



## **ASOIF Advisory Groups (“AAGs”)**

### **General Terms of Reference**

The terms of reference of the ASOIF Advisory Groups (“AAGs”) are as follows:

#### **1. Role and scope**

- 1.1 AAGs are consultative advisory bodies of ASOIF that provide expert advice to the ASOIF Council (“Council”), the ASOIF Administration and the ASOIF Executive Director (“Executive Director”) in specific subject areas relevant to the interests of ASOIF members.
- 1.2 AAGs have a consultative and advisory role and as such do not make decisions on behalf of ASOIF unless such authority and scope has been specifically delegated by the Council, or by the Executive Director.
- 1.3 The Executive Director keeps a record of the number of AAGs, their subject areas and any particular projects or actions that may have been delegated to them.
- 1.4 An AAG may establish more specific terms with respect to its work, as needed. In the event of inconsistency between such specific terms and these General Terms of Reference, the latter prevail.
- 1.5 AAGs members may provide advice in a number of areas, and do so as a common resource of ASOIF. In doing so, they are not acting as representatives or agents of their employers, nor do they entail any personal liability in doing so, including if their profession is regulated in nature (including but not limited to medical and legal roles).

#### **2. Composition**

- 2.1 Each AAG is appointed by the Council and is composed of members with significant expertise in the relevant subject matter. Each AAG should be of a size to allow for efficient work and meetings, and should therefore generally not exceed eight members. The Chair of each AAG is appointed by the Council.

- 2.2 AAGs must include broad representation of member International Federations (“IFs”) including from both individual and team sports, and from the different groups of IFs (as grouped for purposes of Olympic revenue redistribution).
- 2.3 Other IFs or observers may be invited to specific meetings, depending on the issues to be discussed and at the Executive Director’s discretion.
- 2.4 AAG members are appointed for one year without any limit regarding re-appointments from year to year. An AAG member may be withdrawn by Council, his or her IF, or the Executive Director.
- 2.5 The Executive Director keeps a record of the composition of each AAG.

### **3. Working method**

- 3.1 An AAG may hold up to a maximum of four meetings per year. These are convened by the Chair, with the approval of the Executive Director. Additional meetings may be held in extraordinary circumstances.
- 3.2 Other work and communication will be undertaken via conference call and e-mail, as required.
- 3.3 The agenda and the working documents, as well as the minutes of the meeting, are prepared by the ASOIF administration at the request of the Chair. Any member may raise a subject for consideration on the agenda that he or she considers to be of importance to ASOIF members and is within the AAG’s scope of competence.
- 3.4 Minutes will be succinct in order to allow an understanding of the issues discussed and will include recommendations, decisions and action items. They will be approved by Chair and then circulated to the Group and the ASOIF Council. Specific items may be circulated to the Members if needed, on a case-by-case basis.