

Policy: Executive Committee
Title: Executive Committee Terms of Reference
Objective: To manage the business of Orienteering NZ

Purpose

The Executive Committee is established under Clause 8.14 of the Orienteering NZ constitution. The Executive Committee's purpose is to manage the business of Orienteering NZ within agreed financial limits set by the Council from time to time. Subject to these financial limits, it has primary authority for the day to day management of Orienteering NZ's operation save for those matters which are referred to the Council or committees.

That authority shall include, but not be limited to:

- Agreeing and recommending the Business Plan to the Council
- Managing the delivery of the agreed Business Plan
- Defining and allocating overall budgets and resources (finance and people) to ensure Orienteering NZ has the capabilities and resources to deliver or exceed the objectives in the Business Plan

Budgets and Resources means:

- financial management including reviewing the budget, and overseeing short and long-term investments, and approve funding applications
- approval of payment of invoices including authorisation of payments for ONZ personnel
- oversee the appointment of ONZ personnel, including establishing an appointment committee (if required), and make recommendations to the Council for approval
- Confirm ONZ Team Staff appointments
- Endorse ONZ Team selections in accordance with the ONZ Selection Policy G1
- Dealing with issues which require an urgent attention

Membership

The Committee shall consist of three members:

- Orienteering NZ Chair
- General Manager
- One member of Council appointed by the Council

The appointment of the third member of the Committee shall occur annually at the first Council meeting after the AGM. Continuation of this Council Member on the Executive Committee will be subject to approval of the Board annually. The maximum term that either the Orienteering NZ Chair or appointed Council Member can remain on the Executive Committee will be similar to that of Board Members as stipulated in the Constitution (i.e three periods of three years).

Frequency of Meetings

Meetings shall be held as and when required.

Quorum

A quorum will be deemed to exist when:

- At least two members are either physically present at the location of the meeting or by telephone/video conference. Any Committee member unable to attend a meeting must advise the Chair of their absence in writing, but may appoint one of their fellow Council members to attend and vote on their behalf.
- In the event of an extended absence of a Member of the Executive Committee for a period in excess of three months, the Orienteering NZ Board may seek to make an alternative appointment and fill this position with another Council Member.

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- In exceptional circumstances, the meeting may be held through email exchange, provided at least two of members take part in the email exchange and voting is carried out electronically.

Reporting to the Council

The Executive Committee reviews issues, reports and makes recommendations to the Council.

- A regular oral report at each Council Meeting will be included on the Council Agenda.