



Recreation & Leisure Commissioner

Terms of Reference and Operating Principles

Purpose

Is a voluntary role that assists the General Manager within MNZ in providing strategic and technical leadership and feedback for the Recreation discipline to help ensure that disciplines meets current needs and future potential, with a predominant focus on Trail Ride events.

The Recreation Commissioner contributes to MNZ's Strategic Recreation & Leisure direction with

Vision Toward

- Sporting excellence
- High standard of events under MNZ jurisdiction
- Consideration for rider health and safety
- Maintaining our skilled, passionate volunteers
- Assisting the MNZ office with synergies between riders, affiliated organisations, promoters and industry supporter
- Training and fostering volunteers for commissioner support roles for the discipline to provide improved continuity for the roles future

Ensuring Values

- To create fairness, inclusion, unity and transparency
- Promote professionalism and expertise
- Capture a high standard of health, safety and environment
- Passion and commitment

Related MNZ Action Plan Objectives:

To be included in conjunction with the completion of the MNZ Strategic Plan

Specific Responsibilities:

1. Assist with the establishment, strategic direction, and new events for the discipline.
2. To assist in the objectives of MNZ being met develop, implement, monitor and evaluate a Work Plan.
3. Study trends in recreation, entertainment, sport, motorcycle related industries and media to identify potential new events, developments or management methods for the discipline.
4. Think tanking with managers to consider the disciplines presentation and marketing approaches that might enhance the sport or grow the discipline.
5. Assist with recommendations, implementation, evaluations and adapt sporting rules for the discipline and communicate closely with riders, affiliations and industry to ensure implementation of rules is as seamless as possible.
6. Work and meet with all other discipline commissioners and managers to create the discipline calendars that comply with the constitution of MNZ for ratification by the Board.
7. Commission budget to be set in conjunction with the General Manager in November for the following year.
8. The approval of entry forms and supplementary regulations.

9. Ensure that a formal process is in place that allows a transparent information flow to the commission and the MNZ office from riders, teams, officials and affiliations/clubs.
10. Assist the MNZ office with establishing policies that might increase the number of opportunities for the sports minorities such as female, ethnic, veteran and youth competition where possible.
11. Establish and maintain strong relationships with all Clubs in order to ensure a clear understanding of the situation in each island and to assist in the organisation of National, Island & Regional Competition which may include the selection of a national series co-ordinator that works below the commissioner but oversees key competitions/events.
12. Provide written reports (quarterly) on achievements or items of concern and submit for approval those items requiring approval in a timely manner.
13. Ensure representation/attendance at each Commission/Board and other MNZ meetings as required. Attendance at the MNZ AGM is a requirement.
14. Act in accordance with powers, responsibilities and procedures outlined in the MNZ Rules and Regulations and other MNZ approved policies.
15. To identify the need and/or assist with the development of coaching and training programs and the distribution of such information to members or affiliates.
16. To assist MNZ management, with the identification of media exposure opportunities, and to assist with the accuracy of information that might be used.
17. To assist MNZ management with the processes behind the selection of any MNZ appointed National or International representative team(s). Final selection is to the satisfaction of the GB of MNZ.

Commitment of Commissioner

- Declare any conflict of interest and/or loyalty either financial or personal.
- Assume responsibility for specific tasks and deliver within the agreed time frame.
- Treat discussions with other Commissioners as works in progress, recognising that recommendations may be altered in order to enhance co-ordination and harmonisation of different disciplines and departments within MNZ
- Be accessible by email and by other electronic means such as video conference call, as agreed by the Board
- Respond to requests for input within a minimum of 72 hours to a maximum 10 days, depending upon the situation
- Agree that they will not either during or after their term of Office, share or use information deemed confidential by MNZ.
- Agree not to allow their membership as a Commissioner to serve personal ends and will not let personal interest or the interests of a third party (e.g. an organisation in which they are a member) conflict with those of MNZ.
- Not enter into any contractual or verbal agreement with any party without the authorisation of MNZ.

Report to:

- General Manager.

Works with:

- MNZ Staff
- Clubs
- Officials
- Other Commissioners
- Riders / Members
- Board (indirectly)

Motorcycle Industry Contact:

Commissioners must respect the relationship that exists between MNZ and the Motorcycle Industry. Direct communication should be limited to non-formal discussion only, and should keep in mind the potential for conflicts of interest between MNZ and the industry.

Authority and Decision Making

The Commissioner shall have the authority to make the following decisions:

- Explore potential opportunities and/or carry out responsibilities outlined within these Terms of Reference.
- Expend, in accordance with the budget, its allocated budget on programmes and service related to its approved work plan.
- Invite experts in a particular subject area to participate in meetings or work related to their area of expertise.
- Approve voluntary assistants, co-ordinators to assist them with their duties.

For Championships the following decisions must be ratified by the Commission

- Sporting and technical decisions
- Calendar
- Sporting regulations

Term of Office

Appointments shall be made as per the MNZ Constitution.