

# **Waka Ama NZ**

## **Te Reo Taiohi**

### **Terms of Reference**

#### **1. Scope**

- a. Te Reo Taiohi o Ngā Kaihoe o Aotearoa is a rangatahi (youth) advisory group of Waka Ama NZ providing a voice of rangatahi who are involved in waka ama in Aotearoa.

#### **2. Purpose**

- a. The purpose of Te Reo Taiohi is to:
  - Inform, advise, and provide insights to the Waka Ama NZ Board and Waka Ama NZ office from a rangatahi perspective
  - Provide an opportunity for rangatahi across Aotearoa to voice their own experiences and perspectives on waka ama
  - Provide feedback where relevant to the Waka Ama NZ Board and Waka Ama NZ Office
  - In collaboration with Waka Ama NZ, engage in relevant activities and projects
  - Advocate for the rangatahi membership of the sport of Waka Ama in Aotearoa
  - Support the implementation of the Rautaki Rangatahi (youth strategy)

#### **3. Expectations and responsibilities**

- a. Te Reo Taiohi members are expected to:
  - Attend the agreed hui and wānanga, as set out by Waka Ama NZ, for the duration of their tenure (2 years). The majority of meetings will be online.
  - Be proactive and committed to engage with Waka Ama NZ to represent their perspectives, and other rangatahi perspectives, on the subjects important to them
  - Provide constructive advice on relevant kaupapa presented for discussion by Waka Ama NZ, whilst considering the wider needs, issues, and views of rangatahi
  - Be approachable and mindful of other people's opinions and perspectives
  - Work effectively and collaboratively with other people within a team environment
  - Effectively communicate with Waka Ama NZ and Te Reo Taiohi via appropriate communication platforms
  - Ensure Waka Ama NZ values are upheld throughout
- b. Te Reo Taiohi members may be required, where relevant, to:
  - Interact with the Board of Waka Ama NZ, staff of Waka Ama NZ, Waka Ama NZ clubs and regions, officials of waka ama and other external agencies
  - Consider other suitable topics for discussion and contribute their perspectives on issues and opportunities that are important to rangatahi
  - Represent Te Reo Taiohi at relevant kaupapa and events as advised and requested by Waka Ama NZ
- c. Waka Ama NZ are responsible for:
  - Supporting rangatahi to carry out their duties through experiential learning
  - Fostering an environment where rangatahi voices are heard and valued

- Providing Te Reo Taiohi with relevant updates on Waka Ama NZ mahi, including progress with the Rautaki Rangatahi (youth strategy)
- Catering, travel to and from meetings, accommodation, and other associated costs where required
- Providing a certificate of appreciation from Waka Ama NZ, outlining key competencies demonstrated through rōpū member participation and contributions, at the end of their tenure

#### **4. Meetings and reporting**

- Members of Te Reo Taiohi are required to attend Te Reo Taiohi hui and wānanga dates, as set out by Waka Ama NZ. Meetings will be quarterly, and it is expected that members will attend the majority of the meetings during their tenure and/or communicate with Waka Ama NZ regarding their absence. Majority of the hui will be held online, but there will be some face-to-face hui and wānanga.
- Te Reo Taiohi members may at times be required to contribute formal feedback via survey forms to contribute to reporting, as advised by Waka Ama NZ.
- Te Reo Taiohi rōpū insights and advice are officially reported to Waka Ama NZ staff and board where relevant.

#### **5. Membership**

- Te Reo Taiohi will be a diverse and inclusive rōpū of rangatahi including up to 8 rōpū members from around Aotearoa. Te Reo Taiohi will aspire to include members of gender diversity, ethnic diversity, regional diversity, from different socio-economic communities, the rainbow community and the disability community.
- Membership in the rōpū will be for 2 years as outlined by Waka Ama NZ.
- Membership in Te Reo Taiohi is voluntary and unpaid.
- If required, additional members may be brought into the rōpū for their specialist knowledge and experience, at the discretion of Waka Ama NZ.
- To be eligible of Te Reo Taiohi membership, rangatahi must:
  - Ideally be aged between 16 and 20 years old as of 1 January 2023. Consideration will be given on a case by case basis for those that do not fall in this age bracket.
  - Be an affiliated member of a Waka Ama NZ club and/or be involved in waka ama at school
  - Complete the application and membership requirements set out by Waka Ama NZ
  - Agree to the expectations and responsibilities as outlined in section 3 of this document

#### **6. Te Reo Taiohi Tuākana Rōpū**

- Te Reo Taiohi will be guided and supported by a Tuākana rōpū, in addition to Waka Ama NZ staff.
- Membership of the Tuākana Rōpū will be at the discretion of Waka Ama NZ, however the rōpū will not exceed 4 members and the rōpū will be selected from Te Reo Taiohi alumni.
- Membership in the rōpū will be for 2 years as outlined by Waka Ama NZ.
- Membership in the Tuākana Rōpū is voluntary and unpaid.
- If required, additional members may be brought into the rōpū for their specialist knowledge and experience, at the discretion of Waka Ama NZ.
- Tuākana Rōpū are expected to:

- Attend the agreed hui and wānanga, as set out by Waka Ama NZ, for the duration of their tenure (2 years). The majority of meetings will be online.
- Be approachable and mindful of other people's opinions and perspectives
- Work effectively and collaboratively with other people within a team environment
- Foster an environment where rangatahi voices are heard and valued
- Effectively communicate and engage with Waka Ama NZ and Te Reo Taiohi via appropriate communication platforms
- Complete the required tasks of the Tuākana Rōpū as outlined by Waka Ama NZ, including communicating and facilitating Te Reo Taiohi hui and wānanga
- Provide progress, feedback, and other relevant updates to Waka Ama NZ
- Consider other suitable topics for discussion and contribute ideas to Waka Ama NZ and Te Reo Taiohi
- Ensure Waka Ama NZ values are upheld throughout

## **7. Terms of appointment and appointment process**

- The standard term of appointment (or tenure) for each rōpū member will be for up to 2 years or at the discretion of Waka Ama NZ. The term of appointment can be less than 2 years if a member resigns or no longer meets the criteria.
- Rōpū members are eligible to re-apply for membership after their initial tenure and must follow the application process as set out by Waka Ama NZ.
- Individuals who are interested in applying to be in Te Reo Taiohi need to meet the criteria as stated in this document and the application process
- Waka Ama NZ is responsible for the recruitment and appointment process of members for the Te Reo Taiohi Rōpū and Tuākana Rōpū.
- Should any member of the rōpū resign or forfeit their position, they must communicate directly with Waka Ama NZ staff. It is at the discretion of Waka Ama NZ to decide the appropriate action for a replacement rōpū member, if required.

## **8. Operation, induction, training, and review**

- The Waka Ama NZ office will oversee the administration and support of Te Reo Taiohi and Tuākana Rōpū, including any relevant costs. Any relevant communication will come directly from Waka Ama NZ.
- All members appointed to Te Reo Taiohi and Tuākana Rōpū will receive an orientation pack and information explaining how Waka Ama NZ operates, the role of Waka Ama NZ, history, strategic direction, and the purpose of the rōpū.
- The Terms of Reference will be reviewed as required. All changes to the Terms of Reference will be subject to the approval of the Waka Ama NZ Board.

## **9. Code of Conduct**

- Te Reo Taiohi members shall adhere to the Waka Ama New Zealand Code of Conduct <http://www.wakaama.co.nz/pages/read/1004720>
- Te Reo Taiohi members should adhere to the Te Reo Taiohi Code of Conduct (issued at time of appointment)