

Committee Terms of Reference

Type:	Management Advisory Committee
Title:	Technical Advisory Committee (TAC)
Objective:	To assist in managing SNZ Technical Operations
Responsible to:	Chief Executive

Structure:

1. The members of this committee shall be appointed by the CEO from the membership and shall consist of up to six including a chairman.
2. The CEO and Events Manager will be invited to all meetings of this committee
3. SNZ board members are eligible for appointment but do so as a member of SNZ not as a representative of the board.
4. A quorum shall be four members.

Term:

1. Members of the committee shall be appointed for a three (3) year term. A phased rotational retirement process will be used – that being two, two and one member(s) retiring over the three years, based on the period of appointment. The term shall conclude at the 31st August.
2. The chairman shall be appointed for a term of three (3) years and shall be aligned with the retirement year of the technical committee member standing alone.
3. If a member resigns from the committee before the term expires. The CEO can appoint another member for the remainder of the term through the process outlined above.
4. Members must be active and regularly attend the meetings of the committee. Three consecutive non-attendances at a Technical Advisory Committee meeting may be deemed a resignation by CEO and a new member appointed (as per point 3. above).

Application Process:

1. Applications will be called for in July for those positions due for reappointment through Regions and SNZ targeted database, specific individuals may be approached and encouraged to submit applications.
2. A close off date of not less than 2 weeks from the initial call for application date.
3. SNZ will provide a template application form that applications will be required to be made on.
4. Applications may be electronically submitted.
5. Applications must be made by the individual wishing to stand, there is no nomination procedure.
6. The CEO will receive recommendations from the Technical Panel and appoint as necessary.

Profile:

The following factors will be taken into consideration when appointing the committee:

1. A cross-section of skill base including strategic and philosophical strengths, technical expertise and knowledge of best practise models.
2. All members shall have a qualification of national referee.
3. Technical Advisory Committee will consist of six members, one representing each of the following areas of Upper North, Central, Lower North, Upper South and Lower South and a chairman of the committee.

Operating Principles:

1. The committee chairman shall call a meeting of the committee or if so requested by the CEO or Events Manager.
2. The committee may have in attendance such members of management and such other persons as it deems necessary to provide appropriate information and explanations.
3. The committee chairman may obtain external resources as required to assist with its work, subject to prior CEO approval.
4. The overarching voice for the committee is to be the Chairman. The Chairman may delegate committee members to perform technical business as appropriate, in particular to undertake technical seminars, undertake examination and clarify technical interpretations as and when needed.
5. Committee members are to be positive role models and are not to bring SNZ, its sponsors or stakeholders into disrepute in any way.
6. The committee chairman will give notice to the CEO its agenda 2 weeks prior to any meeting and key recommendations/actions resulting from the meeting within 2 weeks of the meeting ending.
7. The committee shall have at least two 'face to face' meeting annually.
8. The committee meetings shall be minuted by one of the SNZ staff members.

Duties and Responsibilities:

1. To regularly review and debate strategic and operational technical issues and programmes.
2. To make technical recommendations to SNZ Management Team.
3. That concerns can be raised to SNZ Management Team from the membership.
4. A consultative tool for the Events Manager and CEO.
5. To perform any other technical duties as requested by the CEO.
6. Specifically duties involve:
 - that all Swimming New Zealand rules, regulations and interpretations meet FINA requirements, and these are implemented consistently throughout the country,
 - provide recommendations to the CEO on national and international technical official appointments,

- recommend the education, training and professional development of national technical officials, including but not limited to the certification and grading of referees
 - recommend the Swimming New Zealand technical examinations and certification criteria
 - providing advice and recommend a technical manual for distribution to candidate officials
 - provide advice, guidance and interpretations on technical issues, rules and when required
 - act as Meet Directors for Swimming New Zealand competitions or delegate when required.
 - complete National examinations
 - conduct technical seminars as required to ensure that SNZ rules, regulations and interpretations are implemented consistently throughout the country.
7. Review the terms of reference for this committee and provide any recommendations to the CEO.

Authority:

1. This committee shall operate within the above mentioned duties and responsibilities.
2. This committee shall have no executive powers with regard to its findings and recommendations, but will provide recommendations to the CEO.
3. The CEO has the discretion to remove members from this committee at any time for breaching these 'terms of reference'. The member has a right of Appeal as outlined in the Operational Policies.