

**New Zealand Olympic Committee
Olympians Commission - Terms of Reference**

**New Zealand Olympic
Committee Incorporated**

Olympians Commission

Terms of Reference

Dated 14 May 2015

New Zealand Olympic Committee

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1. Scope and Status

- 1.1 **Scope:** This document sets out the terms of reference for the Olympians Commission, which is a Commission of the New Zealand Olympic Committee Incorporated (**NZOC**). These Terms of Reference have been issued by the NZOC Board in accordance with Rule 5.1.j. of the NZOC Constitution. It is binding on all members and the Board of NZOC and all members of the Olympians Commission.
- 1.2 **Status:** These Terms of Reference supersede all prior versions and all correspondence, discussions, and representations (whether written or oral) regarding the Olympians Club except to the extent specified in these Terms of Reference.
- 1.3 **Commencement:** These Terms of Reference shall take effect from 14 May 2015 and apply until such time as they are amended or revoked by the NZOC Board.
- 1.4 **Definitions:** Clause 9 contains definitions for key terms used in these Terms of Reference.
- 1.5 **Amendment:** These Terms of Reference may be amended at any time by the NZOC Board following full consultation with the Olympians Commission.

2. Role and Objectives

- 2.1 **Role:** The role of the Olympians Commission is to provide an opportunity for Olympians to celebrate their Olympic experience, to continue their involvement in the Olympic Movement and to support the objectives of the NZOC. It shall provide advice to the NZOC with respect to all matters impacting on Olympians.
- 2.2 **Objectives:** The objectives of the Olympians Commission are to:
 - a. provide opportunities for Olympians to socialise and celebrate Olympic experiences;
 - b. consider questions and issues relating to Olympians and provide advice to the NZOC;
 - c. represent the rights and interests of Olympians and participate in NZOC consultation and decision making as required;
 - d. provide support to the NZOC to achieve its objectives;
 - e. connect, and co-operate, with the World Olympians Association and other Olympian representative groups and National Associations as relevant;
 - f. act consistently with the guidelines of the World Olympians Association;
 - g. maintain the database of Olympians; and
 - h. as ambassadors of the Olympic Spirit, promote Olympic Movement and inspire young people through education and fostering ideals and principles of Olympism.

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3. Name and Composition

- 3.1 **Name:** The Commission will be known as the Olympians Commission.
- 3.2 **Composition of:** The Olympians Commission shall comprise of up to ten people (who must have represented New Zealand at a Summer or Winter Olympic Games), who shall be appointed by the Appointments Panel.
- 3.3 **Profile:** The following factors shall be taken into consideration by the Appointments Panel when appointing members of the Olympians Commission under clause 3.2 of this Terms of Reference:
- a. the ability to think strategically and philosophically and contribute to the future development /direction of NZ Olympians;
 - b. the willingness to lead in their regions and organise activities as required;
 - c. a cross section of skills and experience from business and/or the Olympic Games;
 - d. a reflection of Olympians in terms of geography, spread of Summer and Winter Olympic Games, gender and age; and
 - e. communication skills.
- 3.4 **Chairperson:** At the first meeting following the appointment period, the Olympians Commission shall appoint a Chairperson from amongst its members. The role of the Chairperson is to chair meetings and represent the Olympians Commission where necessary. If the Chairperson is unavailable for any reason, the Olympians Commission may appoint another member of the Olympians Commission to act as Chairperson during the period of unavailability.
- 3.5 **Term of Office:** A member appointed to the Olympians Commission under clause 3.2 will hold office for a period of four years, subject to clauses 3.7, 3.8 and 3.9 of this Terms of Reference.
- 3.6 **Reappointment:** A member of the Olympians Commission may be reappointed without limitation on the number of terms of office.
- 3.7 **Eligibility:** To be eligible for appointment to the Olympians Commission, or to remain in office as a member of the Olympians Commission, the person must:
- a. have represented New Zealand at a Summer or Winter Olympic Games and has an allocated Olympian number;
 - b. be at least 18 years of age;
 - c. not have been adjudged a bankrupt;
 - d. not have been declared of being of unsound mind or being the subject of a property order under the Protection of Personal and Property Rights Act 1988;
 - e. not have been determined by the NZOC Board to have the circumstances specified in clause 3.8b apply to them;
 - f. not be sentenced to imprisonment for a criminal offence, or
 - g. be available to attend (either in person or by Skype) a minimum of two meetings per year.

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- 3.8 **Resignation & Removal:** A member of the Olympians Commission appointed under clause 3.2:
- a. may resign from the Olympians Commission at any time on 30 days written notice to the Chairperson; or
 - b. will have their appointment terminated by the NZOC Board on notice (either immediately or on such period of notice as the NZOC Board considers appropriate) prior to the end of their term of office if the NZOC Board considers (after first hearing from the member) that the member:
 - i. is unable or failing, without acceptable excuse, to fulfil the duties of a member of the Olympians Commission;
 - ii. has a Conflict of Interest such that they are not capable of performing their responsibilities;
 - iii. is no longer eligible to hold office under clause 3.7; or
 - iv. is not acting, or has not acted, in the best interests of the NZOC, whether as a member of the Olympians Commission or otherwise.
- 3.9 **Schedule of Rotation:** the Olympians Commission shall determine a schedule of rotation to ensure continuity is maintained. For the sake of clarity, at least two Olympians Commission members will be required to vacate their office every year but shall be eligible for re-appointment. Accordingly, the term of office of any Olympians Commission member may be reduced by agreement of the Olympians Commission or failing agreement, by vote by the Olympians Commission, in order to facilitate this requirement. This clause is subject to clauses 3.7 and 3.8.
- 3.10 **Vacancies:** In the event of a vacancy on the Olympians Commission, the Appointments Panel may appoint a replacement member for the balance of that vacating member's term of office.

4. Appointments Panel

- 4.1 **Composition:** The Appointments Panel shall comprise of the following persons:
- a. The Chief Executive Officer of the NZOC;
 - b. The President of the NZOC Board;
 - c. One other person who shall be appointed by the NZOC Board where such appointment relates to the inaugural Olympians Commission and, for all subsequent appointments, the Chairperson of the Olympians Commission, or where such appointment relates to the Chairperson, a nominee of the Olympians Commission; and
 - d. A nominee of the Athletes Commission, who has represented New Zealand at a Summer or Winter Olympic Games and has an allocated Olympian number.
- 4.2 **Process:** The decisions of the Appointments Panel shall be by majority vote and in the event of a tied vote then the President of the NZOC Board shall cast an additional vote. The Appointments Panel shall determine its own procedures and must undertake its processes on a timely basis. The Appointments Panel shall notify the NZOC Board of the appointments made under clause 3.2 as soon as reasonably practicable.

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5. Responsibilities & Authority of the Olympians Commission

- 5.1 **Authority:** The Olympians Commission may only act within the authority granted by these Terms of Reference and shall not incur any expense nor incur any credit against the NZOC, or make any decisions which are binding on the NZOC, without the prior approval of the NZOC Board either expressly or as a result of the NZOC Board's approval of its budget.
- 5.2 **Duties of Members:** The members of the Olympians Commission have the following duties:
- a. to familiarise themselves, and agree with, these Terms of Reference and any other applicable rules, policies and reasonable directions of the NZOC including the NZOC Board;
 - b. to participate in all meetings of the Olympians Commission unless excused by the Chairperson;
 - c. to contribute to the preparation of any reports, plans and other documents of the Olympians Commission;
 - d. not to communicate to the media or to or in any other public forum regarding matters related to NZ Olympians or the NZOC, without the prior approval of the NZOC Board.
 - e. not to disclose information obtained by virtue of their position on the Olympians Commission to any person except as permitted by the NZOC Board or by law; and
 - f. at all times act in good faith and in the best interest of the NZOC and its legacy strategy.

6. Meetings

- 6.1 **Meetings & Deliberations:** The Olympians Commission shall meet as and when required to undertake its role and responsibilities as set out in these Terms of Reference but at a minimum, two times per annum. Meetings may be in person or conducted via teleconference or other means as the Chairperson thinks fit so long as all participants can hear each other simultaneously. In addition, the Olympians Commission may exchange emails individually or collectively and enter into other communications with one another and/or collectively as part of their deliberations.
- 6.2 **Quorum:** At least 5 members of the Olympians Commission must participate in all meetings of the Olympians Commission to constitute a quorum.
- 6.3 **Voting:** Each member of the Olympians Commission shall have one vote on any decision to be made by it, unless clause 7 applies. If required the Chairperson shall have both a deliberative and a casting vote.
- 6.4 **Decisions:** Decisions of the Olympians Commission must be made by majority of the members.
- 6.5 **Minutes:** The Chairperson shall ensure that minutes are kept of all meetings and decisions of the Olympians Commission. These minutes and any other communications between members of the Olympians Commission shall be confidential to the NZOC Board, the Chief Executive Officer and NZOC personnel.

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7. Conflicts of Interest

- 7.1 **Conflicts:** If a member of the Olympians Commission or the NZOC Board believes that a member of the Olympians Commission has, or may have, a potential or actual Conflict of Interest then:
- a. the member must disclose the nature of the potential or actual Conflict of Interest to the Olympians Commission and the NZOC Board; and
 - b. the member may not participate in any discussions, voting, or selection decisions which may be affected by the Conflict of Interest, unless permitted to do so by the Chairperson.
- 7.2 **Expenses:** The Chief Executive Officer of NZOC shall reimburse members of the Olympians Commission for their actual and reasonable expenses incurred in the conduct of their responsibilities following approval of a properly completed expense claim (in the form required and approved by the Chief Executive Officer) and in accordance with the NZOC's policies.

8. Interpretation, Conflicts, & Matters Not Provided For

- 8.1 **Interpretation:** If there is any dispute or difference regarding the interpretation of these Terms of Reference, the matter shall be determined by the NZOC Board as it sees fit.
- 8.2 **Matters Not Provided For:** If any situation arises that, in the opinion of the NZOC Board, is not provided for in these Terms of Reference, the matter shall be determined by the NZOC Board as it sees fit.

9. Definitions

- 9.1 **Defined Terms:** In this Terms of Reference:

"Appointments Panel" means as set out in clause 4 of this Terms of Reference.

"Chief Executive Officer" means the Chief Executive Officer and Secretary General of the NZOC.

"Conflict of Interest" means a situation where a member of the Olympians Commission has a personal, financial, or other material interest that is, or is likely to, have an impact on any decision of the Olympians Commission or the role and responsibilities of that person as a member of the Olympians Commission.

"NZOC Board" means the Board of the NZOC.

"NZOC" means the New Zealand Olympic Committee Incorporated.

"Terms of Reference" means this document.