



**ENDURANCE**

## **ESNZ Endurance CTR Committee – Terms of Reference**

### **Purpose**

To identify, discuss and present recommendations to the ESNZ Endurance Board for consideration on CTR matters.

### **Composition of ESNZ Endurance CTR Committee**

1. The ESNZ Endurance CTR Committee comprises of three members of ESNZ Endurance:
  - One elected ESNZ Endurance Board member
  - Four ESNZ Endurance members elected at the CTR AGM
  - Once elected, the Committee shall appoint, from its members, a Chairperson, a North Island Coordinator and a South Island Coordinator. It is not essential, but is preferable, for the Island Coordinators to be resident in the Island they represent.
3. The Committee can co-opt the expertise of specific people from time to time as required.
4. The Committee will conduct their business by email, phone, Facebook group or in person.

### **Term**

1. The elected ESNZ Board member is appointed to the Committee for a one year term but may be reappointed.
2. The four members elected at the AGM are elected for a one year term but may put their name forward for re-election the following year.
3. The Committee may fill any vacancy arising on the committee that occurs prior to the next AGM.

### **Responsibilities**

The ESNZ Endurance CTR Committee will be responsible to the ESNZ Endurance Board for:

1. Conducting and administering the affairs of CTR within the ESNZ Endurance Policies, Rules and By-Laws.
2. Considering matters referred to it by the AGM, the Board, the President or Chief Executive Officer of ESNZ, the Endurance Technical Committee, the Chairperson, and at its discretion deal with such matters.
3. Monitoring and recommending amendments of the ESNZ Endurance CTR Rules.
4. Determining a process for the regular review of the ESNZ Endurance CTR Rules.

## ESNZ Endurance CTR Committee – Code of Conduct

Members are expected to act in good faith and in the best interests of ESNZ. Committee members will:

- Act in compliance with New Zealand laws..
- Maintain high ethical standards and observe the principals of fairness and impartiality in all dealings concerning ESNZ Endurance and its members. They must act in the interests of the members as a whole and not individuals.
- Ensure that the confidentiality of the meeting room is maintained at all times. Minutes or summaries of proceedings may be published by agreement but details of discussions or other information remain confidential.
- Declare any conflicts of interest they may have in relation to matters being discussed. Such members may be asked to withdraw from discussion and/or abstain from voting.
- Take collective responsibility for decisions of the Committee. If they lose confidence in any significant decisions this should immediately be raised for debate. It is not acceptable for any Committee member to take such issue directly to the membership while they remain in office unless the CTR Committee has so agreed.

Chair \_\_\_\_\_ Date \_\_\_\_\_

Member \_\_\_\_\_ Date \_\_\_\_\_

Member \_\_\_\_\_ Date \_\_\_\_\_

Member \_\_\_\_\_ Date \_\_\_\_\_

Member \_\_\_\_\_