
Examiners Panel Terms of Reference

1. Purpose

The purpose of the Examiners Panel is to develop and administer examiner qualifications and training, examiner appointments, and grading processes.

2. Responsibilities

The Examiner Panel is a sub-committee of the Technical Panel. The Examiner Panel is accountable to the Technical Panel and is responsible for:

- a. **Examiner Training and Development:** Developing and running examiner qualification courses and ongoing professional development to maintain consistency in standards.
- b. **Examiner Appointments:** appointment of examiners to all levels of grading ensuring rotation and development opportunities.
- c. **Grading and Examination Development:** monitoring, reviewing, and developing as necessary continuous improvements to grading and examination processes to maintain a high standard.
- d. **Examiner Moderation:** monitoring, reviewing and mentoring examiners to maintain consistency in standards.

To discharge these responsibilities the Qualifications Panel will:

- a. Prepare an annual workplan that is consistent with delivering on the overall strategic direction of ITFNZ and submit to the Technical Panel for co-ordination across sub-committees, consolidation, and endorsement.
- b. Prepare an annual budget request to submit alongside work plan to the Technical Panel for endorsement.
- c. Notify the Technical Panel and the board of any variations from the workplan and budget.
- d. Consult with the membership on workplan activity as considered appropriate.
- e. Demonstrate it has considered the impact of its decisions on the overall experience of students and instructors, and on the financial impact on ITFNZ.
- f. Report on its progress quarterly as specified or requested by the Technical Panel.
- g. Submit an annual report to the Technical Panel and the board summarising the committee's activities during the year and the related significant results and findings.
- h. Follow the communications protocol established by the Technical Panel for communicating between sub-committees, to the Technical Panel, and to members.

The Examiner Panel is also responsible for establishing systems and processes to:

- i. **Administer Dan Grading Events:** establishing a grading calendar, organising venues and events, approving black belt candidate applications (including credit points etc).
- j. **Administer Examiner Processes.**

3. Joint/Crossover Responsibilities

The Examiners Panel is part of the Technical Panel, together with the Qualifications, Education, Tournament & Umpire, and Talent Development Panels. Examiner issues or initiatives may impact other areas. Consultation with the Education, Examiners, Tournament & Umpire, and Talent Development Panels on proposals that impact on the work of these sub-committees is essential. Good communication is important within the Technical Panel.

4. Operating Principles

The Examiners Panel, when undertaking its responsibilities, will do so in a way that:

- Promotes the standards, values and tenets of Taekwon-Do.
- Embraces a member focused philosophy by placing their needs and aspirations at the centre of the development of the Art.
- Considers the overarching impact of its decisions on instructors.
- Embraces a diversity of experience and perspectives, and an open and inclusive approach to decision-making.

5. Membership

- a. The Examiners Panel shall be appointed by a board sub-committee specifically established for this purpose. Vacancies will be advertised.
- b. The Examiners Panel shall consist of up to four (4) members.
- c. Each Examiners Panel member is appointed for a four (4) year term. Appointments will be staggered so that only one (1) member shall retire in each year.
- d. Members may seek reappointment at the end of their first term but may not serve more than two consecutive terms (eight (8) years in total) before standing down. They may seek appointment at a future date.
- e. The chair of the Examiner Panel shall be appointed by the board on an annual basis but may not be a board member.
- f. The chair will also be a member of the Technical Panel which meets quarterly.
- g. The Panel shall be structured to include members with:
 - (i) Strong technical knowledge and understanding of the art.
 - (ii) Master and/or senior examiner status and experience.
 - (iii) Examiner status and experience.
 - (iv) Administration skills.
- h. ITFNZ has a diversity target of 40% minimum Female or Male representation on board sub-committees. The board reserves the right to appoint a representative to the Panel to ensure diversity in representation and opinions.
- i. The board may appoint an external adviser to be a member of the Examiner Panel on such conditions as it determines, and the term of appointment cannot exceed 12 months.
- j. A quorum shall be three (3) members, one of whom shall be the chair.

6. Operating Procedures

- a. The Panel may invite members of management and such other persons as it deems necessary to provide appropriate information and explanations.
- b. The Technical Director and Chief Executive shall have the right to attend and speak.
- c. The Panel shall have the right to go 'in committee' as required.
- d. The chair shall call a meeting of the Examiners Panel if requested by two (2) Panel members or the board.
- e. The chair shall draw up an agenda to be circulated at least one week prior to each meeting. The agenda shall be distributed to the members of the Panel, the Technical Director, the Chief Executive, and other invitees.
- f. Meetings shall be held at least quarterly, or more frequently as and when necessary. Meetings are to be held at scheduled times during the year in accordance with the Panel's planned programme and the Technical Panel meeting schedule.
- g. The Panel will work with management to implement its annual workplan.
- h. Panel meetings shall be minuted and shared with sub-committees, the Technical Panel and management.
- i. The Panel shall annually assess its effectiveness and the contribution of individual Panel members. Changes in personnel, roles or responsibilities shall be determined by the board.

7. Authority

- a. The Panel is authorised by the board to investigate any activity covered by its functions and responsibilities. It is authorised to seek any information it requires from the Technical Director or the Chief Executive who shall co-operate with any request made by the Panel.
In addition, the Examiner Panel shall examine any other matters referred to it by the board and/or Technical Panel.

- b. Should the Panel require legal or other independent professional advice, it shall submit a request to the Chief Executive, outlining the reasons why such advice is sought. The Chief Executive will decide whether to proceed with the request.
- c. The Examiner Panel shall have no executive powers regarding its findings and recommendations other than those bestowed by the board.
- d. Any proposed changes to these Terms of Reference must be submitted to the board for approval.
- e. The Panel collectively, nor its' individual members, have no authority to commit ITFNZ to any expenditure.