

Board Committee Terms of Reference

Club Support Committee

1. Purpose

The purpose of the Club Support Committee is to assist the Board in discharging its responsibilities with respect to supporting Affiliated Clubs (and in circumstances approved by the Board, non-Affiliated Clubs)

2. Membership

- a. The Club Support Committee shall be appointed by the Board from among Archery NZ members and shall consist of up to five members.
- b. The convenor of the Club Support Committee shall be appointed by the Board.
- c. The Committee shall be structured to include members with knowledge of the operation, development of effective clubs.
- d. A quorum shall be 3 members, one of whom shall be the convenor.

3. Operating Principles

- a. The Committee may have in attendance such members of management and such other persons as it deems necessary to provide appropriate information and explanations.
- b. The Committee shall have the right to go 'in committee' as required.
- c. The convenor shall draw up an agenda to be circulated at least one week prior to each meeting. The agenda shall be distributed to the members of the Committee, and other invitees.
- d. Meetings shall be held at least four times each year, or as and when necessary.
- e. The Committee shall report to the Board after each committee meeting, or as specified or requested by the Board. Committee meetings shall be minuted, with a copy to be tabled at the following board meeting. Additionally, the Committee shall submit an annual report to the governing body summarising the committee's activities during the year and the related significant results and findings.

f. The Committee shall annually assess its effectiveness and the contribution of individual Committee members. Changes in personnel, roles or responsibilities shall be determined by the Board and recommendation may be sought from the Committee.

4. Responsibilities

- a. Lead the delivery of Archery NZ's strategic plan for club support.
- b. Increase the effectiveness and efficiency of Affiliated Clubs:
 - Assess level of club development, and identify key areas on which each club would benefit from focusing
 - Assess and recommend systems for club operations
 - Identify existing suitable resources prepared by Sport NZ or similar
 - Prepare common or template operational, management and governance resources for clubs to use
- c. Host a quarterly forum for club representatives to enable periodic communication with clubs, understand issues faced, provide updates on support progress, and provide an opportunity to receive feedback from Affiliated Clubs
- d. Where in line with strategic plan, seek deals to recommend to the Board that would be beneficial for Affiliated Clubs, e.g., software, legal, insurance, equipment or funding services.

In addition, the Club Support Committee shall examine any other matters referred to it by the Board.

5. Authority

- a. The Committee is authorised by the Board to investigate any activity covered by its functions and responsibilities. It is authorised to seek any information it requires from the General Manager (or the Board in the absence of a GM) who shall co-operate with any request made by the Committee.
- b. *The Committee shall have the authority of the Board to secure the attendance at meetings of third parties with relevant experience and expertise if it considers this necessary, where aligned with the budget.*
- c. The Rules Committee shall have no executive powers regarding its recommendations other than those bestowed by the Board.

Document Control

Version	Purpose/Change	Author	Date
1	Initial	Board	7 December 2022
2	Update format and new clause allowing attendance of third parties.	Organisational Management Committee	22 July 2025