

**Oceania Athletics Association**  
**Masters' Commission**  
**TERMS OF REFERENCE**  
February 2024

**1. Establishment and Commencement**

- 1.1. The Masters' Commission (the Commission) is established by and reports to the Oceania Athletics 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/Associations and Working Groups Practices and Procedures Policy", applies where relevant.
- 1.3. These Terms of Reference were approved by the Council on 12 November 2023 and are effective from that date.

**2. Role**

- 2.1 The role of the Commission is to provide advice and recommendations to the OAA Council that contribute the perspectives of Masters Athletes in Oceania to the Association in fulfilling its objects.

**3. Membership**

- 3.1 From its commencement in 2024 the Commission will have up to seven (7) members, appointed by the OAA Council:
  - i. In the first instance, the OAA Council will seek Expressions of Interest from the current Oceania Masters Athletics (OMA) Council;
  - ii. The existing OMA Council will have first right of refusal to be appointed to the inaugural OAA Masters Commission.
  - iii. The inaugural OAA Masters Commission will remain in place until the first election of the OAA Masters Commission at the next edition of the Oceania Masters Athletics Championships.
- 3.2 From 2026, there will be up to seven (7) members of the OAA Masters Commission. Three (3) members will be elected at the Oceania Masters Athletics Championships by the Oceania Masters Athletics Federations and then be appointed by the OAA Council to the Commission. The OAA Council will also appoint up to four (4) other members from nominations received from Member Federations.
- 3.3 The Chairperson shall be ultimately responsible for the work and outcomes of the Commission.
- 3.4 The OAA President shall be an "ex officio" member of the Commission.

- 3.5 The members of the Commission will be appointed by the OAA Council, following the OAA Council Meeting to be held on 14 February 2024, until the OAA Masters' Commission election takes place at the next edition of the Oceania Masters Championships in 2026.
- 3.6 In addition, any member of the World Masters Athletics Council who is from an Oceania Member Federation should be invited to become a member, ex-officio, of the Commission.
- 3.7 If any member of the Commission resigns or is unable to continue their membership of the Commission, the Commission may appoint another person to fill any vacancy arising.
- 3.8 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. 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.
  - 4.1.2. Strategies to promote and support programmes that ensure that the Masters athlete community has an effective voice in the decision-making processes at the Area and National level.
  - 4.1.3. Collaboration with the Development Commission for Masters' athlete assistance, education and other support programmes offered or proposed to be developed by the OAA through the Area Development Centre.
  - 4.1.4. Promoting and advocating for the rights and interests of Masters athletes within the sport of Athletics at both the Area and National level.
  - 4.1.5. Promoting and advancing an even playing field for Masters athletes including one which is clean, inclusive, safe and upholds the highest ethical standards.
  - 4.1.6. Nominating members of the Commission to participate in other Commissions, Working Groups and other bodies within OAA, as required.
  - 4.1.7. Consulting and liaising with Masters athletes and other persons and entities within Athletics and other Masters athletes from other sports, including other Master's Associations and Commissions.
  - 4.1.8. Collaboration with the Competition Commission to ensure Masters athletes' competition opportunities are offered and provided at an appropriate level in the Area.
  - 4.1.9. Any organisational matters that may affect Masters athletes at an Area and Regional Championships or other competitions under the control of the OAA.

- 4.1.10. Providing input and feedback into the review and implementation of the Oceania Athletics Strategic Plan, particularly where it impacts on, and it relates to Masters athletes.
- 4.1.11. The scope and development of policies related to medical and health and science issues affecting Masters athletes.

4.2. The Commission will also carry out other tasks and activities, relating to its roles and responsibilities, as may be requested by the Council.

4.3. In discharging its responsibilities, the Commission will also liaise and consult with other Committees and Commissions on issues relating to Masters athlete interests, where appropriate.

## 5. Duties of Commission Members

- 5.1 Oceania Athletics Interests: In undertaking any work in connection with the Masters 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 Masters 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 in order 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.
- 5.4 Members to be available to serve on other OAA Commissions as appointed.

## 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, President and the 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):

- a) If they are no longer eligible,
- b) For breach of this Policy or any other Rules or Regulations; or,
- c) 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:

- a) Die; or,
- b) 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 Commission's activities to the 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 to fulfil its responsibilities. At least once should be in person if possible and subject to budget and otherwise using technology.

- 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.

8.2. **Organisation:** The agenda and all relevant papers will be circulated to all members 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 Masters' 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 and finalised in consultation with the Chairperson and sent to all members of the Commission within one 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, 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 incur any expense or bind the Oceania Athletics Association to any financial or other commitments.
- 9.2. The Masters' Commission, and its members, shall neither represent Oceania Athletics (unless they do so in another Oceania Athletics official capacity such as the President or Council Members or as requested to do so by Oceania Athletics), nor engage any person on behalf of Oceania Athletics, unless in accordance with these Terms of Reference or as prior approved by the Council.
- 9.3. The Masters' Commission, and its members shall not make public statements about the Masters' Commission or any aspect of its work, unless it is expressly permitted in these Terms of Reference; or it's prior approved by the Council.

## 10. Administration

- 10.1. Commission Members will be reimbursed such expenses and be provided with 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.