

# Referee Commission Charter

## 1. Purpose

The Referee Commission (the **Commission**) appointed by the Board of the Australian Fencing Federation (AFF) assists the Board in fulfilling its oversight responsibilities relating to:

- The management and appointment of referees for National Competitions;
- The development of Australian Fencing referees including national and international pathways for referees; and
- The development of international refereeing capability for Australian Fencing.

The duties and responsibilities of the Commission are set out in **Appendix A**. The existence of the Commission does not imply the fragmentation or diminution of the role of the Board.

## 2. Authority

The Board has authorised the Commission, within the scope of their duties and responsibilities set out in this charter to:

- perform the activities required to address its responsibilities and make recommendations to the Board;
- select, engage, and approve fees within the delegated authority set by the Board for any professional advisers that the Committee may require to carry out its duties;
- require attendance by specified personnel at meetings as appropriate, with such attendance enforced by the Board; and
- have unrestricted access to management, employees and information it considers relevant to its responsibilities under this charter.

## 3. Composition

### 3.1. Membership

The Commission shall comprise at least three, and not more than six, members.

The Board, usually on the recommendation of its Nominations Committee (or equivalent), will appoint Commission members and the Commission Chairperson.

- At least one member of the Commission shall be an independent individual.
- At least one member of the Commission shall be an internationally qualified referee.

Commission member rotation is encouraged.

### 3.2. Chair

The Board shall appoint one of the Commission members to be the Commission Chairperson. The Commission Chairperson shall chair the meetings of the Commission and set its agendas.

Should the Commission Chairperson be absent from a meeting, the Commission Members present must appoint a Chairperson for that particular meeting.

## **4. Meetings**

### **4.1. Frequency**

The Commission should meet at least 8 times per year and participants may attend by video conference and/or teleconference. The Commission Chairperson or any Commission Member may call a meeting of the Commission. Commission Members shall declare any conflict of interest before the commencement of each meeting.

### **4.2. Meeting Attendance**

Any person may be invited by the Commission Chairperson to attend meetings of the Commission, but not necessarily for the full duration of the meeting. Invitees may take part in the business of, and discussions at, the meeting but have no voting rights. A standing invitation shall be issued to the CEO.

### **4.3. Quorum and Voting**

A quorum must consist of more than half of the members of the Commission.

Matters will be decided by consensus, or if consensus is not achievable, then by a majority of votes of members present. The Commission Chairperson shall not have a second or casting vote.

### **4.4. Minutes**

The Commission Secretary or delegate must prepare the minutes of the Commission within seven (7) working days. After the Commission Chairperson has given preliminary approval, the draft minutes are circulated to all Commission members. The minutes must be ratified at the next Commission meeting.

## **5. Conflict of Interest**

Commission members will be invited to disclose conflicts of interest at the commencement of each meeting. Ongoing conflicts of interest need not be disclosed at each meeting once acknowledged. Where members or invitees are deemed to have a real or perceived conflict of interest, they will be excused from Commission discussions on the issue where a conflict exists.

## **6. Reviews**

The Commission will review at least annually this Commission charter and recommend to the Board for approval any appropriate amendments.

The Nominations Commission will at least annually review the performance of the Commission.

## **7. Reporting**

The Commission will provide minutes to the board subsequent to each Commission meeting.

## **Appendix A – Duties and Responsibilities**

In assisting the Board in fulfilling their responsibilities, the duties of the Commission are to:

### *1.1. Referee Development*

- Conducting assessment of referees for national accreditation.
- Maintenance and improvement of the national and international referee accreditation pathway.
- Working with Member States to improve State accreditation pathways.
- Identification of and selection of candidates for the international refereeing exam.

### *1.2. Referee Management*

- Arrange referee roster and attendance at National Competitions.
- Manage appointment of referees during National Competitions.
- Maintaining the list of national referees.
- Maintaining the list of international referee contacts for the purposes of international competition appointment and referee development.

### *1.3. Board requests*

- Perform any other duty or undertaking that the Board may request from time to time.

### *1.4. Reporting*

- The Commission Committee chairperson will report to the Board on the Commission meetings regarding all relevant matters and appropriate recommendations in a written report (with supporting material) for noting or approval by the Board.