



FIM AFRICA WOMEN IN MOTORCYCLING COMMISSION

TERMS OF REFERENCE AND OPERATING PRINCIPLES

PURPOSE

To provide the leadership necessary to ensure that FIM AFRICA's Vision and Strategic Objectives of equitable participation of women in all aspects of FIM AFRICA and motorcycling are achieved.

FIM AFRICA Strategic Direction

Vision (2012 – 2020)

- Excellence, professionalism in hosting and organising of all FIM Africa events
- Concern for rider health and safety (*sport, leisure, touring*)
- Financial sustainability and accountability
- Recognition of FIM Africa Continental Championships
- Responsible environmental conduct amongst all motorcycle federations and riders
- Inclusion of women in all types of motorcycle activities
- ◆ Recognition of motorcycling as a „family friendly“ activity
- Positive image and awareness of motorcycling established (*government and public*)

FIM AFRICA's success is powered by its:

- Skilled, passionate volunteers
- Representation of women, riders and the younger generation in leadership positions
- Recognition and respect for different cultures throughout the Continent
- Strong brand awareness supported by active merchandising campaigns
- Ensuring sponsors receive value for their investment (*events and general*)

Values

- Highest standards of excellence, fairness, inclusion, unity & transparency guide all processes
- Sportsmanlike behaviour in all facets
- ◆ Education and training (riders, officials and FMNs) to ensure FIM Africa's vision is met
- Recognizing that the passion and commitment of volunteers is its backbone
- Consistent application of rules and regulations (*recognition of development needs*)
- Uniting countries/FMNs and developing closer communication between various FMNs

RELATED FIM AFRICA ACTION PLAN OBJECTIVES

Governance

- Ensure that officials and FIM AFRICA delegates conduct themselves in most professional manner at events
- Investigate potential to learn/borrow from some of the big FMNs outside Africa
- ◆ Carry out functions as contained in FIM AFRICA's Statutes and By Laws
- Ensure volunteers are recruited/trained with specific skills necessary to carry out their responsibilities with highest level of professionalism

Government & Public Policy (*Political & Public Policy Trends*)

- ◆ Establish National "Benefit Rides" in all member countries

Environment

- ◆ Relay message to all FMNs that climate change is a reality and a global concern and as such must remain on the FIM AFRICA Agenda „for ever“

Equity & Access

- Sign and support the Brighton Declaration
- ◆ Initiate special "Women's Projects" (i.e. National Women's Days in all countries; Violence against Women and Children, Cancer Awareness, HIV/AIDS, etc.)
- ◆ Make every effort to encourage disabled women to become involved in motorcycling in as many positions as possible – including as officials and administrators
- Ensure equity and access for women in all member countries
- Women are actively promoted for positions in decision-making



Leisure, Touring & Road Safety

- ♦ Actively promote the motorcycle as every day means of transport and benefit in transporting supplies to outlying and war torn areas

Sponsorship Trends

- ♦ Provoke local media to report on FIMAFRICA campaigns – the positive aspects of motorcycles

Technology Trends

- ♦ Optimum use of e-communication, i.e. Skype calls, website, social media
- ♦ Increase FIM AFRICA exposure on all popular/social networking platforms

Volunteerism

- ♦ Ensure that volunteers are recruited and/or trained with the specific skills necessary to carry out their responsibilities with the highest level of professionalism and in accordance with current standards and best practices
- ♦ Consider youngsters as „clients“ and future volunteers

COMPOSITION

The Commission shall consist of the Commission President (i.e. FIM AFRICA Vice President : Women in Motorcycle Commission) and members of the Commission as provided for in Art. 19 of the FIM AFRICA Statutes.

SPECIFIC RESPONSIBILITIES

- 1) Implement, monitor and evaluate a **Work Plan** to implement the strategic direction for the Commission, ensuring that all applicable objectives and actions from FIM AFRICA's Action Plans are addressed
- 2) Ensure that the Commission's SWOT Analysis is updated prior to the development of annual Work Plans
- 3) Demonstrate FIM AFRICA's commitment to ensuring fair and equal access and the promotion of women in all spheres of motorcycling in the continent
- 4) Support the Brighton Declaration and encourage member countries to also sign and support the Declaration (FIM requirement)
- 5) Ensure the participation of women as volunteers (i.e. as officials and administrators)
- 6) Concern for rider health and safety
- 7) Work with other FIM AFRICA Commissions to implement regular Training Camps for women in as many member countries as possible each year
- 8) Encourage women spectators (through event programmes) to become more involved directly
- 9) Work with Sporting Commission to ensure Women's Classes are maintained in Championships
- 10) Support special International Women's Day projects such as International Women's Day (8th March), Ride to Work Day, etc. and encourage all countries to do likewise
- 11) Initiate special "Women's projects" in all countries such as National Women's Days; Joint sport events; curtain raisers; Women's Fun Days/Races; Novice Clinics, etc.
- 12) Initiate "National Benefit Rides" in all member countries (i.e. Cancer fight, Abuse against Women and Children, HIV/AIDs, etc.) and work with Leisure, Touring & Road Safety Commission to also promote these projects through leisure rides/tours
- 13) Identify avenues to encourage young girls to remain competitors
- 14) Consider the different cultures and religions regarding clothing and work with Sporting Commission insofar as safety is concerned
- 15) Be visible at events, motorcycle shows and exhibitions to promote women in motorcycling
- 16) Encourage disabled women to become involved in motorcycling
- 17) Utilise the FIM AFRICA website, Facebook and Twitter to communicate activities of the Commission and federations to promote women in motorcycling
- 18) Promote leisure riding to women in all countries
- 19) Work closely with Environment Commission to ensure that non-competitive women riders are aware of climate change, the need to protect the environment, and to promote environmental awareness and sustainability (environmental projects such as Earth Hour, Earth Day, World Environment Day, etc.)
- 20) Replace "face to face" meetings with Conference/Skype Calls wherever possible
- 21) Establish and maintain a database of women in motorcycling in all member countries (working with relevant FMNs, Commissions, etc.)
- 22) Establish and maintain a database of possible magazines catering for women/young girls in all countries and build relationship with these magazines to obtain possible exposure in the magazines for women in motorcycling



- 23) Introduce regular electronic surveys to establish what women and young girls expect from the Commission, what recommendations they have, etc.
- 24) Investigate possibility of awarding products (oils, fuels, equipment, etc) or other incentives (i.e. a Day at the Spa) for women and young girls, as opposed to trophies at the end of the year
- 25) Provide written reports of achievements, implementation of Work Plan items, targets, etc. and submit such reports for review on a regular basis (Council, delegates and General Assembly)
- 26) Be active advocates (educate and promote) for women in motorcycling
- 27) Act in accordance with powers, responsibilities and procedures contained in the FIM AFRICA Statutes and By Laws and other approved policies
- 28) Undertake responsibilities delegate by Council which are consistent with the purpose of the Commission

COMMITMENT OF COMMISSION PRESIDENT AND MEMBERS

- ♦ **Work by consensus**
- ♦ Assume responsibility and accountability for specific tasks and deliver within the agreed time frames
- ♦ Communicate concerns and doubts about Commission decisions and/or the process within the Commission and “**speak with one voice**” once the Commission’s recommendations have been agreed upon
- ♦ Treat discussions within the Commission as works in progress, recognising that recommendations may be altered in order to enhance co-ordination and harmonisation of different disciplines within FIM AFRICA
- ♦ Be accessible by e-mail and by other electronic means such as Skype, Conference Call or other means that may be determined from time to time by Council
- ♦ Respond to requests or input within a minimum of 72 hours to maximum 7 days, depending upon the situation and agree that where circumstances prevent participation, that everyone will respect and support the consensus of the rest of the Commission
- ♦ All members agree that they will not – either during or after their term of office – disclose to any third party, or use information deemed to be confidential by FIM AFRICA, without the written approval of Council
- ♦ Any member who has a direct or indirect, financial or material interest or otherwise in any matter under discussion, shall declare such interest at the start of the discussion, and such interest shall be recorded in the Minutes of the meeting in question. Any member who has any interest as set out above, shall not seek to influence debate on a proposal, nor vote in respect of the said proposal.

REPORTS TO

FIM AFRICA Council

WORKS WITH

Other FIM AFRICA Commissions
FIM AFRICA Secretary General

AUTHORITY AND DECISION MAKING

Decisions delegated to the Commission

Decisions within the Commission will generally be made by consensus. If a formal vote is requested by a member, each member shall have one vote, but in instances where a country has more than one member on the Commission, only one of the members from the said country shall be entitled to vote.

The Commission shall have the authority to make the following decisions:

- ♦ Exploring potential opportunities and/or carrying out responsibilities outlined within these Terms of Reference
- ♦ Appoint sub-committees to investigate/work on specific activities within the Commission Work Plan
- ♦ Invite experts in a particular subject area to participate in specific discussions at meetings or work related to their area of expertise (such experts will have no voting rights)

Any decision that may have a financial impact on FIM AFRICA must be ratified by Council.

MEETINGS

The Commission will meet once a year on the date as set by Council to achieve the targets outlined in its approved Work Plan. This could include additional meetings via telephone, electronic means, or at events where Commission members are present, and at other times via telephone or electronic means. The principal method of communication and decision-making between meetings shall be by e-mail. The time and location of unplanned essential meetings will be determined by the Commission President and referred to Council for ratification as this is dependant on budget.



RECORD OF MEETINGS AND ACTIVITY

The Commission President is responsible for ensuring that a record of all meetings and actions of the Commission are maintained and that these are distributed to all Council members as well as the Secretary General. A copy of all Minutes, including decisions of any Working Group appointed by the Commission, shall be kept on file by the Secretary General.

TERM OF OFFICE

As per Art. 15.8 of the FIM AFRICA Statutes.