

2021-2025 ATHLETES COMMITTEE
TERMS OF REFERENCE

ATHLETES COMMITTEE

ESTABLISHMENT

This Committee is established in accordance with Article 4.3 of the Oceania Taekwondo (OT) Statutes.

RESPONSIBILITIES

The Athletes Committee represents athletes within the Oceania Taekwondo Movement and upholds the rights and obligations of the athletes and conducts educational training in conjunction with the education committee for and on behalf of athletes.

COMPOSITION AND TERMS OF OFFICE

The Athletes Committee represents athletes within the Oceania Taekwondo Movement and upholds the rights and obligations of the athletes and conducts educational training in conjunction with the education committee for and on behalf of athletes.

The Committee shall be elected or appointed in accordance with a procedure established under the OT's Statues. All members shall have a four-year term. The Committee members shall elect from among themselves a Chair and Vice-Chair.

Chair	Ms Janine Watson	AUS	
Member	Ms Katarzyna Bartnikowska	AUS	
Member	Mr Solomon Jagiri	SOL	
Member	Ms Anegha Slodhika	FIJ	
Member	Ms Mary Tonisi	SOL	

This Committee is supported by the Secretariat.

QUORUM

A quorum for the committee meeting is defined as 50% of the membership, plus one.

Where attention is drawn to a loss of quorum, the meeting may be adjourned until such time as the Chair may determine.

CONFLICT OF INTEREST

Committee members are required to bring to the attention of the Chair any conflict of interest or potential conflict they may have with any item on the committee's agenda.

If a committee member is deemed to have a real or perceived conflict of interest in a matter that is being considered at a meeting, he/she will be excused from Committee discussions and deliberations on the issue where a conflict of interest exists.

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MEETINGS

Committee meetings shall be held at least once every six months unless otherwise agreed by the Committee. Committee meetings may be held in person, by telephone, videoconference, or other electronic means. If the meeting is held via conference call, eg Zoom.

Committee members are required to be fully prepared for each meeting, having read any documentation in advance, and to make every reasonable effort to attend each meeting.

Decisions of the Committee may be made at a duly called and constituted meeting; or, by a resolution in writing to all members of the Committee and physically or electronically signed by at least a quorum of the members of the Committee who are entitled to vote on the resolution other than those on an approved leave of absence.

OBSERVERS AND VISITORS

Observers and visitors must have received the prior permission of the Chair to attend meetings. Observers and visitors must leave the meeting if any matters are to be considered confidential.

AGENDAS AND MINUTES

Agendas and associated documentation will be distributed prior to the meeting.

Except with the express permission of the Chair, late papers will not be accepted, nor will the tabling of papers. All papers must be submitted to the Chair, of the Committee no later than seven working days prior to the forthcoming meeting.

Minutes are to be prepared at each committee meeting via the Vice – Chair how will record minutes. The draft minutes and action sheet of each meeting are to be reviewed by the Chair and circulated to all committee members by the Vice Chair to the Committee as soon as practicable. A copy of the minutes, once they have been reviewed by the Chair, will be included in the agenda papers for the next committee meeting for approval.

REPORT

The Vice-Chair shall prepare reports on its activities to be submitted to the General Assembly and Council Meetings. This report shall include the Committee's progress towards its core objectives. The Committee Chair reports to the OT Secretariat.

EVALUATION AND REVIEW

To ensure that this committee is fulfilling its duties, it will:

Undertake an annual self-assessment of its performance against its Terms of Reference and provide that information to the Council; and

Provide any information the Council may request to facilitate its review of committee's performance and its members.