



MNZ Commission

Terms of Reference and Operating Principles

Purpose

To provide the strategic and technical leadership necessary to ensure that all disciplines meet their current and future potential.

Contribution to MNZ Strategic Direction

Vision

- Sporting excellence
- High Standard Events under MNZ jurisdiction
- Rider health and safety
- Skilled, passionate volunteers
- Synergy with affiliated organisations, promoters and industry

Values

- Fairness, inclusion, unity and transparency
- Professionalism and expertise
- The highest standards of health, safety and environment
- Passion and commitment

Related MNZ Action Plan Objectives:

To be included in conjunction with the completion of the MNZ Strategic Plan

Composition:

- Chairperson
- Expert members appoint by the chairperson, with the approval of the Board. Expert members are individuals with demonstrated skills/understanding of the Commission. The members should, if possible, be from through-out New Zealand.
- Ex-officio, non voting: President, relevant Board members

Specific Responsibilities:

1. Establish the strategic direction, new disciplines and/or events.
2. Develop, implement, monitor and evaluate a Work Plan, ensuring that all objectives are met.
3. Study trends in recreation, entertainment, sport, motorcycle related industries and media to identify potential new events, rules, presentation and marketing approaches that will enhance the sport, ensure the Commission SWOT is updated prior to the development of annual work plans.
4. Recommend, implement, evaluate and adapt sporting rules for current disciplines.
5. Recommend the relevant discipline calendars for ratification by the Board.
6. Ensure a formal mechanism for seeking input from riders, teams and officials.
7. Increase the number of opportunities for female, veteran and youth competition.
8. Establish and maintain strong relationships with all Clubs in order to ensure a clear understanding of the situation in each island and to assist in the organisation of National, Island & Regional Competition.

9. Provide written reports on achievements and submit for approval those items requiring approval
10. Provide a representative (normally the Chair) at each Commission/Board and other MNZ meetings as required.
11. Act in accordance with powers, responsibilities and procedures outlined in the MNZ Rules and Regulations and other MNZ approved policies.
12. To develop coaching and training programs and the distribution of such information to members
13. In conjunction with the Office Management, to prepare and issue media releases for all forms of communication, the preparation and distribution of media kits.
14. Subject to the satisfaction of the Board, to select National and International teams to issue criteria within terms of the selection policies advising the basis on which selection for named competitions will be made.

Commitment of Commission Members

- Work by consensus
- Assume responsibility for specific tasks and deliver within the agreed time frames.
- Treat discussions within the Commission as works in progress, recognising that recommendations may be altered in order to enhance co-ordination and harmonisation of different disciplines and departments within MNZ
- Be accessible by email and by other electronic means such as Skype, as agreed by the board
- Respond to requests for input within a minimum of 72 hours to a maximum 10 days, depending upon the situation, and agreed that where circumstances prevent participation that everyone will respect and support the consensus of the rest of the commission
- Individual members agree that if they do not respond to two consecutive meetings, Conference/Skype Calls and/or e-mails without appropriate notice and reasons, they shall be automatically removed from the Commission
- The Director and Commission agree that they will not either during or after their term of Office, share or use information deemed confidential by MNZ.
- The Chair and Commission members agree not to allow their membership on the Commission to serve personal ends and will not let personal interest or the interests of a third party (e.g. an organisation in which they are a member) conflict with those of MNZ. The Chair or any Commission member who has a conflict of interest and/or loyalty either financial or personal in any proposal that is put before the meeting of the relevant body must declare that conflict of interest and/or loyalty and leave the meeting, and not seek to influence debate on the proposal nor vote on the proposal.

Report to:

- Board through the General Manager Operations

Works with:

- Board
- MNZ Staff
- Clubs
- Officials
- Other Commissions

Authority and Decision Making

Decisions within the Commission will generally be made by consensus. If a formal vote is requested by a member of the Commission, each member shall have one vote. The Chair shall have a vote only in the case of a tie at voting by call, in which case his/her vote shall be the deciding vote. Votes that have been decided by the vote of the Chair shall be referred to the Board for ratification prior to implementation.

The Commission shall have the authority to make the following decisions:

- Explore potential opportunities and/or carry out responsibilities outlined within these Terms of Reference
- Expend, in accordance with the budget, its allocated budget on programmes and service related to its approved work plan
- Invite experts in a particular subject area to participate in meetings or work related to their area of expertise

For Championships the following decisions must be ratified by the Commission

- Sporting and technical decisions
- Calendar
- Sporting regulations

Meetings

The Commission will meet as necessary to achieve the targets outlined in its approved Work Plan. This will include at least two face to face meetings per year and at other times via telephone or electronic means. The principal method of communication and decision-making between meetings shall be by email. The timing and location of meetings will be determined by the Chair in consultation with the members.

Record of Meetings of Meetings and Activity

The Chair shall ensure a record of all meetings and actions of the Commission maintained including a list of all individuals and organisations that were consulted, be on file at the MNZ Office.

Term of Office

Appointments shall be made as per the MNZ Constitution.