



Information Technology Advisory Group TERMS OF REFERENCE



INTRODUCTION

The Information Technology Advisory Group (hereafter known as the Group) is intended to provide advice and guidance on all aspects of Information Technology (IT) within Squash New Zealand (SNZ), including iSquash.

The focus will be on a short term (three month) project that will involve a complete evaluation of the current SNZ IT platform (iSquash), future requirements, development opportunities and priorities within spending constraints. The advisory group will be tasked with writing an IT strategy and budget for the organisation's IT requirements over the next five years and making recommendations to the board of SNZ for future capital expenditure on technology.

TERMS OF REFERENCE

PRIMARY FUNCTION

- The primary function of the Group is to provide advice
- the Group shall have no authority to commit or direct SNZ to any activity or financial expense without the prior approval of SNZ
- The Group will not speak on behalf of SNZ in any official capacity

MEMBERSHIP

- The Group should comprise of no more than six (6) permanent members at any one time
- The Group shall include the SNZ Chief Executive and SNZ Development Director
- Membership of the group will be advertised through current communication channels and the final group membership will be ratified by the SNZ Board
- As required the Group may temporarily co-opt or involve additional personnel in their meetings to assist with specific areas of work and/or advice (who shall be invited to share their perspective but will be under no obligation to have a form of ongoing role with the Group)
- Any member of the Group can be replaced should the need and circumstance arise, and will be done by the Chief Executive and on ratification by the SNZ Board
- The Squash NZ Chief Executive will chair the Group, with assistance from the SNZ Development Director. As such he/she carries overall responsibility for the integrity of the Group's processes and performance

The role of Chair involves the following responsibilities:

- Leading Group meetings in order to achieve productive outcomes
- Ensuring fairness and even-handedness in all correspondence and meetings
- Ensuring that the Group stays within its governance role in all correspondence
- Group spokesperson and representative on policy matters
- Preparation of reports, minutes, agendas etc
- Ensure that agreed actions are reported to the Group and followed up
- Ensure compliance with SNZ standards and policies
- Liaison with the SNZ Board

OPERATIONAL

- The Group should determine its own means of appropriate communication including meetings, email, Skype and conference call
- While the Group will directly affect and impact on the direction and strategies for iSquash, SNZ staff are responsible for delivery of approved recommendations
- The Group shall observe the same Code of Conduct as the SNZ Board (see Appendix One). The Code's purpose is to ensure the sport and its personnel shall not be compromised nor placed in positions of conflict

ESTABLISHMENT AND DISESTABLISHMENT

- The Group is established by the SNZ Board and can only be disestablished by the SNZ Board
- The initial term of appointment to the Group will be three (3) months, at the expiry of which the work and ongoing relevance of the Group will be reviewed by the SNZ Board

PRINCIPLES FOR THE GROUP

- The Group shall always act in the best interests of the sport and in so doing its players, coaches and other stakeholders
- The Group speaks with one voice or not at all, accepting collective responsibility for recommendations
- The Group should formulate strategy by determining the broadest values before progressing to more narrow ones
- The Group members may be required to perform various duties between meetings as requested by the CEO or Development Director
- Any information obtained whilst a member of the group shall remain confidential to SNZ

Appendix One: SNZ CODE OF ETHICS AND PROPER BEHAVIOUR

SNZ is committed to the adoption of ethical conduct in all areas of its responsibilities and authority.

SNZ Directors:

- Shall act honestly and in good faith at all times in the interest of SNZ and its stakeholders, ensuring that all stakeholders, particularly its members, are treated fairly according to their rights;
- Shall carry out their duties in a lawful manner and ensure that SNZ carries out its business in accordance with the law and the terms of its own constitution;
- Shall act in accordance with the principles of the Treaty of Waitangi;
- Shall avoid conflicts of interests in as far as this is possible. Where such conflicts arise, the Director/s concerned will act within the terms of the Board's Conflict of Interests policy;
- Shall be diligent, attend Board meetings and devote sufficient time to preparation for Board meetings to allow for full and appropriate participation in the Board's decision making;
- Shall observe the confidentiality of non-public information acquired by them in their role as Directors and not disclose to any other person such information;
- Shall act in accordance with their fiduciary duties, complying with the spirit as well as the letter of the law, recognising both the legal and moral duties of the role;
- Shall interact with the Board and SNZ in a positive and constructive manner;
- Shall be loyal and supportive to the Board, abiding by Board decisions once reached;
Shall not do anything that in any way denigrates SNZ or harms its public image.