



## PNZ Athletes' Council Terms of Reference

<p><b>Introduction and Purpose</b></p>	<p>The PNZ Athletes' Council ("Council") is a consultative committee established by Paralympics New Zealand to act as the athletes' voice within PNZ, providing governance and management advice on matters impacting on Paralympians and Para athletes.</p> <p>The purpose of the Athlete's Council is to represent New Zealand Paralympians and Para athletes while empowering athlete participation and voice within New Zealand and the Paralympic Movement internationally, including:</p> <ol style="list-style-type: none"> <li>a. Supporting the work of PNZ on all matters relating to Paralympic Games operations, performance, and policy, including providing advice and advancing projects that achieve Council and PNZ outcomes.</li> <li>b. Representing Paralympians and Para athletes' rights and interests and to participate in PNZ consultation and decision-making.</li> <li>c. Safeguarding the balance between active Paralympians and Para athletes well-being and the performance requirements in high performance sport.</li> <li>d. Connecting with other athletes' Councils to discuss issues relating to active Paralympians and Para athletes within the Paralympic movement.</li> <li>e. Advocating for Paralympian and Para athlete voice in PNZ member organisations.</li> </ol>
<p><b>Paralympian and Para athlete Definition</b></p>	<ol style="list-style-type: none"> <li>1 A Paralympian has represented New Zealand in at least one of the previous three (3) Paralympic Games (winter or summer).</li> <li>2 A Para athlete has represented New Zealand at a World Championships, Commonwealth Games or other international competitions within the past twelve (12) years.</li> <li>3 Paralympians and Para athletes must be at least 18 years of age and have not received any sanctions in relation to World anti-doping, or any sports betting or breach of rules/regulations.</li> </ol>
<p><b>Composition, Eligibility and Term</b></p>	<p>The Council will comprise five (5) elected members with the option to appoint two (2) additional members if required.</p> <p>The Council will be composed of at least four (4) Paralympians. Members will be elected by eligible Paralympians and Para athletes and appointed by the Council in consultation with the PNZ Board.</p> <p>Appointed members: Up to two (2) additional members may be appointed if the elected Council members identify a need to expand the skill mix or increase representation in relation to gender, summer and winter sports, team and individual sports, or athlete classifications.</p> <p>All Council member's term will be four (4) years, with a two (2) year consecutive term maximum.</p> <p>At least two (2) members will retire every second year to ensure Council knowledge and capability is retained.</p>

	<p>If a mid-term member vacancy arises (with more than six (6) months remaining of the term), the Council may appoint a new member to fill the vacancy for the duration of the vacant members' term.</p>
<p><b>Council Knowledge, Skills, and Experience</b></p>	<p>Council members must be able to demonstrate the relevant skills, knowledge, and experience necessary to assist the Council to fulfil its purpose. These include:</p> <ul style="list-style-type: none"> <li>• A commitment to the PNZ purpose</li> <li>• A passion and commitment for Paralympic values and interests in New Zealand, and internationally.</li> <li>• Clear written and verbal communication with highly developed interpersonal and relationship skills.</li> <li>• The ability to connect with, and foster relationships across, a diverse range of stakeholder groups.</li> <li>• Capability to work individually and as a member of a team with and without direct supervision.</li> <li>• The ability to manage confidential information and contrasting opinions.</li> </ul>
<p><b>Responsibilities</b></p>	<p>Minutes of the Council meeting and decisions must be recorded, circulated to the members of the Council, PNZ CE and PNZ Board, and approved at the next Council meeting.</p> <p>Ensure effective communication between the Council, Paralympians and Para athletes and PNZ.</p> <p>To work within the annual budget to achieve the work plan of the Council.</p> <p>Council members are expected to make their best effort to participate in all Council meetings either in person or via teleconference.</p>
<p><b>Council meetings and voting</b></p>	<p>The Council shall meet not less than three (3) times a year with one meeting aligning with the PNZ AGM.</p> <p>Meetings may be in person or via teleconference.</p> <p>At any meeting, at least four (4) Board Members must be present (in person or by other means) to form a quorum. If a quorum is not achieved, the meeting shall be rescheduled.</p> <p>Each Council Member will have one vote and the Council Chair will have a casting vote as well as a deliberative vote.</p>
<p><b>Media and Communications</b></p>	<p>The Council Chair is the only designated spokesperson for the Council relation to all media communications.</p> <p>All Council members must disclose to PNZ any approaches for interviews received in relation to their role on the Council.</p>
<p><b>Election and Nomination Process</b></p>	<p>To be eligible to stand the Council, a Paralympian or Para athlete must reside in New Zealand and must be at least 18 years of age.</p> <p>A Paralympian or Para athlete, regardless of country of residence and age, is eligible to vote in a Council election.</p>

	<p>PNZ will call for applications for vacant positions at least four (4) months prior to a Paralympic Games (summer and winter).</p> <p>Voting shall be by electronic voting. If the applications to the Council are equal to current number of vacant positions, no election will be necessary.</p> <p>The PNZ Board will confirm the elected and appointed Council members.</p> <p>The Council, at its first meeting after an election, must appoint a Chair. The term of appointment will be for a duration of two (2) years with a maximum of three (3) consecutive terms.</p>
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