

# TRIAUCKLAND 2011-2012



## Leverage & Legacy Committee - Terms of Reference

**Title:** Leverage & Legacy Committee

**Objective:** To plan and deliver a Leverage and Legacy plan for the Triathlon World Champs 2012 with the ultimate objective of ensuring significant and long lasting benefits are generated for New Zealand from this event. The Triathlon World Champs 2012 Ltd (**LOC**) Board and CEO will have ultimate sign-off on the plan and facilitate its implementation by the committee.

**Responsible to:** CEO of LOC, Dave Beeche

**Date:** *updated* 13 May 2011

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### 1. Structure:

- a) The Committee shall consist of a minimum of 3 and maximum of 8 members.
- b) LOC Board members are eligible for appointment
- c) A quorum shall be half the appointed members or more.
- d) The LOC Board shall appoint the Chair of the Committee

### 2. Appointment Process:

- a) The LOC Board shall approach and invite interest from relevant stakeholders and partners for appropriately qualified and capable people to sit on the Committee
- b) The members of the Committee shall be appointed by the LOC Board

### 3. Term:

- a) Committee members will be appointed for the full term of the Triathlon World Cup 2011 and World Champs Grand Final 2012 through to 30 November 2012.
- b) If a member resigns from the Committee before the term expires, the LOC Board can appoint another member for the remainder of the term through the process outlined above.
- c) Members must contribute actively to the business of the Committee and regularly attend the scheduled meetings of the Group, including telephone conferences.

### 4. Profile:

Representation on the Committee will be sought from stakeholders able to assist with delivering the desired leverage and legacy outcomes such as Tourism New Zealand, ATEED, Tri NZ and SPARC. The following factors will be taken into consideration when appointing members to the Committee:

- a) Area specific knowledge on leveraging world class events for the maximum benefit of NZ
- b) Experience in developing strategies for leaving lasting legacy benefits from major events
- c) Ability to tangibly assist with implementing the Leverage and Legacy Plan
- b) Willingness to work positively with the LOC encompassing the organisations vision and objectives
- c) The ability to operate supportively and constructively in an environment where individual views may be voiced listened to and debated safely and professionally

### 5. Duties and Responsibilities:

- a) The Committee shall be responsible for developing a Leverage and Legacy Plan to ensure significant and long lasting benefits are generated for New Zealand. The plan to

include activities such as showcasing NZ through media coverage, developing a VIP relations programme and ensuring participation in the sport of triathlon is maximised. The plan will be submitted to the LOC CEO, Board and any other necessary stakeholders for approval before implementation.

- b) In partnership with the LOC CEO, the Committee shall implement the plan through its representation and relationships with central and local government agencies and other partners
- c) The Committee will provide any other guidance, advice or support as reasonably requested by the LOC Board.

#### **6. Operating Principles:**

- a) The Committee will work with the LOC CEO and Board, and Triathlon New Zealand to achieve the desired outcomes of the Leverage and Legacy Plan.
- b) Committee members will be positive role models for the LOC and the events acting at all times in a professional and courteous manner and will not bring the LOC, Tri NZ, its sponsors or stakeholders into disrepute in anyway.
- c) The Committee will always act in the best interests of the LOC.
- d) The Committee may have in attendance at its meetings such persons as it deems necessary to provide appropriate information and explanations from time to time.
- f) The Committee shall not be entitled to make any public statements about the event or its related activities.
- h) The Chairperson of the Committee is the spokesperson for the Committee and shall be the central point of contact between the LOC and the Committee. The Chairperson carries the overall responsibility for the Committees processes and performance. Chairperson responsibilities include:
  - I. Set agendas for all meetings including detailed objectives for each meeting
  - II. Leading meetings and teleconferences to ensure meeting outcomes are achieved
  - III. Ensure that minutes of Committee meetings are taken and agreed actions are distributed to members and other relevant stakeholders.
  - IV. Ensure the Committee operates within its terms of reference.
  - V. Consult with the CEO regarding agendas and preparation for Committee meetings.
  - VI. Ensure appropriate reporting of agreed actions and meeting minutes back to the LOC.
  - VII. Calling Committee meetings if requested by the Chair of the LOC.
- j) If a member of the Committee believes they have a conflict of interest in carrying out their duties, they will declare such a conflict to the Committee, and the LOC Board. The Chair of the LOC Board will determine the appropriate course of action in the circumstances which may require the member to abstain from the particular issue.
- k) The Committee Chairperson may obtain additional external resources as required to assist with its work, subject to prior LOC Board approval for any expenses involved.
- l) Any budget associated with the Committee and the Leverage and Legacy plan shall be centrally managed by the LOC CEO.

#### **7. Authority:**

- a) The Committee shall operate within the above mentioned duties and responsibilities.
- b) The Committee is an advisory, and not a decision making, body and has no authority to make decisions on behalf of the LOC and the events. The LOC is encouraged, but not obligated, to accept any advice provided by the Committee. The CEO and LOC Board, have the accountability and decision making on any matter relating to the Leverage and Legacy of this event.
- c) Committee members shall not have the authority to incur any expenditure or liability on behalf of the LOC without the prior written consent of the CEO.
- d) Committee members shall not speak publicly in any media in its own capacity or on behalf of the LOC, the events, or Tri NZ on any matter whatsoever without the prior express approval of the LOC CEO.
- e) The LOC Board, in consultation with the CEO, has the discretion to remove members from the Committee at any time for breaching these 'terms of reference' or if they believe that members are not acting in the best interests of the LOC or the event.