

Technical Committee Operations Policy

Version 0.9 (23 May 2009)

1 Policy Aims

This policy aims to set out the responsibilities of Council and the Technical Committee with regards to the governance and operations of the Technical Committee.

2 Technical Committee Area of Responsibility

The Technical Committee is involved in both Governance and Management roles in areas where a high degree of technical knowledge is required.

2.1 Governance:

Where the Technical Committee plays a role in Governance, their work must be approved by Council. Council is free to modify, ask for changes and to direct the Technical Committee in these areas:

- The Rules & Regulations change process (see Governance Policy)

2.1 Management:

Where the Technical Committee is involved in management, the Technical Committee is free to work within the existing policy framework. Actions that fall outside existing policy must first be approved by Council. Areas of management include:

- Education and training of officials
- Education of coaches and skaters on the Rules & Regulations
- Clarification of and/or answering queries regarding and Rules and Regulations
- Distribution of ISU Communications to NZ Skating Community
- Participation in submissions for review of policies
- Preparation of NZ National Championships announcement in conjunction with NZISA Council Member responsible for Competitions
- Verification of competitor eligibility for entries in NZ National Championships
- Verification and approval of test cross-credits
- Facilitation of forums at NZ National Championships or at other times as required

3 Council – Technical Committee Linkage

3.1 Council Responsibilities and Limitations

- The Council's resolutions describe the organisational results to be achieved within the Technical Committees area of responsibility. These resolutions form the basis for the Technical Committee to develop the organisational means to achieve the results.

3.2 Technical Committee Rights & Responsibilities

- The Technical Committee acts as a committee and all decisions of the technical committee shall be through resolutions. Minutes of meetings of the Technical Committee shall be recorded and made available to all members of the NZISA.
- The Technical Committee and its individual members are encouraged to use assistance or expertise from within or outside the organisation in carrying out their responsibilities.
- The Technical Committee and its individual members are not restricted from using the expert knowledge of individual Council members.
- The Technical Committee must submit an annual budget to the Council for approval. The Technical Committee must stay within this budget and not exceed any individual item by more than 10%. Any changes to the budget during the year must be approved by the Council in advance.