

SPORTS TAEKWONDO QUEENSLAND INC.

TRADING AS

AUSTRALIAN TAEKWONDO QUEENSLAND.

MEMBER PROTECTION

OVERSIGHT COMMITTEE

CHARTER

# DOCUMENT MANAGEMENT

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# ROLE OF THE MEMBER PROTECTION OVERSIGHT COMMITTEE

The Member Protection Oversight Committee Charter set out the membership, responsibilities, authority, and operations of the Member Protection Oversight Committee (**MPOC**) of Sports Taekwondo Queensland Inc. trading as Australian Taekwondo Queensland (**ATQ**). The MPOC is a standing committee of the Board of Directors (the **Board**).

# RESPONSIBILITIES

The MPOC is responsible for overseeing the implementation of and the organisation’s compliance with the State Member Protection Policy (the **Policy**) as adopted by the Board of Directors.

Specifically, the MPOC will:

* Appoint appropriately trained Member Protection Information Officers (**MPIOs**);
* Appoint appropriately trained Member Protection Appeals Officers (**MPAOs**) as required;
* Monitor and assess the performance of MPIOs, MPAOs, Tribunals, Investigators, and Mediators;
* Monitor the effectiveness of the Policy as a whole;
* Monitor ATQ’s compliance with the Policy;
* Monitor ATQ’s compliance with relevant statutory and regulatory requirements;
* Monitor ATQ’s compliance with AT’s Member Protection policy area;
* Monitor non-individual Members’ compliance with the Policy;
* Make recommendations to the Board for changes to the Policy or related policies, procedures and charters based on its assessments;
* Make policies and procedures for the application of disciplinary measures during an appeal;
* Monitor the handling of complaints and appeals made under the Policy;
* Review the decisions of any Tribunals; and
* Provide for the secure handling of any documents produced under the Policy.

## Powers

The MPOC broadly has power to do anything necessary to monitor and assess ATQ’s compliance with the Policy.

Specifically, the MPOC has the following powers:

* To appoint, review, and remove Member Protection Information Officers;
* To appoint, review, and remove Member Protection Appeals Officers;
* To grant or reject an appeal;
* To receive, cause to be received, or to demand any document produced under the Policy, including decisions;
* To authorise the redaction of any information in any document produced under the Policy prior to its release to any other part of ATQ, including the CEO;
* To make recommendations for changes to the Policy and related policies, procedures, or charters;
* To receive, cause to be received, or demand any documents from Blue Card Services in ATQ’s possession;
* To receive, cause to be received, or demand the register of blue cards;
* To recommend to the Board the instigation of disciplinary measures against non-individual Members failing to comply with the Policy;
* To interview and request information from MPIOs, MPAOs, Tribunal members, Investigators, Mediators, and any other persons involved in member protection proceedings under the Policy; and
* Any other powers the Board delegates unto it by ordinary resolution.

## Delegation of powers

The MPOC may, and should, delegate the power to grant or reject an appeal to an appointed Member Protection Appeals Officer.

The MPOC may not delegate any of its other powers.

# STRUCTURE AND COMPOSITION

## Membership

The Committee shall consist of a minimum of two (2) and a maximum of five (5) members, all of whom shall be non-executive Directors of ATQ.

In addition to the Director members, the Committee may also include any number of industry experts in the field of member- and child- protection.

## Expertise

All member(s) of the Member Protection Oversight Committee must demonstrate an understanding of the Policy and its related policies, procedures, and charters.

All member(s) should, or seek to gain, a thorough understanding of the statutory and regulatory environment in which ATQ operates, in relation to member- and child-protection.

## Appointment

The Board shall appoint, replace, or remove members to and from the Committee, and review the composition of the Committee at least annually.

## Chair

The Chair of the Committee shall be appointed by the Board, must be a Director of ATQ, and must not be the Chair of the Board.

Should the Chair be absent from a meeting and no acting Chair has been appointed, the members of the Committee at the meeting have authority to choose one of their number to be Chair for that meeting.

# OPERATION

## Secretariat

The Committee may appoint one of its own as the Committee Secretary. If no Committee Secretary is appointed, then the Secretary of the Board will serve as the Committee Secretary.

The Committee Secretary shall prepare and keep all records, including the agenda, minutes, and any reports or recommendations, of the Committee.

A copy of all records will be provided to the Secretary of the Association for keeping.

## Frequency of meetings

The MPOC will meet as frequently as is necessary to undertake its role effectively. In any event, the Committee will meet at least once every six (6) months.

## Notice of meeting

The Chair may call a meeting of the Committee if required by any Committee member, the Chair, the CEO, or any Director. A notice of each meeting confirming the date, time, venue and agenda shall be sent to each member of the Committee at least three (3) days prior to the meeting date.

Meetings may be held other than in person, by any technological means, as consented to by all members of the Committee.

## Attendees

Any Director may attend and speak at a Committee meeting. Any invitee of a Committee Member may attend and speak at the meeting.

## Quorum

The minimum quorum for a MPOC meeting is half the number of Director Members plus one, rounded up to the nearest whole number.

## Committee member interests

Members of the Committee shall disclose any conflicts of interest in accordance with ATQ’s Conflicts of Interest policy and agreed practices of the Board and Committee.

## Access to advice

The MPOC has the authority to investigate any matters within this charter, with the resources it needs to do so and with the right of access to information, including external professional advice as necessary.

The cost of seeking any such advice shall be borne by ATQ.

## Formal mechanism for reporting

The minutes of Member Protection Oversight Committee meetings shall be included in the papers for the next scheduled meeting of the Board of Directors. The Chair of the Committee shall report any findings or recommendations of the Committee to the Board after each Committee meeting, or as appropriate.

# REVIEW AND ASSESSMENT

The MPOC shall perform an annual evaluation of its performance and provide that information to the Board. Included in the evaluation will be a review of any policies or procedures made by the Committee, and a review of this Charter.

The Board will evaluate the performance of the MPOC as appropriate, including its Charter.