

Key points for ATEED sub-committee terms of reference

Below are key points to be incorporated into terms of reference for an ATEED sub-committee. The sub-committee will include representation for accommodation provider targeted rate payers and input into visitor attraction and major events activities.

Establishment and authority

- A committee of the ATEED board.
- Makes recommendations only to the ATEED board. Does not have the authority to make decisions unless delegated authority by the board.

Purpose

- To enable accommodation provider targeted rate payers to have input into relevant ATEED activities.
- To assist the ATEED board with its responsibilities for significant destination focused activity as described in ATEED's statement of intent and guided by the Destination Auckland Strategy. This includes relevant visitor attraction and major events activities.

Composition and organisation

- The ATEED board appoints the committee comprising at least three ATEED representatives and at least three representatives of the Auckland accommodation sector.
- Auckland accommodation sector provides ATEED board with at least three nominations (criteria and process to be confirmed).
- The committee chair is appointed by the ATEED board.
- All appointments and removals are the responsibility of the ATEED board.
- Additional conduct mechanism will be required to cover non-ATEED Board committee members.
- Flexibility to review committee composition if accommodation provider targeted rate is applied to others.

Meetings

- Committee will meet at least four times per annum.
- Meeting processes and procedures will adhere to those set out for the ATEED board (with necessary modifications).
- Quorum is four members comprising at least two ATEED representatives and two accommodation sector representatives.

Reporting and Review

- Committee minutes will be circulated to the ATEED board and Chief Executive, and accommodation provider targeted rate payers (process to be confirmed).
- Committee chair to present an Annual Report to the ATEED board. Report also to be made available to accommodation provider targeted rate payers (process to be confirmed) and Auckland Council.
- Committee will review its Terms of Reference every two years and make recommendations to the ATEED board.