

# ROYAL ACADEMY OF DANCE

*The Royal Academy of Dance promotes knowledge, understanding and practice of dance internationally. We seek to accomplish our mission through promoting dance, educating and training students and teachers, and providing examinations to reward achievement.*

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## TERMS OF REFERENCE FOR REGIONAL ADVISORY PANELS IN AUSTRALIA

### **1. Administrative Areas**

1.1. The Royal Academy of Dance has established the following regional areas in Australia:

- a) Queensland
- b) New South Wales
- c) Australian Capital Territory / Riverina
- d) Victoria / Tasmania
- e) South Australia
- f) Western Australia

1.2. Each of these Areas will be administered by a Regional Manager (authorised representative).

### **2. Regional Structure**

2.1. The regional structure shall conform to the Areas set out in paragraph 1.1.

2.2. There shall be one voluntary Regional Advisory Panel (hereinafter RAP) for each Area. The RAPs are created as voluntary advisory panels which do not have legal responsibility or authority for the governance, control, direction and management of the Royal Academy of Dance. In their Advisory roles, RAPs provide non-binding advice and insight to the Royal Academy of Dance and volunteer to support delivery of events and activities.

2.3. The Regional Advisory Panel shall take the name of the Academy's Areas:

- a) Regional Advisory Panel for Queensland
- b) Regional Advisory Panel for New South Wales
- c) Regional Advisory Panel for Australian Capital Territory / Riverina
- d) Regional Advisory Panel for Victoria / Tasmania
- e) Regional Advisory Panel for South Australia
- f) Regional Advisory Panel for Western Australia

- 2.4. The terms of reference and accountability of the RAPs shall be set by the National Director Australia.

### **3. Aims and Objectives**

- 3.1. The RAP acts in a voluntary capacity and shall report to the National Director through the Regional Manager and support the aims and objectives of the Royal Academy of Dance by:
- a) Providing a link between the membership and management of the Royal Academy of Dance at the regional and national levels.
  - b) Consulting with and providing feedback, advice and recommendations to the Royal Academy of Dance on behalf of the regional membership and other matters relating to RAD activity in the region.
  - c) Advising and contributing to the development, delivery and promotion through the Regional Manager of Royal Academy of Dance student awards, events and courses, and member programmes for the region outside of the examination programme.
  - d) Acting as an advocate for, and promoting the work of, the Royal Academy of Dance, including programmes, courses and membership.
  - e) Assisting to raise funds to support the work of the Royal Academy of Dance at both regional and national levels where permissible under state regulations.

### **4. Limitations of Authority**

- 4.1. The role of each RAP is to provide advice and representation to the Royal Academy of Dance on behalf of members of the region and make recommendations relating to regional events and programmes in line with these Terms of Reference and other Academy policy and procedures. RAPs do not have authority to:
- a) Make decisions on behalf of the Regional Manager, National Director or Royal Academy of Dance relating to Academy policy, operations, syllabus or procedure.
  - b) Commit the Royal Academy of Dance to any arrangement with any third party without approval.
  - c) Commit the Royal Academy of Dance to expenditure outside agreed Regional Budgets allocated for events and activities in that region.
  - d) Direct members of the Royal Academy of Dance on matters outside of the RAP Terms of Reference.

### **5. RAP Representation**

#### **5.1. Elected Members**

- 5.1.1. There shall be a minimum of three (3) and maximum of eleven (11) elected members on each RAP. Members must be:

- RAD Member Plus or RAD RTS,
- Financial at the time of nomination or recognised Life Member, and
- 18 years or over at the time of nomination.

There is provision for 25% non-Full members to sit on the panel, if required.

5.1.2. They shall be elected by RAD Full members resident in the Area, and must themselves be resident in the Area and representative of the work of the Academy within the guidelines set down in this document.

5.1.3. A minimum of two (2) elected members should be filled by members from locations of the Area outside of major cities *where possible* to ensure adequate representation. For RAPs representing two Areas this requirement may be met by nominating members from the second/smaller region or state i.e.:

- Queensland – two elected members from outside Brisbane and Gold Coast regions (e.g. north Queensland).
- New South Wales – two elected members from outside Sydney/Greater Sydney (e.g. Newcastle; Western NSW etc.).
- Australian Capital Territory/Riverina – two elected members from Riverina.
- Victoria/Tasmania – two elected members from Tasmania.
- South Australia – two elected members from outside Adelaide.
- Western Australia – two elected members from outside Perth.

5.1.4. The election of Chairperson, and Vice-chairperson (optional), shall be on the vote of a majority of members of the RAP.

5.1.5. The election of the Chairperson and Vice-chairperson shall be confirmed when the National Director of the Royal Academy of Dance has approved the appointment.

5.1.6. In any case where a Chairperson or Vice-chairperson is not confirmed by the National Director, the outcome will be communicated, outlining reasons why and the relevant position will be re-elected.

## 5.2. Appointed Members

5.2.1. The Regional Manager shall be an appointed ex-officio member of the RAP and shall hold the office of Secretary and Treasurer.

5.2.2. The panel may appoint a Patron of their region. This appointment is honorary and shall be confirmed when the National Director of the Royal Academy of Dance has approved the appointment.

5.2.3. The panel may appoint up to a maximum of five (5) Friends of the Panel for their Area annually. Friends of the Panel may be any RAD member (financial) who is not currently eligible as a full Panel member and/or wishes to gain experience as an associate of the Panel. Friends are encouraged to attend meetings and volunteer on RAD events and activities; however have no voting capacities on Panel business.

## **6. Nominations for Elected Members**

- 6.1. Nominations for the election of Full members to serve on the RAP shall be made in writing. All nominations must be proposed and seconded by at least two Full members, neither of whom is the person nominated and returned to the Regional Manager 28 days prior to the Annual General Meeting of the RAP.
- 6.2. Nominations received shall be circulated to members 14 days prior to the meeting.
- 6.3. Members eligible to vote may cast their vote electronically or in person at the Annual General Meeting.
- 6.4. Elected members retiring after their first term are required to be re-nominated when they come up for re-election.
- 6.5. Nominations for the elected members for each RAP will be entered into a ballot in the event that there are more nominations than vacancies.
- 6.6. If insufficient members are nominated, nominations may be taken from the floor at the Annual General Meeting.
- 6.7. If insufficient members are nominated following the Annual General Meeting, the National Director may approve nominations and election following the Annual General Meeting by special resolution.

## **7. Meetings and Quorum**

- 7.1. Ordinary Meetings
  - 7.1.1. Each RAP shall normally meet a minimum of three times a year in addition to the Annual General Meeting. Elected members of the RAP are expected to attend 75% of meetings per year. Members who do not attend 75% of meetings may not be eligible for re-election if they are unable to provide an ongoing commitment to attendance.
  - 7.1.2. The quorum required for ordinary meetings shall be the Chairperson or Vice-chairperson, Regional Manager and at least two other elected members of the RAP.
  - 7.1.3. The Panel may vote on general matters and business for the region as recommendations to the Regional Manager and National Director (e.g. student event calendar and format). Recommendations from the Panel will be minuted and, if required, referred to the National Director for final decision.
- 7.2. Annual General Meetings
  - 7.2.1. An Annual General Meeting of each RAP shall be held in each calendar year for the transaction of the ordinary annual business of the RAP.
  - 7.2.2. The quorum required for an Annual General Meeting of the RAP shall be the Chairperson, Regional Manager and two elected members of the RAP – or Chairperson, three elected members of the RAP – and at least five members of the Area, who are neither the Chairperson, Regional Manager nor an elected member. If the meeting is not quorate within

half an hour after the start time, notification of the resolutions passed at such meeting must be circulated and shall have written approval of ten Royal Academy of Dance Full members resident in the area before such resolutions are effective.

7.2.3. The business of an Annual General Meeting shall always include:

- Election of members of the RAP,
- Reception and adoption of the Chairperson's Review of the RAP's activities for the year, and
- Financial overview of activities.

7.2.4. Notice of the Annual General Meeting shall be forwarded to all members of the Academy resident in that Area specifying the place, the day and the hour of the meeting together with a copy of the Agenda and any relevant papers at least 14 clear days before the meeting.

## **8. Temporary Vacancy**

8.1. Each RAP shall be empowered to co-opt any person resident in the Area to fill a temporary vacancy occurring by resignation, retirement or death of a member of the RAP, but they must be formally nominated at the next Annual General Meeting to be elected as a panel member.

A minimum of 75% of the panel should be RAD Member Plus or RAD RTS members.

## **9. Term of Office**

9.1. Members are elected for a three-year term on rotation. They shall be eligible for re-election for a further period of three years and should be proposed and seconded for nomination in the usual way. All RAP members (including the Chairperson and Vice-chairperson) must step down after six years and cannot be re-elected until twelve months has elapsed after the end of their six-year term.

9.2. The office of Chairperson, and Vice-chairperson (optional), shall be voted on annually by elected members of the RAP. Office bearers are voted on via ballot at the first meeting of the year of the newly elected RAP. In instances where there is a small RAP or only single nominations, office bearers may also be confirmed via discussion and agreement. All RAP members must have the opportunity to nominate for the office of Chairperson and Vice-chairperson.

9.3. All newly voted office bearer positions will be provided to the National Director for approval. In the event a Chairperson or Vice-chairperson is not confirmed by the National Director, the outcome will be communicated; outlining reasons why and the relevant position will be re-elected.

9.4. All elected RAP members are expected to participate in the delivery of RAD programmes and events in a voluntary capacity, on a rotational basis as agreed with the Regional Manager. RAD members of the Area, including Friends of the Panel and general RAD members, are able and encouraged to participate in the delivery of RAD programmes and events in a voluntary capacity, where required.

## **10. Minutes**

- 10.1. Each RAP shall keep Minutes of every meeting held for the purpose of all resolutions and proceedings of meetings of the Area. The Minutes will be confirmed at the following meeting as conclusive evidence of the facts therein stated. The Regional Manager, or agreed Minute Secretary, shall take the Minutes.
- 10.2. Any RAP Meetings undertaken by video conference may be recorded for the purposes of Minute Taking with permission of the RAP. Recordings will not be retained and only used for internal documentation purposes.

## **11. Accountability of Offices**

- 11.1. The RAP shall be accountable to the National Director Australia through the Regional Manager.

## **12. Finance**

- 12.1. All income and expenditure raised and spent via member events and activities and RAP business will be recorded and banked in accordance with the guidelines laid down by the Royal Academy of Dance.
- 12.2. All restricted funds for scholarships and bursaries shall be managed and administered by the Regional Manager in accordance with the guidelines laid down by the Royal Academy of Dance.

## **13. Conduct and Conflicts**

- 13.1. Members must act lawfully and with integrity and professionalism. All RAP members are expected to uphold the RAD Members' Code of Conduct at all times.
- 13.2. Members who have a significant personal interest in a matter in consideration by the RAP must disclose their interest, and if necessary remove themselves from discussions and voting on the matter. Personal interest may include provision of business to, engagement of services, or otherwise benefits to close family relations, close friendships or affiliations with associations or personal financial gain.

## **14. Variations and Dissolution**

- 14.1. The National Director Australia in conjunction with the Chief Executive of the Royal Academy of Dance shall at all times and in their absolute discretion have the power to vary these arrangements in any respect including the power to dissolve the RAPs and to nullify any appointments or decisions made by the RAPs; and appoint additional sub-committees or working groups.

Approved by:



National Director Australia  
Royal Academy of Dance  
29 November 2021