
Qualifications Panel Terms of Reference

1. Purpose

The purpose of the Qualifications Panel is to develop and maintain the technical art content into a teaching and grading syllabus.

2. Responsibilities

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

- a. Developing and maintaining a teaching and grading syllabus for all recognised grades.
- b. Developing non-graded 'syllabus' as required to compliment student education needs and skill development.
- c. Developing resources to support the curriculum.
- d. Developing safety and/or medical protocols in consultation with the Medical Council to ensure the safety and wellbeing of students participating.

To discharge these responsibilities the Qualifications Panel will:

- e. 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.
- f. Prepare an annual budget request to submit alongside work plan to the Technical Panel for endorsement.
- g. Notify the Technical Panel and the board of any variations from the workplan and budget.
- h. Consult with the membership on workplan activity as considered appropriate.
- i. Demonstrate it has considered the impact of its decisions on the overall experience of students and instructors, and on the financial impact on ITFNZ.
- j. Report on its progress quarterly as specified or requested by the Technical Panel.
- k. 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.
- l. Follow the communications protocol established by the Technical Panel for communicating between sub-committees, to the Technical Panel, and to members.

3. Joint/Crossover Responsibilities

The Qualifications Panel is part of the Technical Panel, together with the Education, Examiners, Tournament & Umpire, and Talent Development Panels. Qualifications 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 Qualifications 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 Qualifications Panel shall be appointed board sub-committee specifically established for this purpose.
- b. The Qualifications Panel shall consist of up to nine (9) members.
- c. Each Qualifications Panel member is appointed for a three (3) year term. Appointments will be staggered so that three (3) members 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 (six (6) years in total) before standing down. They may seek appointment at a future date.
- e. The chairperson of the Qualifications Committee shall be appointed by the board on an annual basis.
- f. The chairperson will also be a member of the Technical Panel which meets quarterly.
- g. The Panel shall comprise the following technical qualifications:
 - (i) Three (3) Grandmasters or Masters.
 - (ii) Three (3) Senior Dan students.
 - (iii) Up to three (3) Junior Dan students.
- h. Panel members experiences should include:
 - (i) Education/qualifications teaching or writing background.
 - (ii) Representation of instructing knowledge and experiences, to encourage succession planning.
 - (iii) Kubz/Mini-kid programme teaching.
 - (iv) Representation of club environments – large and small, metropolitan and rural.
- i. 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.
- j. The board may appoint an external adviser to be a member of the Qualifications Panel on such conditions as it determines, and the term of appointment cannot exceed 12 months.
- k. A quorum shall be six (6) members, one of whom shall be the chairperson.

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 the 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 Qualifications Panel if requested by four (4) 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 Chief Executive or the Technical Director who shall co-operate with any request made by the Panel.
In addition, the Qualifications 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 Qualifications 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.