Advancing Women in Snowsports

Terms of Reference

Purpose Statement

The 'Advancing Women in Snowsports' Committee is a sub-committee of the Australian Professional Snowsports Instructors (APSI) with the following Vision and Mission:

a. Vision: An APSI in which women are treated with respect and have equal opportunity to participate and pursue a career in snowsports instruction.
b. Mission: To achieve systemic change within the APSI that addresses discrimination against women across all areas.

The 'Advancing Women in Snowsports' (AWS) has the following mandates:

1.0 The AWS will advocate for measurable, sustainable, and positive change for the status of women within APSI.

1.1 The AWS will liaise with the APSI Board of Management (Board), The Technical Directors (TD's), trainers and members of all genders within the snowsport instructor community to ensure that the mandate of the AWS is reflected in all areas of APSI.

1.2 The AWS will liaise with other organisations and groups to learn and exchange information to seek to increase APSI participation to further the status of women.

1.3 To promote inclusive policies and practices across the APSI by providing advice to the Board, general management and Technical Directors on gender bias and barriers to equality.

1.4 To maintain and grow the number of:

• Female members of the APSI

• Female members participating in APSI courses, exams and other events

• Female trainers in the APSI

• Female members of the APSI undertaking a career pathway in snowsports instruction.

Authority

2.0 Make recommendations to the Board to achieve the AWS mandate.

2.1 Implement strategies and actions as approved by the Board.

2.2 Expend APSI funds to the amount approved by the Board to facilitate delivery or implementation of strategies and actions as approved by the Board.

2.3 Implement actions and programs approved by the Board in collaboration with the Board, general management, TD's and the Technical Committees.

Membership

3.1 The inaugural AWS is comprised of:

> 4-5 female trainers as voted in by current APSI female trainers and Chair, elected from within the AWS, for a maximum of six members.

3.2 AWS members will participate fully at and between meetings, share expertise and information, act as AWS champions and build networks to support AWS work.

3.3 All board members are welcome to attend any or all meetings of the AWS.

3.4

(a) The initial composition of the AWS is above. From 2022, the composition will change to a minimum of 4 trainers and to a maximum of two (female) APSI Members (non-trainers or members not employed in a training capacity by the APSI) nominated and voted in (elected) by the membership.

(b) If insufficient nominations are received to fill all vacancies on the AWS committee, the candidates nominated are taken to be elected.

Membership Term

4.0 The AWS term of office is two (2) years, ending at the conclusion of the AGM.

4.1 Following the inaugural AWS, two members will be voted on by the current AWS to remain for the next term with two positions then becoming available for nomination for female staff trainers and a maximum of 2 non-staff/non-trainer members.

4.2 Voting to the elect AWS members will take place every second year after the initial formation period (2020) at Trainers Co-ordination/AGM. The APSI's online voting platform will be used.

Chair

5.0 The Chair is selected from within the AWS committee members

Chair's Responsibilities

The Chair shall:

6.0 Coordinate secretariat support to the AWS to set the agenda, distribute and review minutes, plan and set meeting dates, prepare reports, and adhere to APSI policies.

6.1 Monitor and manage the committee budget (if one).

6.2 Conduct and facilitate committee meetings.

6.3 Liaise with other APSI Committees to ensure full participation of women, reflective of our membership, within APSI and in APSI activities.

6.4 Promote discussions, decisions and policies to reflect the purpose and mandate of the AWS.

6.5 Submit AWS related education requests to the Board in accordance with the timelines provided by the Board and Communications Committee.

6.6 Submit AWS related budget requests to the Board in accordance with the timelines provided by the Board.

6.7 Develop the AWS annual report to reflect the AWS work and achievements within the framework and deadlines provided.

6.8 Advocate the AWS goals, objectives and purposes.

Distribution of Agenda/Minutes

7.0 Committee minutes are distributed to AWS members and the APSI GM who will provide these to the Board upon request from the Board.

AWS Meetings

8.0 Meetings are at the call of the Chair and held once per quarter on a set day and time. Further meetings within the Australian Winter will be at the discretion of the current AWS.

8.1 Any three Members of the AWS with voting rights constitute a quorum for the transaction of the business of a meeting of the AWS.

Decision-Making

9.0 Decisions will be by consensus vote whenever possible. All AWS members get an equal vote and in the event of a tied vote, the Chair has the casting vote.

Reporting Relationships

10.0 The AWS reports to the Board bi-annually, in writing in May and October. Emerging issues will be reported to the Board, in writing, on an ad hoc basis as they arise.

10.1 The AWS reports to the APSI membership by providing a written report of its activities in APSI's Annual Snow Pro.

10.2 The AWS will report to the General Manager, Technical Directors as needed or directed by Board.

Goals:

11.0 Identifying and collaborating with stakeholders to address barriers to women's participation within the APSI.

11.1 Raising member awareness of women's economic and social justice issues and barriers to equality.

11.2 Building capacity for women's participation and leadership within the APSI and the snowsports industry.

11.3 Advising the Board and others as necessary to help align the APSI's policies and procedures to promote the objectives of the AWS.

11.4 Developing recommendations to the Board consistent with the mandate of the AWS.

11.5 Advocating for women's participation and leadership at all levels in APSI, within the snowsports industry and the snow community.

11.6 Monitoring progress towards achieving the goals.

Deliverables:

12.0 The AWS has formed an approach to allow for change to occur within the APSI. The AWS has developed the following three pillars for action, *'Education, Inspiration, Interaction'*. The Three Pillars will underpin strategy and the following are examples.

Education:

- Educating members on gender disparity topics, for example, unconscious gender bias and micro aggressive behaviours.
- Promoting awareness of the power and effects of language.
- Supporting and/or encouraging members to report discrimination experienced and/or observed across the APSI in accordance with the APSI's

Complaints and Grievance Manage Policy which outlines the process to report discrimination.

Inspiration:

- Providing opportunity for members to engage with female trainers through on snow clinics, training, networking and events.
- Ensuring females are represented as equal role models with the intention to retain and progress more female members, candidates, and staff.

Interaction

- Providing a means to keep in touch with members and nurture a sense of community through social events, forums, members sessions, research, and further interactions.

12.1 An Action Plan has been established that identifies these three broad areas for focused attention that will enable strategic, sustainable and meaningful change within the APSI. This will be reviewed and revised at the end of each Australian season - *See Appendix 1.*

Monitoring and Evaluation

13.0 Appendix 1, 'Work Plan' lists the AWS's actions for the year and the future and the timeline to achieve each objective.

13.1 The Work Plan is a living document. It will be reformulated and approved at the start of each Australian Winter. The plan will be articulated in the May report and reviewed and evaluated in the October Report.

Time frames:

14.0 See Appendix 1 'Work Plan'.