

Development Commission TERMS OF REFERENCE

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Drafted by	Policy working group	Approved by Council	17/08/2021
Responsible person	Matt Mahon	Reviewed date	2 August 2023
		Scheduled review date	June 2025

1. Establishment and Commencement

- 1.1. The Oceania Athletics Association, Development Commission (the Commission) is established by and reports to the Council in accordance with Article 14 of the Oceania Athletics Association (OAA) Constitution.
- 1.2. These Terms of Reference are made in accordance with Article 14 of the Constitution. In addition, the OAA’s “Commissions, Committees and Working Groups Practices and Procedures Policy”, applies where relevant.
- 1.3. These Terms of Reference were approved by the Council on 20 August 2020 and are effective from that date. They have been reviewed as at 2 August 2023.

2. Role

- 2.1. The role of the Commission is to provide expertise, advice and recommendations for the information and approval of the Oceania Athletics Association Council on matters that support the growth, development and administration of Athletics at the Area and national level through education and other related activities.

3. Membership

- 3.1. The composition of the Development Commission will reflect clause 7.0 in the OAA Commissions, Committees and Working Groups Practice and Procedures Policy. The Commission will be appointed by the Council on 11 November 2023 for a term expiring at the conclusion of the next Election Congress to be held in 2027.

The composition of the Commission shall be:

- 3.2. If any member of the Commission resigns or is unable to continue their membership of the Commission, the Council may appoint another person to fill any vacancy arising.
- 3.3. The Executive Director, following consultation and agreement with the Chairperson of the Commission, shall appoint an OAA staff member to be the Staff Lead for the Commission.

4. Responsibilities

- 4.1. The Commission is responsible for reviewing and making recommendations to Council on the following:
 - 4.1.1. The establishment, management, and control of development structures suitable for the needs of Athletics in Oceania.
 - 4.1.2. During the first four (4) months post-appointment, the Commission will develop a proposed four (4) year Plan for submission to Council for approval. This Plan shall be reviewed, and where appropriate, revised annually, to ensure alignment with the Strategic Plan.
 - 4.1.3. The establishment and management of a development programme having the objective of ensuring continuity of the development of Athletics in Oceania and co-ordinate such a programme with the World Athletics development activities.
 - 4.1.4. The programmes and activities delivered on behalf of World Athletics through the Area Development Centre, including the education, leadership and training programmes for the development and retention of coaches, officials, administrators, and other key stakeholders.
 - 4.1.5. The establishment and maintenance of an Oceania Area Coaches Association (OACA) and activities that will promote and reflect the views of coaches within the structures of the OAA and within the Member Federations.
 - 4.1.6. The review and implementation of the Oceania Athletics Strategic Plan, as it relates to development.
 - 4.1.7. The growth and development of Athletics within the Oceania Area and at national level to build skills and capacity and in doing so assist in addressing social issues such as health, well-being, and social inclusion.
 - 4.1.8. The delivery of programmes and activities to increase and retain levels of participation across all age groups especially youth and school-aged children.
 - 4.1.9. The policies for the provision of grants, services, support, and scholarships to Member Federations for capacity building, growth and development.
 - 4.1.10. The promotion and protection of the values of Athletics within the Area and at the national level.
 - 4.1.11. The development of policies and programmes in support of World Athletics goals to achieve gender equity at all levels of Athletics in the Area, including through participation, coaching, officiating and administration.
- 4.2. The Commission will also carry out other tasks and activities relating to its roles and responsibilities, as may be requested by Council.
- 4.3. In discharging its responsibilities, the Commission will also liaise and consult with other Committees and Commissions where appropriate.

5. Duties of Commission Members

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

6. Term and Removal

- 6.1. Members of the Commission shall commence their term of office upon notification of their appointment by Council, and subject to the following clauses, shall end their term of office in accordance with these Terms of Reference, but are eligible for reappointment up to a total maximum of three (3) terms.
- 6.2. A member of the Commission may resign prior to the expiry of their term of office by giving not less than one (1) months' notice in writing to the Commission Chairperson, OAA President, and the OAA Executive Director.
- 6.3. A Commission Member may be removed from the Commission prior to the expiry of their term of office, by decision of the Council (after first affording the Commission Member natural justice) on the recommendation to the President from the Commission Chairperson (or if it is the Chairperson to be removed, on the recommendation from the President):
 - 6.3.1. If they are no longer Eligible,
 - 6.3.2. For breach of this Policy or any other Rules or Regulations; or,
 - 6.3.3. For any other act or conduct that, in the opinion of Council, brings the Commission or the Association into disrepute.
- 6.4. In addition, a Commission Member shall be deemed to have vacated their position if, during their term, they:
 - 6.4.1. Die; or,
 - 6.4.2. Is absent from two (2) or more meetings of the Commission without prior approval of the Commission Chairperson.

7. Reporting

- 7.1. The Chairperson of the Commission will report on the Commissions activities to Council at least twice per year. In addition, the Chairperson will be responsible for the preparation of a report that will form part of the Council report to the General Congress of the Association.

8. Meetings and Procedure

- 8.1. **Meetings:** The Commission should meet at least two (2) times each year to undertake its work, and in between meetings as is necessary to fulfil its responsibilities. If possible one (1) meeting should be in person and subject to budget and otherwise using technology. The date(s) and venue(s) of the in-person meeting(s) will be agreed with the Executive Director responsible for seeing the budget of the Area Development Centre.
 - 8.1.1 In consultation with the Chairperson of the Commission, the Staff Lead will be responsible for establishing the meeting schedule and coordinating the presentation of topics and materials for consideration or review.
 - 8.1.2 Members should be given at least two (2) months' notice of the date and venue of meetings to be held in person and at least 10 days' notice for meetings using technology unless urgency requires adjustment.
 - 8.1.3 The Chairperson will chair all meetings unless they are unavailable, in which case the Chairperson may appoint another member of the Commission to chair the meeting or part of the meeting.
- 8.2. **Organisation:** The agenda and all relevant papers will be circulated to all members via email or such other form of electronic delivery or platform by the Staff Lead at least one (1) week in advance of the meeting.
- 8.3. **Quorum:** The quorum for the meeting will be a majority of the total number of members of the Commission and any decisions on any recommendations or advice to Council will be determined by consensus.
- 8.4. **Decisions:** The decisions of the Development Commission should generally be made by consensus. If a consensus cannot be reached and a vote is required, each Commission member will have one vote. Voting by proxy is not permitted. A majority of votes in favour of an action by those Commission members present at a meeting is required for it to be passed. In the event of an equality of votes, the Chairperson will have both a deliberative and a casting vote.
- 8.5. **Minutes:** Minutes of all meetings of the Commission will be taken by the Staff Lead and finalised in consultation with the Chairperson and sent to all members of the Commission within one (1) month of the meeting. Any amendments to the Minutes will be agreed at the next meeting of the Commission and will be noted accordingly.

- 8.6. **Confidentiality:** All meetings and the work of the Commissions are confidential. No documents, information, discussion, and decisions made at a Commission meeting or otherwise exchanged or agreed in connection with the work of the Commission, shall be disclosed to any other person (other than the relevant appointed Staff Lead for the Commission) unless authorised to do so by:
- a. The Chairperson of the Commission, or,
 - b. The relevant Commission or Committee, or,
 - c. The Council, Executive Director, or
 - d. The matter is in the public domain, or
 - e. Such disclosure is required by law or any applicable authority, including the Constitution, Rules, Regulations and Policies of the OAA.

9. Authority

- 9.1. The Commission is an advisory body to the Council and has no authority to make decisions for or on behalf of the Council or the Oceania Athletics Association and has no authority to make public statements or to incur any expense or bind the Oceania Athletics Association to any financial or other commitments.

10. Administration

- 10.1. Commission Members will be reimbursed such expenses and be provided other allowances in accordance with OAA policies.
- 10.2. Should any logistical arrangements for any travel and accommodation for attendance by members at Commission meetings need to be made, then they will be organised in accordance with OAA policies.
- 10.3. The OAA, through the Staff Lead to the Commission will ensure that documents relevant to the work of the Commission will be provided to the Commission.