

## Members' Advocate

The Members' Advocate provides a voice for all Athletics NZ members. It is a Board appointed role that acts as a point of reference when a member of Athletics NZ wishes to raise a matter they feel has not been fully considered or resolved by Athletics NZ staff and/or is of a confidential or personal nature that would benefit from disclosure to a person independent from the day to day operations of Athletics NZ. The purpose of the role, therefore, is to enable Members to raise matters regarding an Athletics NZ staff member, another Member or an Athletics NZ official, coach or volunteer which might be sensitive or confidential and/or are considered not to have been addressed satisfactorily by Athletics NZ staff. All matters are treated in confidence. The Athletes' Commission fulfils a similar role for high performance programme athletes.

The duties of the Members' Advocate include:

- Be available as a point of reference for any Member who has a concern that has not, in their opinion, been addressed satisfactorily by a staff member of Athletics NZ (Note: if the matter has not been raised directly with an appropriate Athletics NZ staff member then that will be the required first step and raising the concern with the Athletics NZ CEO would be the next step, unless the matter is of a nature as to make that unworkable or inappropriate);
- To hear complaints or concerns that any Member might have with another Member, or an Athletics NZ official, coach or volunteer and, if necessary, to mediate between the parties concerned and / or to make a recommendation to the Board or the CEO of action that should, in the Member Advocate's view, be taken with respect to such matter;
- Consult with other team members and/or other individuals as necessary if information is not forthcoming or if there are matters which warrant investigation or clarification;
- In matters relating to high performance, to recommend that the issue is addressed by the Athletics NZ Athlete's Commission, but when sensitivities or conflicts of interest warrant, to address the issue and notify the Athletes' Commission Chair and / or the Athletics NZ Chair or CEO (as considered appropriate);
- Any matter for which there is a disputes, complaints or similar process specified in any applicable Athletics NZ Regulation, including, without limitation, the Member Protection and Anti-Harassment Regulation, the Membership and Database Regulation, the Competition Regulation, the Integrity Regulation or the Judicial Regulation, must be addressed in the manner prescribed in the applicable Regulation; and
- Prepare summary reports, with recommendations, as appropriate, and forward these to the Athletics NZ CEO (or Chairperson if the CEO is conflicted).

In fulfilling these duties the Members' Advocate will at all times work within the Regulations of Athletics NZ.

