

## **BGA COMMITTEE AND SUB-COMMITTEE TERMS OF REFERENCE 22 JUNE 2020**

### **Introduction**

Sub-committees and working groups and the Executive Committee (EC) of the British Gliding Association (BGA) are established under the Articles of Association of the BGA. With effect from 16<sup>th</sup> November 2019 the following committees and groups and their terms of reference apply:

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These terms of reference have been agreed by the EC.

### **Composition of sub-committees**

The Chairman of each sub-committee is appointed by the EC. The appointment is subject to annual renewal by the EC. Chairmen are subject to consideration for re-appointment at the first available meeting of the EC following the Annual General Meeting of the BGA.

In the event of a change of Chairman of a sub-committee, the whole membership of a sub-committee shall be subject to review as to their appointments, and it shall be the responsibility of the new Chairman of a sub-committee to appoint new members and / or re-appoint retiring members.

The Chairman of each sub-committee shall appoint suitably qualified persons with gliding experience (and exceptionally suitably qualified persons from outside gliding) to work as a committee. Sub-committees should ideally comprise a minimum of five members, including the Chairman. The Chairman of each sub-committee may terminate any appointment at any time, and shall consider for re-appointment all committee members before the first available meeting following their own appointment or re-appointment. The EC reserves the right to terminate any sub-committee member's appointment if it believes that is in the best interests of the BGA.

The Chairman of each sub-committee needs to be mindful of the long term needs of the BGA in terms of continuity of knowledge and experience within sub-committees and the gliding movement generally. Membership of the sub-committee should be kept under review with the aim of encouraging new members to join the sub-committee and gain that essential transfer of knowledge and experience from longer-standing and experienced members.

In accordance with the intent of the BGA's Articles of Association, all appointments to sub-committees shall be presented by the Chairman of a sub-committee to the EC for approval. The Chairman of each sub-committee shall appoint one of the members of the sub-committee as vice chairman to stand in the Chairman's place when unavailable.

In accordance with the BGA Articles of Association, the Chairman of the BGA is automatically a member of each BGA sub-committee, but shall not be counted for the purposes of achieving a minimum membership number on the sub-committee.

### **Sub-Committee policy development**

Sub-committee chairmen and their committee members are responsible to the EC for the development of policy proposals within their sphere of activities. All proposals for changes to BGA policies, rules, regulations, qualifications, standards and operations shall be presented in writing to the EC for review, adoption, rejection or modification.

### **Sub-Committee Accountability**

The Chairman and members of each sub-committee are accountable to the EC for their decisions and the implementation of strategies and policies pertinent to the aims and objectives of each sub-committee as aligned with the current BGA strategy.

### **Sub-Committee Responsibility**

The Chairman of each sub-committee shall chair the committee and is responsible to the EC for the conduct of the meetings of the committee and for the conduct of the committee members in carrying out their roles on the committee.

The Chairman of each sub-committee is responsible for delivery of the aims and objectives of the sub-committee, as agreed from time-to-time with the BGA Chairman and / or the BGA Chief Executive and / or the EC.

The Chairman of each sub-committee is responsible for ensuring that appropriate documentation (in paper or electronic form), including but not limited to minutes of meetings, is created and retained in respect of the business and decisions of the sub-committee, and in particular that correspondence external to the BGA is retained in a suitably organised filing system. Emails containing essential information should be copied to the BGA. The Chief Executive of the BGA shall be advised of and copied on all correspondence that commits the BGA or which is potentially contentious, or is of a policy nature. Minutes of meetings of sub-committees shall be presented on a timely basis to the EC for adoption and ratification.

### **Sub-Committee Authority and Delegations**

The Chairman of each sub-committee has authority to incur revenue expenditure and generate revenue appropriate to the aims and objectives of the committee within the limits of a delegated annual budget (but see also below with regard to employment of staff). Any planned or forecast material adverse variances from the budget shall be brought to the attention of, and discussed and approved with the EC, before financial commitments are made.

No capital expenditure commitments can be entered into by the Chairman or members of a sub-committee without the express prior written authority of the BGA Chairman or Chief Executive.

The Chairman and the members of each sub-committee do **not** have delegated authority to employ personnel, nor to determine their remuneration, nor to take on any onerous or long-

term obligations on behalf of the BGA, without the express written authority of the BGA Chairman following due consultation with the EC.

The Chairman and members of each sub-committee do not have any powers or authority to terminate the contracts of any BGA staff or contractors, or to take any disciplinary actions without the express written prior approval of the BGA Chairman and the EC.

### **Sub-Committee Budget**

A sub-committee's annual budget of revenue and expenditure for each year commencing 1<sup>st</sup> October shall be agreed by the EC, following due consultation and the approval of the overall BGA budget by the BGA member clubs at the Annual General Meeting.

### **Sub-Committee Meetings**

Each sub-committee shall convene as and when required to deal with the business of the committee, but at least twice a year.

### **BGA Articles of Association**

In the absence of guidance in these Terms of Reference on any aspect of the governance or conduct of each sub-committee, the Articles of Association of the BGA shall be deemed to apply. The Chief Executive shall supply each new EC member and Sub-committee Chairman with a copy of the Articles.

### **Reimbursement of 'Out of Pocket' Expenses**

Members of the Executive Committee and Sub-Committees are entitled to re-imbursment of reasonable travel and other directly related expenses for duties carried out in respect of their authorised activities, at rates agreed from time-to-time by the EC. Re-imbursment requests should be submitted in writing or by email to the BGA office and include relevant receipts.

## **BGA EXECUTIVE COMMITTEE (EC)**

Membership of the EC is defined within the BGA Articles of Association

The EC's aim is to manage the affairs of the BGA. This includes but is not limited to:

- Compliance with all applicable legislation as affects the BGA and the governance of the sport of gliding, including matters related to British Gliding Association Ltd
- Compliance with the latest Companies Act statutory requirements as directors of the BGA Ltd company and to exercise the duty of care responsibilities to employees, agents, suppliers and members of the public
- Ensuring appropriate risk management processes, procedures and mitigation on behalf of the BGA and where appropriate, member clubs collective interests
- Dealing with legal and contentious matters on behalf of the BGA and where appropriate, member clubs collective interests

In carrying out their duties, the members of the EC shall not without the sanction of a BGA general meeting:

- Make or alter the major policy of the Association
- Alter the subscriptions or fees payable by members to the Association
- Incur expenditure significantly deviating from that sanctioned in the budget agreed at the previous AGM
- Except in emergency add to or abrogate all or any regulations of the Association

## **Accident Investigation Team (AIT)**

The investigation of accidents to gliders and motor gliders are the responsibility of the Air Accidents Investigation Branch (AAIB) of the Department for Transport (DfT). The AAIB may, where appropriate, seek expert advice from members of the BGA Accident Investigation Team (AIT) or delegate the entire investigation to the BGA. The BGA AIT is established for the purposes of investigating accidents to gliders and motor gliders operating within the club structure of the BGA in the UK. Subsequent to each investigation a report is to be prepared, to a format acceptable to the AAIB and recommendations may be made to the EC. The AIT may also be called upon to investigate an accident at the request of the EC. The AIT will normally operate in accordance with a protocol agreed by the EC.

- The AIT will consist of a Principal Investigator and sufficient investigators to ensure adequate investigation cover throughout the UK. The Principal Investigator is appointed by the Chairman of the BGA on behalf of the EC.
- The Principal Investigator will ensure that AIT members have appropriate training and maintain appropriate standards.
- The BGA AIT investigators will report to the Principal Accident Investigator who reports to the EC via the Chairman of the BGA. The BGA AIT may call on the resources of the BGA including the Safety Committee and other Operations Group sub-committees to assist in its activities. However, the AIT must maintain independence.
- Members of the BGA AIT are entitled to re-imburement of travel and other directly related expenses incurred in carrying out their duties as an Investigator, at rates agreed from time-to-time by the EC. Expense claims are to be backed up by receipts or proof of purchase where possible.

## **Airspace Committee (AC)**

The aim of the AC is to maximise the amount of usable airspace available to glider pilots to fly in with the minimum of control from the airspace authorities.

The scope of activities and specific tasks of the AC are:

- To advise on the development of airspace strategies and policies for recommendation to and endorsement by the EC, and, where necessary under the BGA's constitution, by the members of the BGA in General Meeting.
- Obtain for glider pilots the maximum freedom for local and cross-country flying which also achieves the current safety regulation standards as set out within the CAA.
- Retain the agreed local and national airspace Letters of Agreement (LOA's) and support the development of LOA's by direct contact with CAA and MoD.
- Seek to obtain exemptions from airspace restrictions that are inappropriate to gliding operations and that will directly benefit cross-country gliding.
- Monitor plans by airfields and air traffic service providers for increasing controlled airspace and become actively involved to ensure that gliding needs are fully understood and recognised.
- Examine regulated airspace and where it does not meet the current CAA aircraft performance criteria make active representation to the appropriate CAA department for changes.
- Ensure that there is appropriate experienced representation on CAA committees that are specific to Sporting aviation that encompass gliding operations.
- Education of Air Traffic Units, both Civil and Military, in gliding operations by encouraging personal visits from clubs and/or members of the Airspace committee.
- Education of all BGA clubs in airspace matters, including through articles in Sailplane & Gliding and other BGA communication channels.
- To liaise with other gliding organisations in Europe to keep abreast of airspace matters in order to influence the outcome of proposals to the benefit of gliding.

## **Competitions and Awards Committee (CC)**

The role of the competitions and awards committee is to promote, develop, and manage, a vibrant and inclusive competition scene within the sport of gliding in Britain that supports organisers and encourages pilots to participate in competition, attracts competitive individuals into gliding, and helps retain members within the sport. It will do this by:

- Developing policies that support and fund initiatives that help glider pilots gain the skills and motivation to compete and win competitions both domestically and internationally.
- Taking note of FAI and IGC regulations and codes where appropriate, define competition formats and rules that make competition at all levels fair, as easy and cost effective as possible to organise, and appropriately rigorous at each level: club, regional, and national.
- Defining and managing the bid process for National competitions.
- Preparing expenditure budgets annually, projecting ahead four years, for review and agreement with the Executive Committee.
- Managing the selection and funding of competitive British Teams within agreed budgets and in accordance with agreed priority systems.
- Overseeing the activities of the British team by recommending to the EC the appointment of a British Team Manager or managers, and establishing the terms of reference for the Team Manager(s).
- Identifying winners of annual BGA performance awards and recommending suitable recipients for discretionary BGA and RAeC awards.
- Recommending to the EC the appointment of an IGC representative and making representations to IGC and FAI on competition related matters.
- Validation of all record and badge claims through the BGA Badges Officer and recommending to the EC the appointment of a Badges Officer.

In delivering these responsibilities the competitions and awards committee will pay particular attention to:

- Ensuring that its decisions are compatible with BGA strategic objectives and policies.
- Ensuring that its decision processes are open and outcomes as fair to all parties as possible.
- Building a highly competitive sporting scene that is also friendly and fun.
- Encouraging and supporting pilots to become the British and International champions of the future.
- Recognising the financial contribution of members and clubs across the sport and ensuring that spending decisions offer value for money and a discernible return to gliding in the round.

## **Development Committee (DC)**

The aim of the DC is to support and secure the successful development of gliding clubs in the UK.

**The Development Committee has a great deal of experience dealing with club management matters and can provide guidance but there are areas where clubs should refer to Professionally Qualified Advisers such as lawyers and accountants for definitive advice.**

The scope of activities and specific tasks of the DC are:

- To develop policies for recommendation and endorsement by the EC, and, where necessary under the BGA's constitution and with reference to its strategy, by the members of the BGA in General Meeting, in relation to club development matters.
- To advise and assist existing or potential member clubs and other relevant groups in the organisation of new clubs and / or new sites.
- To provide assistance to existing member clubs experiencing difficulties in retaining their existing sites and / or facing possible constraints on their activities.
- To provide guidance on sourcing appropriate specialist advisers.
- To encourage efficient and business-like management of clubs and management and development of club facilities and activities, including the adoption of good practices as recommended or required by the BGA or external guidelines, regulation or legislation.
- Provide information and guidance for existing and potential member clubs on financing, including sources of and applications for grants and loans, subject to information in this area being permissible under relevant regulations (e.g. Financial Services Act).
- To investigate problems and issues affecting the growth and development of gliding and to make recommendations for and contribute to the work for their solution, including representing the BGA and member clubs and liaising and negotiating with external agencies.
- To promote ideas considered constructive for the future growth and development of the sport of gliding.
- To monitor and report upon the state of gliding, including the effectiveness of any previously promulgated strategies.
- To establish and maintain close links with other sub committees of the BGA.
- To determine and direct the programme of work of the BGA Development Officer(s).



## **Financial Advisory Committee (FAC)**

The aim of the Financial Advisory Committee is to directly support the management and administration of BGA finances and advise the Executive Committee as deemed required to assist the Executive Committee to discharge their financial responsibilities.

Membership of the FAC shall include the BGA Treasurer, the Company Secretary and the Chief Executive. The FAC will normally convene in preparation for the BGA AGM and the BGA Club Management Conference.

In carrying out their duties, the members of the FAC shall not commit the BGA to any material obligation or legally binding position without ratification (evidenced in notes or Minutes) of their proposals by the EC.

## **Flight Operations Committee (FOC)**

The aim of the FOC is to consider and offer guidance to the EC on those elements of BGA flying operations not covered by other sub-committees.

The scope and specific tasks of the FOC, working in close liaison with other BGA sub-committees/working groups and with other air sports, include:

- To provide the EC with guidance on gliding operations not covered by other sub-committees (for example, winch operating).
- To provide the EC with information and where possible expert advice to support national and other consultations relating to gliding operations
- To actively participate in operations related CAA working groups (for example, the Airspace Infringement Working Group)

## **Instructing and Examining Committee (I&EC)**

The aim of the I&EC is to maintain and develop instructor and examiner standards within a cost effective and compliant framework.

Membership of the I&EC shall normally comprise the Chairman, the BGA Senior Regional Examiners and the Training Standards Manager.

The scope of activities and specific tasks of the I&EC are:

- To promote high standards of sailplane and powered sailplane flying through effective and compliant standards of instruction, coaching and examining
- To advise on the content and delivery of pilot, instructor and examiner training
- To support the regional network, including;
  - Instructor, Examiner and Coach development
  - Advising club CFIs
  - Advising club chairmen on CFI appointments
  - Advising on acceptance/non-acceptance of CFI appointments
- To monitor standards and intervening where necessary
- To routinely liaise with the BGA Safety Committee

## **Marketing Committee (MC)**

The aim of the MC is to provide advice and practical support to the EC in developing and implementing a BGA marketing strategy. In doing so, the MC will liaise with the Development Committee and the Participation Group of sub-committees.

The scope of activities and specific tasks of the MC are:

- To develop a marketing strategy for endorsement by the EC
- To develop policies for recommendation to and endorsement by the EC in relation to an agreed marketing strategy and to monitor and review the effectiveness of these policies in the light of changing circumstances
- To actively support the delivery of the BGA's marketing strategy and policies
- To advise and assist member clubs on marketing issues
- To identify, monitor and exploit potential sponsorship opportunities

## **Safety Committee (SC)**

The role of the Safety Committee is to review and provide guidance on all key flight safety issues in liaison with all other sub-committees.

Membership of the Safety Committee shall normally comprise;

- Chairman
- Safety Data Analyst
- Chief Technical Officer
- Training Standards Manager
- Chief Accident Investigator
- Invited subject matter experts as required

The scope of activity is to;

- Review the Safety Management System (SMS) policy and standards
- Review significant incidents and findings
- Review and maintain the hazard matrix
- Ensure safety trends are monitored effectively
- Commission where required and review progress of safety improvement activity
- Ensure issues are effectively communicated
- Monitor the effectiveness of the safety management system
- Consider AAIB and BGA AI recommendations and advise the BGA EC accordingly

The Chairman of the SC must use judgment, after consultation as appropriate with the BGA's Senior Accident Investigator, BGA Chief Executive, and BGA Chairman, in deciding whether information in relation to serious or fatal accidents, particularly where legal consequences may be involved, can be disseminated or published, and if so on what time-scale.

## **Staff Administration Committee (SAC)**

The SAC's aim is to support the successful administration of the BGA staff in compliance with the law and within acceptable risks.

Membership of the SAC, as formed from time to time on an as required basis, shall comprise of two Executive Committee members and the Chief Executive.

The SAC is responsible for, through the Chief Executive:

- The efficient management of BGA administration including oversight of the existing office occupancy arrangements
- Compliance with employment legislation
- Developing, establishing and reviewing the terms and conditions, including but not limited to remuneration, benefits and pensions, and performance criteria for staff and contractors
- Dealing with any staff disciplinary matters or staff grievances beyond the normal day-to-day staff matters handled by the Chief Executive
- Ensuring staff reviews are carried out

In carrying out their duties, the members of the SAC shall not commit the BGA to any material obligation or legally binding position without ratification (evidenced in notes or Minutes) of their proposals by the EC. Normal salary reviews may be carried out without reference to the EC on individual salaries or other benefits.

## Technical Committee (TC)

The Technical sub-committee is to provide the BGA Executive with specialist advice and support on the contribution of technical development and airworthiness to the overall effectiveness and safety of gliding operations under the BGA management. The Technical Committee will participate in the BGA Operations Group.

In his defined role, the BGA Chief Technical Officer will provide day to day executive support to the Technical Committee, in addition to his role within the BGA CAMO.

The Technical Committee remains as a specialist body outside the approved functions of the BGA CAMO, carries the Association's wishes and concerns in sailplane development and integrity and is a constituent part of the BGA's holistic approach to overall safety.

The Technical sub-committee is responsible for;

- Setting and maintaining standards for glider inspectors in UK. Maintaining a register of currency and training situations. Peer review of inspectors under local audit.
- Support and advice to the BGA CAMO Accountable Manager in his formal roles within the BGA Part M, Subpart F, G and I approvals. Also to act as an interface with the CAMO Quality Manager should he require wider independent advice
- Managing the certification, airworthiness and maintenance of non-EASA sailplanes, and such classes of future homebuilt sailplanes as are nationally regulated.
- Managing and negotiating minor mods and where necessary act as an interface with a DOA on more significant mods of interest to the movement as a whole
- Interface with CAA on relevance of EASA NPA's and CRD's to gliding in UK including the development of the ELA formula in Part 21
- Liaison with like European groups, including OSTIV, EGU and EAS, including CS22 requirements development
- Overseeing research and experimentation on nationally regulated sailplanes by individuals and/or universities, including clearance for flight
- Liaison with UK AAIB on technical issues relating to accidents. Reviewing and communicating accidents/incidents identified as having airworthiness implications and reporting such to national authorities and/or EASA. To advise the BGA Safety Committee of technical aspect of such events.
- Coordination with other bodies with similar interests such as BMAA, LAA, RAeS and the wider GA community