Constitution 2019

As amended and approved by AAIAC Council 9 April 2019
**AAIAC Constitution**

**Introduction**

The Adventure Activities Industry Advisory Committee [AAIAC] is representative of a wide range of stakeholders from the UK adventure activities sector.

The aim of AAIAC is to represent the Adventure Activities Sector in the UK in order to ensure that end users have a safe and professional adventurous experience. This is achieved by:

- Safety Accreditation: taking a coordinating role in safety accreditation of adventurous activity and managing, developing and growing Adventure Mark.
- Representation: being a single contact point for Government and other agencies in the areas of safety, risk management and good practice
- Guidance: being a single point of contact for all stakeholders, sharing good practice, developing standards and guidance

**Notes:** In this constitution, (i) where so required, the masculine includes the feminine;(ii) the word “industry” is to be interpreted in the widest possible way, as also including activities undertaken by non-employed persons and voluntary organisations etc.

**The Terms of Reference of AAIAC**

1. **Primary Role:** The aim of AAIAC is to represent the Adventure Activities Sector in the UK in order to ensure that end users have a safe and quality assured adventurous experience.

2. **Accordingly:**
   - it has a role in advising on the details of, and the implementation of, both the existing statutory licensing scheme for some adventure activities and any proposed new or non-statutory licensing or accreditation scheme(s) and managing, developing and growing Adventure Mark.
   - it has a role in representing the adventurous activity sector to Government in all its forms and other agencies, in particular on issues of maintaining and improving health & safety standards in the sector, and advising on sector-wide safety issues and standards;
   - it has a role in providing guidance for the adventurous activity sector, in particular identifying, developing and disseminating good practice within this is a role in creating relevant material, and in disseminating, promoting and publicising relevant issues;
3. Campaigning: The AAIAC is not a campaigning organisation, but will normally respond to relevant consultation material, and may publicise its advice and its responses.

The Membership of the AAIAC

4. Members: The AAIAC consists of a minimum of 9 and not more than 12 Members appointed by the AAAIC Council. The role description for AAIAC members is set out in Annex A to this constitution.

5. Members are expected to bring to bear on the work of the AAIAC their own experience, knowledge, and judgement.

6. Members are normally appointed for a fixed period of three years. No Member may serve as such for more than six years without a break in membership.

7. A Member who is absent from three consecutive meetings of the AAIAC may be deemed to have resigned.

8. Criteria for Membership: Members shall be appointed having regard to the following criteria –
   • personal adventure activity experience, expertise and currency;
   • significant experience in influencing and supporting national bodies including government and sector wide organisations;
   • adventure activity provider type and expertise, including experience of licensing (e.g. commercial centres, sole providers, local authorities, LEAs/LAs, schools, youth organisations, voluntary organisations);
   • adventure activity user & consumer type and experience (e.g. LEAs/LAs as users, schools as users, teachers, voluntary & youth organisations and leaders; Church organisations, parents groups);
   • relevant ‘sport governing body’ (or NGB) expertise and experience (e.g. of NGB qualifications and applicability);
   • managerial and staff knowledge, experience and competence (e.g. in the direct provision of adventure activities, in childcare, in leadership, in staff welfare/health & safety, in training);
   • and relevant tourism industry expertise and experience (e.g. Tourist Boards and cognate organisations).

9. Chairman & Vice-Chairman: The Chairman of AAIAC shall be elected or re-elected on an annual basis by the members and approved by the AAIAC council. AAIAC may choose to elect a Vice-Chairman on the same basis.

   Note: the AAIAC may wish to elect to the vice-chairmanship a person whom the members have it in mind to elect to the chair in the following year but this is no way conclusive that the vice chair will become chair.

10. Observers: AAIAC council may appoint observers for example the Sport and Recreation Alliance; the HSE; the AALS; and an appropriate Government Department in each of the four legislative executives of the United Kingdom, or relevant observers to AAIAC’s current work

11. Observers shall be entitled to attend and to speak at meetings of AAIAC. Observers may be represented at meetings by alternates.
12. Invited Persons: AAIAC may invite such persons as it thinks appropriate to attend the whole or part of one or more of its meetings to speak on specified matters.

13. AAIAC may co-opt such persons as it thinks fit primarily to work on specific topics, committees or sub-groups in order to progress its work. Such persons shall be eligible to speak to and vote on AAIAC’s agenda items at full meetings. A co-option shall last for no longer than one year or the duration of the specific purpose/task/work to which that co-option relates.

The AAIAC Council

14. The AAIAC Council is the governance body of AAIAC. It is not a committee or a sub-committee of the AAIAC. Its purpose is to appoint, and to oversee the process of the appointment of, the Members of the AAIAC, to receive an annual report and strategic plan from AAIAC each year. The AAIAC Council will provide direction, guidance and support on the strategic plan.

15. The AAIAC Council should approve the strategic plan for the next twelve months of AAIAC’s work. It may ask for changes or resubmission of a plan where the Council requests revision.

16. The Council will be chaired by an independent person recruited by an open process and selected by an Appointment Committee of no more than 5 persons from the AAIAC Council.

17. The ordinary members of the Council shall be representatives of:
   - Home nations
   - Adventure tourism
   - Industry professionals
   - Outdoor education providers
   - AAIAC Chair

18. Unlike AAIAC, members of the Council do act as representatives of the organisation to which they are associated. The Council may invite new organisations to nominate representatives to the Council as appropriate.

19. All full appointments to the membership of the AAIAC shall be made by the AAIAC Council in accordance with this constitution. The AAIAC Council should select an Appointment Committee of no more than 5 people to appoint the members of AAIAC. If a member of the AAIAC Council is appointed as a member of AAIAC, that person will step down as a member of the AAIAC Council unless elected as AAIAC Chair.

20. Any members of the AAIAC Council who have been nominated for membership of the AAIAC shall be excluded from all discussions relating to their own or each other’s appointment, re-appointment, or otherwise, to AAIAC.

21. The AAIAC Council shall meet at least once each year in the period from January to March in order that a strategic plan can be approved and that members may then take up their appointments from the beginning of the following Financial Year in April. Other meetings may be held at other times to agree the work of AAIAC.

22. Criteria: The AAIAC Council Appointment Committee should take fully into account the following when considering appointments –
• The need for a proper balance in the membership of the AAIAC between the three purpose areas.
• And the relevance to the membership and the work of the AAIAC of equality issues, in particular gender, disability and ethnicity.

Working Arrangements

23. The AAIAC Year: The operating year of AAIAC shall coincide with the normal financial year.

24. Meetings: AAIAC shall meet not less than three times a year. Not less than one meeting a year shall be held away from the normal meeting place [e.g. in another country of the UK], and provision shall normally be made at the ‘away’ meeting for interested parties to meet AAIAC.

25. Working Groups: AAIAC has three key purpose areas and thus three ‘standing’ working groups. The lead of all working groups shall be appointed by and from AAIAC, but the membership of working groups is not otherwise limited by this constitution. AAIAC with approval from the AAIAC Council, may create additional working groups on other topics as required from time to time. All working groups shall be required to submit a report on work in progress to every meeting of the AAIAC.

26. The AAIAC Council may also create additional working groups on other topics as required from time to time. All working groups created by the Council shall be required to submit a report on work in progress to every meeting of the AAIAC Council.

Other Matters

27. Quorum: The quorum at meetings of AAIAC [without which decisions may not be taken] shall be a number not less than one half of the total number of currently serving Members.

28. In the event of a vote being needed on any issue, a simple majority of the meeting (provided it is quorate) is sufficient. In the event of a tie, the Chair has a casting vote.

29. The Constitution: The adoption and modification of this constitution shall be by an affirmative vote of not less than three quarters of the total number of AAIAC Council members present in person or by proxy.

END
Annex A to AAIAC Constitution

Adventure Activities Industry Advisory Committee Members

Role description

Members of AAIAC are required to:

- Actively contribute to AAIAC’s role in providing guidance and advice to the adventure activity industry
- Actively contribute to AAIAC’s role in representing the adventure activity industry
- Hold responsibility for overseeing the management, development and growth of Adventure Mark

AAIAC members are expected to bring to bear on the work of the AAIAC their own experience, knowledge and judgement but also to call on ‘experts’ or ‘specialists’ from outside the membership to help develop AAIAC’s aims

To attend and contribute to three full AAIAC meetings per year and others as appropriate. AAIAC members are elected to hold clear responsibility across one of AAIAC’s purpose areas:
- Representation
- Guidance
- Adventure Mark

These may require additional time or specific meetings.

Person Specification

Essential Knowledge and Experience

1. Members shall be appointed having regard to one or more of the following criteria:

- Personal adventure activity experience, expertise and currency
- Adventure activity provider type and expertise, including experience of licensing
- Adventure activity user and consumer type experience
- Relevant national governing body expertise and experience
- Managerial and staff knowledge, experience and competence
- Relevant tourism industry expertise and experience
- External representation experience with for example: Government, Umbrella bodies and National Governing Bodies

2. To have a knowledge and understanding of safety and good practice in adventure activities

Essential Skills and Attributes
1. Commitment to the AAIAC and its aims

2. Members should be able to:

   - Read, understand and comment on documentation including relevant consultations, legislation and good practice guidance
   - Contribute to the development of good practice guidance from either a technical or editorial perspective
   - Participate constructively in open discussions about sensitive issues including legislation and good practice guidance, whilst respecting the views and roles of members and observers.
   - Work as individuals on their own initiative and with others as part of a team

3. The Committee will work through email communication, phone or video conferencing as well as face to face meetings

Outline Terms and Conditions

Meetings
AAIAC members will be expected to attend and contribute to three meetings per year and others as appropriate.

Duration of membership
Members are normally appointed for a fixed period of three years. No member may serve as much for more than six years without a break in membership.

A Member who is absent from three consecutive meetings of the AAIAC shall be deemed to have resigned.

Expenses
Expenses for attending AAIAC meetings will not currently be reimbursed.

Working groups
A key aspect of AAIAC activities is their working groups. AAIAC Members will be encouraged to contribute to the work of the working groups.