

Te Rōpū Whaikaha o Ngā Kaihoe o Aotearoa – Waka Ama NZ Disability Working Group

Terms of Reference

1. Scope

Te Rōpū Whaikaha o Ngā Kaihoe o Aotearoa (Waka Ama NZ Disability Working Group) is a working group providing a voice for tāngata whaikaha (people with disabilities) who are involved in waka ama in Aotearoa. This working group, alongside Waka Ama NZ, will assist in increasing the access to, and participation in, waka ama for tāngata whaikaha in Aotearoa.

2. Purpose

The purpose of Te Rōpū Whaikaha is to:

- Provide an opportunity for tāngata whaikaha to voice their own experiences and perspectives on waka ama in New Zealand and advocate on behalf of the Waka Ama tāngata whaikaha membership.
- Inform, advise, and provide feedback and insights to Waka Ama NZ Staff and Board from a tāngata whaikaha perspective
- Advocate on behalf of the Waka Ama tāngata whaikaha membership throughout New Zealand
- Create and implement a Rautaki Whaikaha (Disability Plan) for Waka Ama in Aotearoa in collaboration with Waka Ama NZ
- Where necessary, provide delivery assistance for the Rautaki Whaikaha

3. Expectations and responsibilities

Te Rōpū Whaikaha may be required to:

- interact with the Waka Ama NZ Staff and Board Waka Ama NZ clubs and regions, Waka Ama officials and other external agencies (as required)
- receive and reply to correspondence from Waka Ama NZ staff as a point of contact
- consider suitable topics for discussion and contribute their perspectives on issues and opportunities that are important to rangatahi.

Te Rōpū Whaikaha members are expected to:

- attend the agreed meetings for the duration of their tenure (two years). The majority of meetings will be online.
- be proactive and committed to engaging with Waka Ama NZ to represent their perspectives on the subjects important to them and on behalf of subjects important to tāngata whaikaha membership
- provide constructive advice on policy and projects presented for discussion by Waka Ama NZ, whilst considering the wider needs, issues, and views of tāngata whaikaha
- be approachable and mindful of other people's opinions and perspectives
- work effectively and collaboratively with other people
- ensure Waka Ama NZ values are upheld throughout
- bring additional tāngata whaikaha issues and opportunities to the rōpū for consideration
- support Waka Ama NZ in the delivery of Te Rōpū Whaikaha activities where necessary

In return for their commitment, the member will be provided with:

- support to carry out their duties through experiential learning
- catering, travel to and from meetings and accommodation, where required within approved budget.
- opportunities to support Waka Ama NZ in the delivery of Te Rōpū Whaikaha activities where necessary
- opportunities to represent Waka Ama NZ as a member of Te Rōpū Whaikaha where required
- the experience and knowledge to make the voice of tāngata whaikaha heard, and
- at the end of their tenure, a certificate of appreciation from Waka Ama NZ

4. Meetings and reporting

Members of Te Rōpū Whaikaha will attend an initial orientation meeting and subsequent meeting dates will be set from there. Meetings will be quarterly, and it is expected that members will attend the majority of the meetings during their tenure.

Te Rōpū Whaikaha insights, advice, and general activities are officially reported to Waka Ama NZ including the board.

All reasonable costs associated with the meetings for members will be covered by Waka Ama New Zealand

5. Membership

Te Rōpū Whaikaha will include up to 7 members. If required, additional members may be brought into the rōpū for their specialist knowledge and experience.

Delegates on the Te Rōpū Whaikaha o Ngā Kaihoe o Aotearoa are voluntary and unpaid.

Te Rōpū Whaikaha will be a diverse and inclusive rōpū of tāngatā whaikaha or relevant individuals with experience in the whaikaha community. Te Rōpū Whaikaha will aspire to include members of gender diversity, ethnic diversity, the balance of regional diversity, socio-economic diversity and members of the rainbow community.

Criteria

- can work with other people and in a team
- be proactive and committed to representing their perspectives
- be approachable and an effective communicator
- commit to the meeting schedule
- attend at least three of the four meetings per year
- be able to travel to attend meetings and relevant activities (if required).

6. Terms of appointment and appointment process

The standard term of appointment (or tenure) for each member will be for up to two years or at the discretion of Waka Ama NZ. The term of appointment can be less than two years if a member resigns or no longer meets the criteria.

Individuals who submit an expression of interest to be a member of Te Rōpū Whaikaha, need to meet the criteria listed above. Waka Ama NZ will approve the members.

Should any group member resign or forfeit their position more than six months before their term is complete, Waka Ama NZ will work with the rōpū to replace them where required.

7. The operation, induction, training, and review

The Waka Ama NZ office will oversee the administration and support of Te Rōpū Whaikaha, including any costs.

All members joining Te Rōpū Whaikaha will receive an orientation pack and information explaining how Waka Ama NZ operates, the role of Waka Ama NZ, its history, strategic direction, and the purpose of Te Rōpū Whaikaha o Ngā Kaihoe o Aotearoa.

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.

8. Code of Conduct

Te Rōpū Whaikaha shall adhere to the Waka Ama New Zealand Code of Conduct
<https://www.wakaama.co.nz/pages/read/1004720>