

Light Aircraft Association

Guidelines and Terms of Reference for Standing Committees and Working Groups of the Board of Directors

Introduction

To enable the Light Aircraft Association (LAA) Board of Directors to operate effectively it will operate through formal standing committees comprising Board members, LAA staff and other LAA members or non-members co-opted as necessary. The Board may also set up working groups for specific purposes.

Each committee will take ownership of one or more of the LAA's core business processes, and will seek always to document, review, learn and improve upon the operation of these processes, focussing on LAA goals and members' satisfaction. Working in focussed committees with established terms of reference, committee members will be able to make more effective use of their knowledge, experience and talents to the benefit of the LAA.

All committees will report directly to the Board. Formal committee reports will be regular items on the Board's agenda and will normally be submitted according to a schedule approved by the Board and published annually. This provides a structure to Board meetings, ensuring efficient use of Board time, and enhances operating performance. Written or PowerPoint reports will be the norm, but verbal reports will be acceptable with the Chairman's prior agreement. Unless the Chairman approves otherwise, reports should be circulated at least one week ahead of a Board meeting in order that Board members have time to consider and comment on them. PowerPoint presentations are recommended where significant new information is presented or approval for important issues is sought. Committee chairmen are responsible for advising the Board of any issues affecting the Governance of the Association.

Working groups will have more limited remits and may be temporary. Working groups may report directly to the Board or to committees. Terms of Reference for working groups which report to the Board must be approved by the Board and will be included in this document. Working group reports will be presented at Board as requested by the Chairman.

Guidelines for Membership of Board Committees and Working Groups

- Membership and chairmen of all committees (and working groups which report directly to the Board) will be proposed to the Board by the LAA Chairman and will be subject to Board approval.
- All Board members will normally be expected to be active on at least one standing committee and or working group. At least one Board member should serve on every committee.
- Others (including if appropriate non-members of the LAA) may be co-opted to serve on committees and working groups, as expert advisors, etc.
- Committees will be chaired by either a Board member, the Chief Executive Officer (CEO), or exceptionally another individual approved by the Board.
- Committee or working group chairmen will be responsible for reporting to the Board and for liaison with other committee and working group chairmen, LAA staff, membership and the NC.
- LAA staff may serve as members of committees and working groups.

- LAA staff may attend meetings of committees or working groups to participate or to take notes, etc., at that committee chairman's invitation.

Terms of Reference for Standing Committees

1. Governance Strategy and Process Committee. Chairman: Chairman of the LAA. Members: CEO, and at least three other Board members.

On behalf of the Board, to: -

- Review and oversee the LAA's operations and annual Strategic Planning process, to ensure that it operates effectively, taking account of the business and regulatory environment, and of membership needs.
- Develop and propose to the Board, for discussion and approval, any necessary changes in the LAA's governance arrangements, core business processes and management responsibilities to achieve the strategic objectives agreed.
- Retain an oversight of the litigation and liability position of the Association, as reported by the Liability and Insurance Working Group

2. Consultation and Advocacy Committee. Chairman: A Director or other nominee to be agreed by the Board. Members: CEO and at least one other Board member

On behalf of the Board, to: -

- Monitor regulatory developments which impact upon sports and recreational flying, reporting to the Board regularly.
- Develop position papers and consultation responses to progress agreed LAA policy in respect of regulation.
- Attend and influence relevant meetings with EU, Government, regulatory bodies, other aviation bodies and associations, to communicate, promote and progress agreed LAA policy.
- Prepare LAA policy briefings for members to assist them in lobbying of Government ministers, MPs etc. on key issues.
- Develop and maintain effective advocacy relationships with key figures in EU, UK Government, regulatory bodies and industry, etc. to influence regulatory policy formulation.

3. Finance Committee. Chairman: Treasurer of the LAA. Members: CEO, and at least two Board members.

On behalf of the Board, to: -

- Oversee all financial and budgetary matters connected with LAA Ltd and any other associated companies.
- Establish and annually review financial and budgetary Key Performance Indicators (KPIs).
- Undertake an annual financial planning activity consistent with the LAA Strategic Plan, taking account of other committee reports and proposals, presenting the resulting plan and budget to the Board for approval.
- Develop and propose to the Board for approval, any changes to financial policy, required to fulfil the stated goals of the LAA.
- Review the KPIs and budget variances of the LAA on a regular basis and make a financial report to the Board at every meeting, bringing to the attention of the Board any urgent financial or budgetary issues.

- Liaise with the LAA auditors in the preparation of the annual accounts and review the draft accounts, presenting them to the Board for discussion and approval.

4. Engineering and Airworthiness Committee. Chairman: Member of the Board or nominee to be agreed. Members: CEO, Chief Engineer, Chief Inspector and at least one other Board member.

On behalf of the Board, to: -

- Monitor safety-related incidents and any recommendations made by external bodies (e.g. AAIB, CAA) relating to LAA-regulated aircraft, reporting to the Board as appropriate.
- Review the operation of the LAA's delegated regulatory approvals, and propose to the Board any changes necessary to fulfil the stated goals and strategy of the LAA.
- Ensure effective oversight of current and future regulation, relevant to recreational aviation, and propose to the Board policy and activities in respect of liaison with regulatory or governmental bodies.
- Set and annually review KPIs for Engineering Department processes and performance reporting against these KPIs to the Board.
- Develop and propose to the Board an annual forward plan for Engineering Department activity associated with recreational aircraft development, including approval of new types.
- Review Engineering process management and quality issues, including a regular audit of performance against KPIs and budget,
- Providing an overall airworthiness safety report to the Board at least once per year including statistics and recommendations.
- Review policy and operation of the LAA's inspection activities at appropriate intervals.

5. Member Services and Marketing Committee. Chairman: Member of Board or nominee to be agreed. Members: Magazine Editor, CEO, and at least one other Board member.

On behalf of the Board, to: -

- Propose to the Board, for discussion and approval, marketing and member services policies, including recommendations for membership categories and charges, etc., required to fulfil the goals and financial plans of the LAA.
- Oversee PR and related external communication.
- Act as Board interface with branches and the NC. Manage applications for strut/branch/type club status.
- Ensure implementation of the agreed marketing and LAA member services policies reporting to the Board as necessary.
- Take general oversight of the Association magazine, including editorial policy and publication arrangements, reporting to the Board as necessary.
- Prepare an annual marketing budget for the LAA and LAA events (including the LAA Rally) for approval by the Board
- Co-ordinate and facilitate LAA event marketing activities, including co-ordination with event working groups, struts, and NC. Ensure the board is up to date on event plans
- Set and review KPIs for membership consistent with the Marketing plan, reporting to the Board at each meeting on current membership trends.
- Conduct an annual review of subscription levels, membership KPIs and emerging/future issues, reporting to the Board for discussion.

- Conduct membership surveys as necessary to identify the interests, views and requirements of LAA members, reporting to the Board
- Take oversight of the LAA awards including recommendations to appropriate external bodies.

6. Safety and Environment Committee. Chairman: A Board member or nominee to be agreed. Members: CEO, Chief Engineer or Deputy Chief Engineer and at least one other Board member.

On behalf of the Board, to: -

- Maintain an overview of all safety and environmental issues connected with the LAA, reviewing as necessary current and proposed legislation relevant to the activities of the LAA in respect of staff, members and the public.
- Prepare and regularly review safety guidelines and requirements for LAA events, promulgate these to NC and all LAA struts, branches and type clubs as necessary.
- Liaise with all parties involved with planning and operation of LAA events, including struts and the NC to ensure safe operations.
- Keep oversight of the LAA Safety Management System and safety-related incidents formally reporting to the Board at least annually.
- Propose to the Board any changes to the Health and Safety Policy Statement, required to fulfil legislative requirements and LAA's policy.
- Monitor and if necessary investigate safety-related incidents occurring to staff, members or the public; reporting or making proposals to the Board as appropriate.
- Promote safety initiatives to members.
- Prepare, review and oversee implementation of an LAA Environmental Policy, reporting to the Board as necessary.

Working Groups: Terms of Reference

Note: working groups may report either directly to the Board or as part of a Standing Sub Committee

1. Human Relations Working Group. Chairman: CEO. Members: Chairman and the Vice Chairmen. Reports directly to the board through the CEO as the sponsoring Director

On behalf of the Board, to: -

- Take an overview of HR matters connected with the Association, taking account of relevant employment legislation and reporting as necessary to the Board.
- Review staff performance, development and associated targets (individual targets, etc. to be set through management process which is a CEO responsibility).
- Review and agree staff remuneration arrangements
- Oversee recruitment activities and undertake short-listing and interviewing of candidates when necessary.
- Consider any staff disciplinary matters, including warnings and dismissal, reporting urgent issues as necessary to the Association Chairman.

2. Pilot Coaching Scheme (PCS) Working Group. Chairman: PCS Chairman. Members: CEO, at least one other Board member. Reports directly to the board through a sponsoring Director

On behalf of the Board, to: -

- Develop PCS activities to meet the needs of Association members.
- Ensure the safety and effectiveness of the PCS, reporting to the Board regularly.
- Ensure that all PCS activities, processes and persons engaged in PCS activities are fully and properly approved by the relevant regulatory authorities.

3. Rally Working Group. Chairman: A nominee to be agreed. Members: CEO, LAA members to include at least one other Board member. Reports directly to the board through a sponsoring Director

On behalf of the Board, to: -

- Plan, organise and manage the LAA Rally safely, efficiently and to budget, reporting to the Board on plans and progress as necessary.
- Liaise with external organisations and partners on behalf of the LAA as necessary to plan and present the LAA Rally.

4. Liability and Insurance Working Group. Chairman: CEO. Members: at least two Board members. Reports directly to the board through the CEO as the sponsoring Director

On behalf of the Board, to: -

- Keep under continuous review the issues of liability, insurance and litigation as they affect the LAA.
- Prepare an annual liability and litigation position report for the Board and any interim reports as necessary.
- Develop and propose to the GS&P Committee and Board for discussion and approval any necessary changes to the LAA statutory position and governance processes regarding liability and litigation.
- Respond as necessary to urgent emerging issues relating to the LAA's liabilities and report to the Board at the earliest opportunity.

5. Magazine Working Group. Chairman: A nominee to be agreed. Members: Magazine Editor, CEO, Chair of Member Services and Marketing Committee. Encompassed within Member Services and Marketing Committee.

- Advise and assist the Magazine Editor as necessary with editorial policy.
- Liaise with external organisations, advertisers and partners on behalf of the LAA as necessary to publish and distribute the magazine.
- Control expenditures in order to remain within the budget agreed by Board.

6. Awards. Chairman: a nominee to be agreed. Members: minimum of one who is an experienced LAA member. Encompassed within Member Services and Marketing Committee.

- Review members eligible for any aviation award that may be available for which LAA can expect to make submission .Ensuring subject to Chairman's approval that such appropriate submissions are made.
- Oversee the presentation of LAA awards ensuring as far as possible fair and proper assessment of such awards as are made

7. Events. Chairman: member of Member Services and Marketing Standing Committee. Members: Experienced LA members. Encompassed within Member Services and Marketing Committee.

- Maintain oversight of LAA events and related activities ensuring the board is aware of such activities.
- Liaise, as appropriate, with parties involved in planning and operation of major LAA events