



New Zealand Olympic Committee Education Commission

Terms of Reference

Approved 4 September 2024

The Education Commission is a Commission of the New Zealand Olympic Committee Incorporated (NZOC) established by Rule 10 of the NZOC Constitution.

1. Name and Membership

1.1 **Name:** The NZOC Education Commission shall be known as the Education Commission and will also be the New Zealand Olympic Academy (“NZOA”) in New Zealand.

1.2 **Composition:** The Education Commission shall comprise:

- a. The NZOC Education Manager ex-officio; and
- b. Up to five other people (who need not otherwise be associated with the NZOC) with appropriate qualifications, experience and knowledge of education and sport in New Zealand, who shall be appointed by the NZOC Board; and
- c. A nominee of the NZOC Athletes’ Commission; and
- d. If requested by the NZOC Board, an NZOC Board Member appointed by the NZOC Board.

1.3 The Education Commission may also comprise one additional person co-opted to the Education Commission by the NZOC Board where the NZOC Board believes such person would provide a meaningful contribution to the Education Commission.

2. Method of Operation

The Education Commission shall meet at least twice per annum and a quorum of four members is required. These meetings may be conducted either in person or via video conferencing.

3. Roles and Responsibilities:

3.1 **Role:** The role of the Education Commission to advise the NZOC on strategies to elevate the NZOC’s vision by inspiring and motivating young New Zealanders to be active and live by the Olympic values of Excellence, Respect and Friendship. In addition, advising on strategies providing an opportunity to enhance and honour the NZOC’s legacy, Games and athletes.



3.2 **Responsibilities:** The specific functions and responsibilities of the Education Commission are to:

- a. Assist to engage athletes on their Olympic journey;
- b. Advise on the development of the NZOC strategic plan in terms of education;
- c. Advise on the development of a detailed four yearly and annual education plans, which align with the NZOC strategic plan;
- d. Report to the NZOC Board annually each calendar year;
- e. Be a member of, and fulfil its obligations as a member of, the International Olympic Academy ("IOA") including appointing a representative to attend IOA sessions.

3.3 **Chair:** The NZOC Board will appoint a Chair from amongst the five positions appointed under clauses 1.2.b. Such member shall hold office as Chair for the period specified by the NZOC Board. The role of the Chair is to chair meetings and represent the Education Commission, where necessary. If the Chair is unavailable for any reason, the NZOC Chief Executive Officer may appoint another member from the positions appointed under clauses 1.2.b. of this Terms of Reference to act as Chair during the period of unavailability.

3.4 **Term of Office**

A member appointed to the Education Commission under clause 1 will hold office for a period of up to four years. A member of the Education Commission may be reappointed up to a maximum of twelve years.

4. **Conflicts of Interest**

If a member of the Education Commission or the NZOC Board believes that a member of the Education Commission has, or may have, a potential or actual conflict of interest then:

- a. the member must disclose the nature of the potential or actual conflict of interest to the Education Commission and the NZOC Board; and
- b. the member may not participate in any discussions, voting, or selection decisions which may be affected by the conflict of interest, unless permitted to do so by the Chair.

5. **Expenses**

The NZOC shall reimburse members of the Education Commission for their actual and reasonable expenses incurred in the conduct of their responsibilities following approval of a properly completed expense claim (in the form required and approved by the NZOC) and in accordance with the NZOC's policies.



6. Authority

The Education Commission is empowered by the Board in fulfilling its role to:

- a. Obtain legal or other independent professional advice;
- b. Secure the attendance of any person with relevant experience and expertise at Education Commission meetings if appropriate; and
- c. Have direct access to the resources and information of NZOC as it may reasonably require.