

Oceania Athletics Association Technical Officials' Advisory Committee Terms of Reference

Role:

The role of the Oceania Athletics Technical Officials' Advisory Committee is to provide expertise, advice and recommendations for the information and approval of the Oceania Athletics Competition Commission and Council of Oceania Athletics on matters that support the growth, development, and administration of Technical Officials through education, appointments, and other related activities.

Responsibilities:

The Advisory Committee will be responsible for reviewing and making recommendations to the OAA Council and Competition Commission on the following matters:

- The growth and development of Technical Officials at all levels to build skills and capacity and in doing so assist in addressing social issues such as health, well-being and social inclusion.
- Promote the benefits of Officiating throughout the region, and into the wider community.
- The programmes and activities delivered on behalf of Oceania Australia through the Oceania Athletics Technical Officials' Advisory Committee, including the education, leadership and training programmes for the development and retention of technical officials.
- The policies for the provision of grants, services, support and scholarships/bursaries to Technical Officials for capacity building, growth and development.
- The promotion and protection of the values of Athletics within Oceania.
- Recommendation of Technical Officials appointments for Oceania Athletics, including but not limited to Oceania Championships, Oceania Technical Officials Panels and OAA permitted events.

DUTIES

- In undertaking any work in connection with the Advisory Committee each Advisory Committee member will act for the benefit of and in the best interests of Oceania Athletics.
- Advisory Committee Members will attend each meeting of the Committee (in person or using technology) unless excused by the Chairperson.
- Each Member shall actively participate in Advisory Committee meetings and in matters undertaken by the Committee between meetings.
- Committee members must be adequately prepared for each Committee meeting in order to participate effectively and constructively.
- Members of the Committee are bound by the Oceania Athletics' Code of Conduct, as well as the Constitution, Rules, Regulations and Policies of Oceania and World Athletics. This includes abiding by principles of conduct related to integrity, equality, dignity, good faith, conflicts of interest, benefits, and neutrality.

Composition and Appointment

The Advisory Committee will have between five (5) to seven (7) members, In addition, the President will be an ex-officio member of each Committee.

- The Council shall appoint all Advisory Committees.
- The primary criteria for appointment of any person to a Committee, (including Council Members) are the specific knowledge and expertise they have in the subject matter of the Committee.
- The secondary criteria for appointment to each Committee, is that the Committee should comprise of:
 - At least two (2) persons from the Island Member Federations, and
 - At least 30% of each gender.
- The procedure for the appointment of members (other than Council Members) to each Advisory Committee shall be as follows:
 - The initial (inaugural) Advisory Committee may be appointed by the Association until such time as a full nomination process can be initiated.
 - An open call for nominations to membership of all the Advisory Committee. This call shall be communicated to Member Federations and Oceania Athletics Technical Officials Database and be posted on the Association's Website and Social Media pages.
 - Nominations must be submitted in writing by the nominee with the endorsement of their Member Federation of which they are a member or otherwise associated unless they are an expert, in which case they may be endorsed by a Council member or the Executive Director.
 - Nominations must be lodged with the Executive Director before the nomination closing date specified in the circular or other written communication.
 - No staff of the Association may be members of an Advisory Committee.
 - Nominees will be reviewed and then shortlisted by a Nominations Panel, established by the Council in accordance with this Charter. This may include Interviewing and making enquiries of nominees to ensure their suitability. In doing so, the Committee must first consider nominees endorsed by a Member Federation and if the skills, expertise, knowledge and other criteria are insufficient for the relevant Advisory Committee, the Panel may consider nominees who are experts recommended by the Council members or the Executive Director.
 - A person should not be a member of more than two (2) Advisory Committees at the same time, unless in exceptional circumstances as recommended by the Council Nominations Panel.
 - The Nominations Panel will then make recommendations to the Council of the persons it considers best suit the positions on each Committee.
 - A member's appointment to an Advisory Committee is subject to the member agreeing to the obligations, expectations and commitments set out in the letter of appointment.

- The Chairperson of the Advisory shall be an appointed member of the OAA Competition's Commission, appointed by the OAA Council.

Committee and Advisory Committee -Term and Removal

- Members of each Advisory Committee shall commence their terms of office upon notification of their appointment by the Council, and subject to the clauses below, shall end their term of office at the conclusion of the next Annual General Meeting, but are eligible for reappointment up to a total maximum of three (3) terms.
- A member of an Advisory Committee may resign prior to the expiry of their term of office by giving not less than one (1) months' notice in writing to the Committee Chairperson, President and the Executive Director.
- An Advisory Committee Member may be removed from an Advisory Committee prior to the expiry of their term of office, by decision of the Council (after first affording the Committee Member natural justice) on the recommendation to the President from the Advisory Committee Chairperson (or if it is the Chairperson to be removed, on the recommendation from the President):
 - a) If they are no longer Eligible
 - b) For breach of this Charter or any other Rules or Regulations; or,
 - c) For any other act or conduct that, in the opinion of the Council, brings the Committee or the Association into disrepute.
- In addition, Advisory Committee Member shall be deemed to have vacated their position if, during their term, they:
 - a) Die; or,
 - b) Is absent from two (2) or more meetings of the Advisory Committee without prior approval of the Advisory Committee Chairperson.