



ATHLETICS WELLINGTON
P O Box 1734, Wellington

Terms of Reference for Operating Committees

1. PURPOSE

The purpose of the terms of reference is to establish and describe the composition and key responsibilities of AW's operating committees, namely Cross Country, Track & Field and Junior Committees, and other such Committees determined by the AW board.

The terms of reference are essential to ensure that AW's sub committees have clear processes and operational parameters, and an understanding of the role they play in the Athletics Wellington community.

2. DEFINITIONS

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.

Appointment Panel means, the General Manager, the Board Chair or designate, and an independent member. [*i.e. president, Board member, Life member*]

Year means, for a committee, the operating year of that committee, as determined by the Board. This is generally expected to be the financial year of AW (e.g. 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

- a) Each of the above committees will have a convenor.
- b) The Convenor will be appointed on recommendation of the Appointments panel with approval by the Board.
- c) The term of the convenor would be for a period not exceeding 24 months before review.
- d) A convenor may be reappointed for a maximum of three terms. On completion of the term the Convenor is eligible to remain on the Committee.
- e) A convenor is eligible for further terms as Convenor after a two-year period.
- f) The convenor is a member of the committee and is responsible for the management of the committee.

5. COMMITTEE MEMBERSHIP

- a) Membership is one representatives of an active registered AW club for that sector of the sport.
- b) Each member club would be eligible for one voting representative to be a committee member but may have additional non-voting members on the committee by approval of the appointments Panel.



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- c) The Appointment Panel will seek to ensure that each committee always has at least seven members.
- d) The appointments panel shall have the power to appoint and remove committee members on the grounds of failure to attend to committee business appropriately, or of misconduct or action prejudicial to the interests of Athletics Wellington.
- e) In appointing additional members, the Appointments Panel shall have regard to:
- f) adequate representation from the stakeholders relevant to the activities of the committee.
- g) adequate representation of Clubs and the Wellington region geographically.
- h) skills and experience of candidate members; and
- i) any relevant AW policies.
- j) Appointed members shall be appointed for a term not exceeding 24 months and may have consecutive terms similar to the Convenor.

6. MEETING PROCEDURE

- a) Meetings may take place in person, or by audio or audio-visual means.
- b) Any member may call for a committee meeting by giving not less than ten working days' notice to the other members through the Convenor.
- c) 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. Quorum numbers do not include a club if opts not to have member.
- d) A resolution of a committee is passed if 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 convenor has a casting vote.
- e) 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.
- f) 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.
- g) The minutes of proceedings and resolutions of the committee shall be taken by the person appointed by the committee to act as secretary.
- h) Once approved by the convenor of the committee, the minutes shall be distributed within 7 working days of the meeting to the General Manager, the committee, and Clubs.
- i) Other than as set out above, the convenor may regulate the committees own meeting procedure.

7. MEMBER DUTIES

- a) 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.
- b) Committee members must always comply with AW's policies, including privacy policies. Personal information received during 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 who shall have received permission from the



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individual.

- c) Members must take care to ensure that personal information in their possession is always adequately secure.
- d) Committee members should ensure they represent their stakeholder clubs and keep the clubs informed of matters from the committee and remember to bring the club rather than personal perspectives to the committee.
- e) 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.
- f) The Appointment Panel in support of the Convenor may remove/replace the member in the absence of a satisfactory response.

8. COMMITTEE RESPONSIBILITIES

i. 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:

- a) Planning the programme of events for the year
- b) Reviewing any equipment or other capital expenditure needs for the year.
- c) Formulating an operational budget for the committee for the year, to be approved by the Board.
- d) Communicating with clubs and other stakeholders as required
- e) 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.

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

- a) the expenditure forms part of the committee's operational budget and that budget has been approved by the Board; or
- b) the expenditure has otherwise been approved by the Board within an agreed limit.

iii. 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 as outlined in the AW Strategic plan.

9. REVIEW

Each committee shall assess its effectiveness annually having regard to its role and responsibilities against **Athletics Wellington's Strategic Plan**.

The review will include a meeting of the Convenor with the General Manager, and the conclusions of the review shall be provided to the Board.

10. AMENDMENTS

Amendments to this Terms of Reference must be approved by the Board, once reviewed annually by the Board in association with the General Manager after seeking feedback from the committees.