

Athletics Wellington Inc
Operating Committee Charter
March 2019

1. PURPOSE

The purpose of this document is to establish and describe the composition and key responsibilities of AW's operating committees.

An Operating Committee Charter is essential to ensure that AW's sub committees have clear processes and operational boundaries, and an understanding of the role they play in the Athletics Wellington community.

2. DEFINITIONS

In this Charter:

Appointment Panel means, for a committee, the convenor of that committee, the Board Chair, and one other member of the Board, acting jointly.

AW means Athletics Wellington Inc.

Committee means any committee appointed by the Board.

Board means the Board of AW.

Chair means the chair of AW.

Club means a member club of AW.

Year means, for a committee, the operating year of that committee, as determined by the Board (for example, 1 July to 30 June).

3. COMMITTEES

The Board has appointed the following committees:

- a) Senior Track and Field Committee
- b) Cross Country and Road Committee
- c) Junior Track and Field Committee

4. CONVENOR

Each committee will have a convenor, appointed by the Board for a term not exceeding 24 months. The convenor is a member of the committee and is responsible for the management of the committee.

5. COMMITTEE MEMBERSHIP

The Appointment Panel shall have the power to appoint and remove committee members.

In appointing members, the Appointment Panel shall have regard to:

- adequate representation from the stakeholders relevant to the activities of the committee;
- adequate representation of Clubs and the Wellington region geographically;
- skills and experience of candidate members; and
- any relevant AW policies.

Members shall be appointed for a term not exceeding 15 months.

The Appointment Panel will seek to ensure that each committee has at all times at least seven members.

6. MEETING PROCEDURE

Meetings may take place in person, or by audio or audio-visual means.

Any member may call for a committee meeting by giving not less than ten working days' notice to the other members.

The convenor of the committee shall determine the agenda for each meeting and will send a notice of the meeting confirming date, time, venue and agenda to each committee member at least five working days prior to the date of the meeting. Any supporting papers shall be distributed at the same time.

The convenor shall chair meetings of the committee. If the convenor cannot attend a meeting he or she may appoint another member as chair for that meeting.

The quorum for each committee meeting shall be a majority of the members. No business may be transacted at a meeting if a quorum is not present.

A resolution of a committee is passed if it is agreed to by all members present without dissent or if a majority of the votes cast on it are in favour of it. Every member has one vote. In the event of a tied vote, the chair has a casting vote.

The minutes of proceedings and resolutions of the committee shall be taken by the person appointed by the committee to act as secretary and once approved by the convenor of the committee shall be distributed within 5 working days of the meeting to the committee, Clubs and the Board.

Other than as set out above, a committee may regulate its own meeting procedure.

7. MEMBER DUTIES

Committee members are expected to fulfil their duties in a professional and timely manner and act in the best interests of AW and with due regard to the requirements of AW.

Committee members must comply with AW's policies at all time, including privacy policies. In particular, personal information received in the course of committee membership (whether about Club members, coaches, parents, officials, or any other person) may not be used or disclosed outside the committee environment unless approved by the committee. Members must take care to ensure that personal information in their possession is adequately secured at all times.

Committee members are expected to attend committee meetings. If a committee member does not regularly attend scheduled meetings, the convenor may enquire of the member why he or she should remain on the committee. The Appointment Panel may remove the member in the absence of a satisfactory response.

8. COMMITTEE RESPONSIBILITIES

Each committee is responsible for that part of AW's operations that falls within its remit, as described in the committee's terms of reference as agreed with the Board.

The key responsibilities for each committee each year include:

- Planning the programme of events for the year
- Reviewing any equipment or other capital expenditure needs for the year
- Formulating an operational budget for the committee for the year, to be approved by the Board
- Communicating with clubs and other stakeholders as required
- Reporting to the Board of any matters of importance relevant to its role and the promotion, support and development of athletics in the Wellington Region.

Committees do not have authority to incur expenditure on AW's behalf unless:

- the expenditure forms part of the committee's operational budget and that budget has been approved by the Board; or
- the expenditure has otherwise been approved by the Board.

In carrying out its role each committee shall have regard to any AW Board requirements and seeking to improve services to the members of AW.

9. PERFORMANCE ASSESSMENT

Each committee shall assess its effectiveness annually having regard to its role and responsibilities. The conclusions of the assessment shall be provided to the Board.

10. AMENDMENTS

Amendments to this Charter must be approved by the Board.

11. REVIEW

This Charter shall be reviewed annually by the Board. In conducting this review, the Board will seek feedback from the committees.