

WELLINGTON HOCKEY MASTERS ADVISORY GROUP

TERMS OF REFERENCE | 25 July 2022

1. PURPOSE OF THE WELLINGTON HOCKEY MASTERS ADVISORY GROUP

The purpose and intended outcomes of the WELLINGTON HOCKEY MASTERS ADVISORY GROUP (MAG) is to:

- (a) Support the Wellington Hockey Association in the continued growth and development of Masters Hockey in Wellington
- (b) Encourage Masters Hockey (35+) athletes to participate in Hockey through providing opportunities for Masters players to continue playing, coaching and umpiring.
- (c) Promote and support the local Masters competition and to provide a pathway to provincial representative honours through the Wellington teams for National Masters tournament

2. ROLES AND RESPONSIBILITIES

2.1 Relationship with Wellington Hockey

Wellington Hockey will provide a staff member to the MAG, to provide administrative support and a link back into the office. The MAG is expected to work collaboratively and proactively with the Board, management, and staff of Wellington Hockey.

2.2 Relationship of the MAG

The MAG are a representative group consisting of members from the Masters community and any other relevant stakeholders, and are expected to work collaboratively and proactively with the Hockey community.

3. MEMBERSHIP OF MAG

3.1 Membership

The MAG will include up to 8 members, comprising:

- (a) Members from the Masters community through an appointment process:
- (b) a relevant Wellington Hockey staff member:
- (c) external stakeholders who may include players, regional/national sports organisations and/or specialist skilled roles for the MAG
- (d) The Wellington Hockey CEO is an ex-officio member

3.2 Appointment

- (i) Wellington Hockey staff will seek nominations for any vacancies or impending vacancies:
- (a) Members will be appointed by an independent committee made up of the Wellington Hockey President plus a life member, a Wellington Hockey Board member and the Wellington Hockey CEO

3.3 Term and replacement

- (a) MAG Members will generally be appointed for terms of 3 years (with terms expiring 31st Mar).
- (b) There is no limit to the number of terms for appointment of a member.
- (c) Members may resign but should give at least 3 months' notice of such resignation.

3.4 Chairperson

The MAG chairperson (**Chairperson**) will be appointed by the Masters Advisory Group

3.5 Expectations

Members are expected to:

- (a) attend the agreed meetings for the duration of their tenure:
- (b) be proactive and committed:
- (c) be approachable and mindful of other people's opinions and perspectives; and
- (d) work effectively and collaboratively with other Members, Wellington Hockey, and other stakeholders.

3.6 Costs

Members are not remunerated for their membership.

3.7 Independence of Members

MAG Members are expected to have a role of bringing forward concerns and views from the Masters Hockey community.

4. MEETINGS

4.1 Frequency and timing

The MAG should aim to meet as often as required to achieve the aims of the group. The timing of meetings will be set by the Chairperson or Wellington Hockey staff. Members are encouraged to meet in person where possible, but meetings should allow for online attendance to maximize attendance.

4.2 Meeting Procedure

The MAG shall regulate its own meeting procedure.

4.3 Attendance

- (a) Members are not entitled to send an alternate in their place if they cannot attend a meeting.
- (b) Other persons may be invited to attend MAG meetings at the discretion of the Chairperson.

4.4 Secretary

Wellington Hockey will provide the secretariat function for the MAG (which may be performed by the relevant Wellington Hockey staff member, or another person appointed by Wellington Hockey). The responsibilities of the secretariat include:

- (a) preparing and distributing the agenda and associated papers prior to meetings.
- (b) recording and circulating the minutes following the meeting; and
- (c) managing the organisational arrangements for meetings.

4.5 Decisions

The MAG will endeavor to make recommendations by consensus. In the absence of consensus, decisions will be made by majority. Recommendations will be recorded in the meeting minutes.

5. AMENDMENT TO TERMS OF REFERENCE

These terms of reference may be amended from time to time by the CEO of Wellington Hockey, after consultation with the MAG.

