excused from Committee discussions on the issue where a conflict exists.

## **Reviews**

The Committee will review at least annually this Committee charter and recommend to the Board for approval any appropriate amendments.

The Board of Directors will review the performance of the Committee annually.

## **Reporting**

- The Committee will prepare a written report for all General Meetings of club delegates.
- The Committee will provide minutes to the board subsequent to each Committee meeting.
- The Committee Chairperson will ensure that the Board Chairperson and the Board are immediately informed of matters that may impact significantly on the financial condition, safety and/or reputation of the Organisation.

## **Budget**

The above budget lines may have an allocation in AIDKA's Annual Financial Budget, if not any expenditure would require prior approval from the Board and Finance Committee. If expenditure is over \$5000 in one transaction it would also require prior approval from club delegates.

## **Appendix A – Duties and Responsibilities**

In assisting the Board in fulfilling their responsibilities, the duties of the Committee are to:

- Receive all dates for the following year as per AIDKA rules.
- Compile AIDKA calendar that includes all events including BRE, Race Meetings, Practice/Education Days, Title Dates, Council meeting dates etc.
- Resolve any clashes on the proposed calendar.
- Approve any date changes or rescheduled events on current calendar.
- Approve any additional or special events for the calendar.
- Liaise with host club and assist in organisation of title events within rules of AIDKA and any relevant AIDKA documents and requirements.

### ***Board requests***

- Perform any other duty or undertaking that the Board and/or Council Delegates may request from time to time.

### ***Reporting***

- The Committee chairperson report to the Board and AIDKA Administration on the Committee meetings regarding all relevant matters and appropriate recommendations in a written report (with supporting material) for noting or approval by the Board.
- The Committee Chairperson will prepare a written report for all General Meetings of AIDKA.
- The Committee Chairperson will ensure that the Board Chairperson and the Board are immediately informed of matters that may impact significantly on the financial condition, safety and/or reputation of the Organisation.



## **AUSTRALIAN INDEPENDENT DIRT KART ASSOCIATION Inc.**

### **AIDKA ADMINISTRATION CHARTER**

#### **Purpose**

The AIDKA Administration team assists the Board of Directors in fulfilling its oversight and responsibilities relating to the day to day running and organisation of AIDKA.

The Board has delegated authority for the operations and administration of the organisation to the AIDKA Administration team. The AIDKA Administration team is responsible for the overall day-to-day management and the performance of the Organisation. The AIDKA Administration team manages AIDKA in accordance with strategy, delegations, business plans and policies approved by the Board to achieve agreed goals and objectives included therein.

The AIDKA Administration team consist of the AIDKA General Manager and AIDKA Secretary and any other position the AIDKA Board of Directors approve as required.

- Build company image and growth by collaborating with stakeholders, government and community organisations.
- Provide guidance to AIDKA Council and Clubs to AIDKA's strategic vision, as per the AIDKA Strategic Plan.
- Ensure the effective operation of the association through assisting AIDKA Board, Sub Committees, Council, Affiliated Clubs and AIDKA members to fulfill objectives of the association.
- Increases management's effectiveness by ensuring all policies and procedures are adopted and utilised across the association.
- Enforce ethical business practices.
- Maintains quality service by establishing and enforcing organisation standards.

The duties and responsibilities of each member of the AIDKA Administration are set out in **Appendix A**. The existence of the AIDKA Administration does not imply the fragmentation or diminution of the role of the Board.

#### **Employment**

Any member of the AIDKA Administration who is an employee of AIDKA will be employed as an ongoing paid contractual agreement until such time of dismissal or resignation.

Employment for AIDKA General Manger and AIDKA Secretary will be 25 hours per week on a casual rate, some out of business hours work will be required, i.e. Board meeting and Council meeting attendance, occasional attendance at AIDKA events and club visits when required.

As an employee of AIDKA they will not be able to make any financial decisions on behalf of any party within AIDKA.

## **Authority**

The Board has authorised the Committee, within the scope of their duties and responsibilities set out in this charter to:

- perform the activities required to address its responsibilities and make recommendations to the Board, AIDKA Administration and/or Club Delegates;.
- require attendance by specified personnel at meetings as appropriate; and
- have unrestricted access to management, employees and information it considers relevant to its responsibilities under this charter.

## **Meeting Attendance**

Any member or all members of the AIDKA Administration may be invited to attend meetings of AIDKA Sub Committees, but not necessarily for the full duration of the meeting. Invitees may take part in the business of, and discussions at, the meeting but have no voting rights.

It will be a standing order that all AIDKA Administration members attend all AIDKA Board Meetings, General Meetings, Annual General Meetings and any Special General Meetings of AIDKA.

It will be a standing order that all AIDKA Administration members attend all Calendar and Events Committee events in relation to organising title events.

## **Conflicts of Interest**

AIDKA Administration members will be invited to disclose conflicts of interest at the commencement of each meeting. Ongoing conflicts of interest need not be disclosed at each meeting once acknowledged. Where members or invitees are deemed to have a real or perceived conflict of interest, they will be excused from Committee discussions on the issue where a conflict exists.

## **Reviews**

AIDKA Administration will review at least annually this charter and recommend to the Board for approval any appropriate amendments.

The Board of Directors will review the performance of the AIDKA Administration team annually.

## **Reporting**

- The AIDKA Administration will report to the Board regarding all relevant matters and appropriate recommendations in a written report (with supporting material) for noting or approval by the Board.
- AIDKA Administration will prepare a written report for all General Meetings of AIDKA.
- The AIDKA Administration will ensure that the Board Chairperson and the Board are immediately informed of matters that may impact significantly on the financial position, safety and/or reputation of the Organisation.
- AIDKA Administration will report any individual member or affiliated club discipline issues that need addressing to the Board Chairperson and the Board Members for review.

## **Budget**

- Any financial decision above prior set limits is to be approved by AIDKA Board of Directors and/or AIDKA Council.

The above budget lines may have an allocation in AIDKA's Annual Financial Budget, if not any expenditure would require prior approval from the Board and Finance Committee. If expenditure is over \$5000 in one transaction it would also require prior approval from club delegates.

## **Appendix A –**

### **AIDKA General Manager Duties and Responsibilities**

In assisting the Board in fulfilling their responsibilities, the duties of the AIDKA General Manager are to:

- Provide assistance to AIDKA Board and AIDKA Council to implement AIDKA directives and requests.
- Assist the AIDKA Board with achievement of both long and short term AIDKA strategic objectives.
- Plan and direct activities in order to achieve required growth targets.
- Source and apply for grants on behalf of AIDKA.
- Research and manage sponsorship opportunities for AIDKA.
- Develop programs and/or initiatives to advance the sport.
- Develop and maintain AIDKA's culture and values, build reputation with AIDKA Board, clubs, members, suppliers, partners and regulatory bodies.
- Prepare and deliver reports as requested.
- Research and write documents, analysis documents and proposals as needed to assist the organisation in determining and meeting its long and short term goals.
- Oversee Volunteer and Officials, development and training.
- Update and improve policies.
- Ensure AIDKA upholds ALL compliance and regulatory requirements.
- Record and provide accurate data re race meetings and penalties and officials.
- Liaise with AIDKA Board, Secretary, Clubs and Committees to fulfill directions.
- Research and source information for AIDKA Board, Council, Clubs and Committees as requested.
- In conjunction with AIDKA Treasurer, review and renew AIDKA insurances annually.
- Assist affiliated clubs with any enquiries.
- Co-ordinate all prospective club enquiries and send relevant information as required.
- Perform any other duty or undertaking that the Board and/or Council Delegates may request from time to time.

### **AIDKA Secretary Duties and Responsibilities**

In assisting the Board in fulfilling their responsibilities, the duties of the AIDKA General Manager are to:

- Receive and distribute all incoming correspondence to the relevant person and/or committees.
- Maintain a record all incoming and outgoing correspondence.
- Prepare and maintain the current AIDKA rule book with any amendments as required.
- Keep a current data base of all affiliated club details including location, address, executive members and their contact details. Update website and AIDKA Rule Book when these change.

- Issue annual AIDKA licences for Drivers, Pit Crews, Officials and ADIKA Life Members.
- Issue AIDKA Track Licences once approved by the Safety Committee.
- Maintain AIDKA database of all members and their licences.
- Organise all AIDKA Board Meetings and AIDKA General meetings including date, location and time. Also invite all relevant persons to attend these meetings.
- Collate all Reports for agendas as required.
- Prepare Agendas for all AIDKA Board meetings and AIDKA general meetings.
- Minute meetings of the Board and AIDKA general meetings, distribute minutes to all required persons in allocated time frames.
- Organise and pay for any travel and/or accommodation for AIDKA Board Members and AIDKA Administration members in relation to attendance of any meetings.
- Organise and pay for any travel, accommodation and/or meal allowance for any required officials to attend title events as per the AIDKA Title Events Booklet.
- Attend Title events for purpose of Appeals and Protests.
- Book facilities and/or venues required for meetings and training.
- Assist affiliated clubs with enquiries.
- Receive and distribute race reports to relevant person and/or committee.
- Update Medical clearance/licence suspension listing and distribute when required.
- Advise licence holders of requirement to get a medical clearance to activate licence.
- Advise licence holders of any suspension including dates of suspension and any restrictions.
- Process insurance claims and forward to insurer for action.
- Advise affiliated clubs and individual members of any vacancies available, Australian Title Applications, Life Member applications and any other relevant position available to members.
- Send relevant reminders to clubs throughout the year including but not limited to Calendar due dates, Agenda item requests, Rule change voting.
- Prepare all AIDKA title documents required for each event.
- Receive and collate all nominations for AIDKA titles including adjudication of duplicate numbers, under subscribed classes and refunds if necessary.
- Enter nominations into Quickgrid and formulate the event data including race order etc. and Mylaps data files.
- Organise the transport of AIDKA assets to each AIDKA Title event including Radios, testing equipment, flags, vest, official folders, stationery, payment equipment, bar code scanner, engine seals, chassis seals and other item required to run the event.
- Select and Organise AIDKA National Title Pole Sitter awards to be delivered to host club.
- Organise Title plates for each AIDKA Title event and delivery to host club.
- Perform any other duty or undertaking that the Board and/or Council Delegates may request from time to time.



## **Member Protection Information Officer (MPIO) Position Description**

A Member Protection Information Officer is an independent, first point of contact for enquiries, concerns or complaints around harassment, discrimination, abuse and other inappropriate behaviour.

A Member Protection Information Officer provides confidential, impartial and timely information and support to the person with the concern. A MPIO ensures that everyone involved is aware of their rights and responsibilities and works alongside the policies and procedures to ensure a fair and inclusive environment at AIDKA.

### **Responsibilities of an MPIO:**

- To listen and act as a sounding board.
- Clarify basic points and concerns.
- Understand and follow AIDKA policies and procedures in relation to Member Protection.
- Refer to the Member Protection policy and explain what constitutes inappropriate behaviour; provide information about discrimination, harassment and child abuse.
- Explain the complaints process and options available under the Member Protection policy to resolve the complaint.
- Discuss any relevant laws, by-laws and the right to complain to external agencies.
- Offer to provide details for counselling or other referrals if appropriate or requested.
- Monitor and follow up the enquiry or complaint.
- Take complaints seriously.
- Note the MPIO does not get involved in the official investigation process – they may refer a complaint to mediation, AIDKA or an appointed person for investigation (e.g. breaches of code of conduct). Breaches of the Member Protection Policy may be referred to a hearing of a Member Protection Tribunal.

A MPIO must:

- Maintain confidentiality if possible.
- Record detailed notes.
- Act impartially and not take sides.

### **Skills Required:**

- Good interpersonal and communication skills.
- Good understanding of governing Constitution/By-Laws/Policies and Procedures.
- Conflict resolution skills.
- Current WWCC .
- The MPIO must complete the MPIO online course and attend provided face to face training (half day).