

Terms of Reference for the Komiti Whakauru Māori

Policy	COM-MOR: Komiti Whakauru Māori Terms of Reference
Version	Version 2
Date in force	December 2015
Planned review	August 2020

Constitution

The Komiti Whakauru Māori ("the Committee") is a committee of Council with the specific delegated powers as set out in this Terms of Reference.

Objectives

The purpose of the Committee is to oversee InternetNZ's relationships with Māori and the Māori Internet Community and to guide and assist the organisation in developing and deepening these relationships.

Membership

The Committee shall consist of three Councillors who have, between them, relevant skills and experience, including understanding of Te Ao Māori, community engagement, understanding of community organisations and prospective partners, and general due diligence experience. In addition, the Committee seeks participation from senior Employees, particularly the Chief Executive, and the Outreach & Engagement Director, who participate actively in the Committee's work.

Council may decide to co-opt other Officers of the Society, Directors of its Subsidiaries or appoint an external independent advisors to the Committee should it wish, to ensure necessary skills and expertise are represented.

Council shall appoint members of the Committee and review these appointments annually at its first ordinary meeting after the Annual General Meeting of the Society. The Committee shall appoint its own Chair from among the members of Council on the committee, who shall have a deliberative and a casting vote.

Members of the Committee:

- a. shall be Councillors with senior staff in attendance and participating as outlined;
- b. are entitled to rely on employees of the Society and professional advisers where they reasonably believe that the employee or adviser is reliable and competent and the reliance was made in good faith and after making an independent assessment of the information.

Any member who ceases to be a Councillor or Employee ceases to be a member of the Committee.

Any policy of Council on conflicts of interest applies to the Committee. At its discretion, the Committee may exclude a member who, in the Committee's view, has a conflict of interest with an item of business before the Committee.

Attendance

The Committee shall, in consultation with and agreement of the Chief Executive, nominate a member of staff to act as Committee Secretary. This will generally be a Community Programme staff member.

The Committee Secretary shall normally attend meetings of the Committee but shall not be a member of the Committee. Other staff may be invited to attend meetings at the discretion of the Committee.

Councillors who are not members of the Committee shall have the right of attendance (except in the case of a conflict of interest, as determined by the Committee).

Meetings

The Committee shall meet as frequently as required to achieve guidance on development of InternetNZ's relationships and to discharge the Committee's responsibilities. It is intended that the Committee will meet on a monthly basis.

Meetings of the Committee shall be scheduled by agreement with the Chair and with due regard to the requirements of current work, the need for reasonable notice, the availability of Committee members and staff and so as to avoid unnecessary re-scheduling of meetings.

Any member of the Committee may request that a meeting of the Committee be convened.

A majority of Committee members, present in person or by using any technology, shall constitute a quorum.

Unless directed by the Chair, the Committee Secretary shall distribute an agenda and any related papers in advance of a meeting to members of the Committee.

Minutes

The Committee Secretary shall prepare notes of meetings and have them approved by the Committee by email in between meetings.

Minutes of meetings shall be confirmed at the next meeting of the Committee.

Responsibilities

The Committee generally oversees InternetNZ's the development of InternetNZ's relationships with Māori and the Māori Internet Community.

The duties of the Committee are to:

- In collaboration with staff, develop **recommendations** to the Council on Māori engagement and how Māori engagement is reflected in InternetNZ strategies and plans.
- Monitor effectiveness of Māori engagement processes.
- Maintain a general overview of Māori engagement processes, and help generate ideas for ongoing development and improvement.

- Review this Terms of Reference annually prior to the Annual General Meeting and recommend any updates as/if required for Council to consider at its subsequent meeting.

Other Matters

- Consider any other matters referred by Council.

Authorities

The Committee’s authority is limited to the approvals and recommendations set out below.

In general and in summary, these are as follows:

Activity	Approvals / Recommendations
Strategy creation process	Make recommendations to Council
Strategy implementation and evaluation	Make recommendations to Council
Other Māori engagement processes	Make recommendations to Council

In fulfilling its other responsibilities as set out above, it is an advisory body only.

The Committee must exercise the powers delegated to it in accordance with any directions of Council.

The Committee can invite other parties to attend meetings from time to time as circumstances require.

Reporting

After each Committee meeting, the Chair shall report the Committee’s findings and recommendations to Council. Therefore, unless directed by the Chair, the notes of all Committee meetings shall be circulated to Councillors, the Chief Executive, and to such other persons as the Committee directs.

Communication

The Committee shall maintain direct lines of communication with the members of the Committee and with staff generally.

Review

This Terms of Reference document and the performance of the Committee shall be subject to biannual review by Council.