



# **AUSTRALIAN TAEKWONDO**

## **Events Committee Charter**

Version: 1

# CHARTER of EVENTS COMMITTEE

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## **1. NAME OF THE COMMITTEE**

The name of the committee is the Events Committee, abbreviated as the “Committee” or “EC”

## **2. MISSION STATEMENT**

The Events Committee supports the development and successful operation of a program to facilitate the planning, scheduling, organisation, officiating and hosting of national taekwondo competitions at all levels. The work of the Committee will be fully aligned with the goals of the Company as identified from time to time in the approved Strategic Plan.

Working with other relevant Committees towards a complementary and consistent approach to running of national, international and selection events for the benefit and enjoyment of athletes, officials and members.

## **3. VISION FOR THE FUTURE**

A dynamic cohesive group valuing teamwork, open communication, integrity, mutual respect, inclusion, dedication and commitment, and recognised for our professionalism and world-class standard.

## **4. DEFINITIONS AND INTERPRETATIONS**

In this Charter unless the contrary intention appears these words will have the following meaning:

“Board” means the Board of the Company;

“CEO” means the Chief Executive Officer of the Company;

“Company” means Australian Taekwondo;

“Committee” means the Events Committee;

“State” means any state or territory of the Commonwealth of Australia;

“Events Member” means the person/s appointed via an Expression of Interest ;

“WTF” means the World Taekwondo Federation;

## **5. COMMITTEE SCOPE**

To recommend to the Board best practice governance and operational procedures that it should adopt:

- (a) To liaise, assist and participate in State and International programs as endorsed by the Board;
- (b) Contribute to the promotion of Events to the wider Taekwondo community;
- (c) Develop/ review/ revise the Committee's operating plan for approval by the Board; and
- (d) To provide quarterly reports to the Board in relation to performance and achievement of agreed goals.
- (e) To provide a follow up report on each event to assist the Board in evaluating the success of the completed event, planning for future events and determining future budgets.

## **6. AUTHORITY AND RESPONSIBILITIES**

The Committee is a policy and program development committee that assists the Board through the CEO, by providing guidance and advice on policy and operations in relation to the Events Program and how the Program can continue to evolve to be a best practice program through continuous improvement. Should it be required, once the policies are endorsed by the Board, the Board may request that the Committee to implement the policies and program under the guidance of the CEO. The Committee will have the responsibility of making recommendations to the Board in the following areas:

- (a) Develop an Expression of Interest template for states and territories to submit proposals to host Company events;
- (b) Solicit and evaluate competing proposals from states and territories to host events and provide recommendations to the Board for selection of a host state/territory;
- (c) Evaluate any proposed variations in format, procedures, content or fees for any event, which may affect the quality or success of the event, and make risk assessment recommendations to the Board as appropriate;
- (d) In accordance with the national calendar, stage high quality taekwondo events on time and budget;
- (e) Critically analyse completed events to ensure the competition structure meets the requirements of best practice in the provision of competition outcomes and overall value to the Company and members' expectations;
- (f) Establish and maintain an Events Handbook with procedures and guidelines for planning and conducting events. Document the challenges and lessons learned after each event and integrate lessons learned from the analysis within 90 days of the completion of the event;
- (g) Develop/ review/ revise the Committee's operating plan for approval by the Board;
- (h) To provide quarterly reports to the Board in relation to performance and achievement of agreed goals, and
- (i) To provide a follow up report on each event to assist the Board in evaluating the success of the completed event, planning for future events and determining future budgets.

## **COMPOSITION OF THE COMMITTEE**

The Events Committee will report to the Board, through the Company's CEO.

The Committee shall consist of seven members who are appointed by the Board after receiving advice from its Nominations Committee (which may or may not be the entire Board or a sub-Committee thereof). It is intended that the Board's Nominations Committee will annually call for nominations (usually in November) with appointments announced as soon as practicable thereafter for commencement in January of the following year.

Nominees will be asked to provide a statement of their qualifications for a role on the Committee with their nomination, along with a statement regarding existing or potential (where known) conflicts of interest.

All Committee Members will be required to abide by the Code of Conduct and sign a 'Declaration of Acceptance'. The Committee's responsibilities are collegiate and once decisions are made Events Members must not publicly advocate policies or statements contrary to established Committee decisions.

Members of the Committee will be appointed by the Board who will be guided by the following principles:

- (a) In establishing 'selection criteria' for choosing Committee Members, the Board and its Selection Committee will strive for an appropriate balance between State representation and the required skill/experience/capability, understanding that both are important.
- (b) Over time, each State with representatives which have the required skill/experience/capability will be represented on the Committee.
- (c) It is important that, as far as is possible, a group of people is chosen to who will ensure that the events are delivered in accordance with the Charter's requirements.
- (d) The required expertise includes negotiation and interaction skills with an emphasis on critical thinking, communication and human interaction, a creative approach to problem solving with a high level of attention to detail and budget awareness.
- (a) Fundamentally, the Board will be looking at nominees' backgrounds for the ability to engage broadly within the Taekwondo community.

In January each year, the Committee will elect its Chairperson for a term of one year.

The Board has the right at its discretion to replace Committee Members if/when a Member resigns their position, and/or when a majority of the Members support the removal of a Member based on non-performance or non-participation and makes a recommendation to the Board accordingly. The Board may call for fresh nominations or draw on the pool of people who nominated previously at its discretion.

The Committee may, at its discretion and with a majority vote, appoint a non-voting Administrative Officer. The Committee must advise the Board of its decision at the next Board meeting. Equally, the Board, at its discretion, may appoint a non-voting Administrative Officer to support the Committee's work.

## **7. TERM OF MEMBERS**

To ensure continuity and consistency of operations/practice, unless otherwise agreed with the Board, the term of Committee Members will be three years, with a maximum of two consecutive terms (i.e., a total of six years) at the discretion of the Board. Every year a minimum of one third of the Committee's members will come up for appointment (either new appointments or extensions).

In appointing members to establish the Committee in 2022, unless otherwise agreed by the Board, three Members will be appointed for a one year term, with an automatic extension in the Committee's second year if requested by the nominee; two Members will be appointed for two years; and two Members will be appointed for three years. Every year after that, two or three vacancies will be filled by an extension or new appointment. Existing members wishing to renominate will be required to submit an expressions of interest and will be considered alongside all other nominations received for the vacancies.

## **8. MEETINGS**

The Committee shall meet as often as required to fulfil its tasks, and at least four times each year. The Committee can be convened for additional meetings as determined by the Chairperson or at the request of the CEO or the Board.

Meetings may be conducted via a teleconference call. The Committee will endeavour to meet face to face once per annum if practical. This should be at an event that all Committee Members would normally attend (e.g. National Championships). The Company will not reimburse travel to such a meeting, but will cover the cost of meeting room hire if it is held in conjunction with other Company meetings.

The Chairperson will be responsible for ensuring that all Committee Members receive formal notification of meeting times/arrangements at least 14 days prior to the meeting, and for ensuring that any Agenda, Minutes or other Papers are circulated at least 3 days prior to the meeting. A Committee Secretary/ Administration Officer may be elected from the Committee to assist with paperwork.

The quorum required for meetings is four (4) members.

Decisions shall be made by a simple majority vote of Committee Members present.

In the absence of the elected Chairperson, an 'acting' Chairperson will be appointed by simple majority of those Members attending the meeting.

The Chairperson of the Committee will ensure that Minutes of the meeting are recorded and are circulated to the Committee Members within 5 working days of a meeting. On acceptance of the Minutes the Chairperson shall ensure the Minutes are provided to STAL's CEO within 5 working days after their acceptance.

## **9. CONFLICTS OF INTEREST**

All Members of the Committee should, where possible, avoid conflicts of interest. In the event that this is not possible, all Committee Members will be required to disclose any existing or potential conflicts of interest at the commencement of each Committee meeting held in accordance with clause 9 above. A conflict of interest for a Committee Member could be a situation in which a Member has multiple interests (financial or otherwise), one of which could possibly impair that Member's ability to perform their duties and responsibilities to objectively serve the national interests of the Company (including service to Taekwondo in Australia). Conflicts that arise for Members in this situation could result in Members prioritising their personal, professional or State interests ahead of, or in a manner which is inconsistent with the Company's national interests.

An example of a conflict of interest is when a Committee Member is part of a Committee that recommends a Selection policy and that Committee Member is also an Instructor or Coach of students which may be affected by the Selection policy.

If a conflict is disclosed in accordance with this clause 10, the Committee Member may be asked to (and will do so if asked) leave the room by the Chairperson during the discussion about the issue/item where there is an existing or potential conflict, and the Member may not vote in relation to any decision which relates to the conflict in question.

## **10. FINANCES**

When the Committee recommends a policy to the Board it should be done so with an approximate annual budget. If endorsed by the Board and the Committee is asked to implement the policy then the Committee shall be expected to prepare and submit an annual budget for income and costs associated with the policy to the CEO for endorsement. Where finances are endorsed as part of the annual budget, payments will be released as per the Company's Financial Policy.

The Company will not reimburse operational costs for the Committee. The Committee is expected to use Company facilities (e.g. meeting rooms, tele/video conferencing facilities).

## **11. REPORTING**

The Committee in the first instance shall report to the Board through the CEO.

The Committee shall provide reports as required or requested by the CEO for the Board, or by the Board directly.

The Committee shall prepare an annual report to be received by the CEO no later than two months prior to the Annual General Meeting of the Company.

## **12. REVIEW AND CHANGES TO THE CHARTER**

The Committee shall review its performance through analytical processes with results presented to the Board in conjunction with the Annual Performance Report.

The Board shall review the Terms of Reference of the Committee annually in conjunction with the member appointment/reappointment process.

The Board shall review the Committee's role in the context of the annual budget and the Company's strategic planning process.

The Committee shall at a minimum biannually conduct a review of its Charter and present any recommendations for change to the Board.

Changes to the Charter are at the sole discretion of the Board and any such changes must be minuted and approved by the Board.

Such changes will only become effective upon the Committee receiving a Charter Notice of Change document as per the Board's decision. The document will outline the date such a change becomes effective and the written amendments or changes required within the Charter. The Notice of Change document shall be signed by the Executive Officer of the Company.