

Board Committee Terms of Reference



Equity, Diversity, Inclusion and Justice Committee

1. Purpose

- a. The Archery New Zealand Equity, Diversity, Inclusion and Justice Committee (the Committee) is a Board-endorsed internal committee of Archery New Zealand members. The Committee is responsible for developing and assisting with the implementation of Archery New Zealand's Wellbeing and Inclusion Strategy (the Strategy).
- b. The Committee also provides a forum for consultation, feedback, and discussion on matters of diversity, equity, Te Tiriti o Waitangi and inclusion.
- c. Demonstrate a strong and public commitment to progressing towards achieving greater diversity generally (including but not limited to ethnicity, disability, LGBTQI+ and socio-economic).
- d. The board shall ensure that the organisation prepares and publishes on its website information (approved by the Board) about its work to foster all aspects of diversity with its leadership and decision making).

2. Membership

- a. The Committee is voluntary and all members of Archery New Zealand are welcomed to apply for the position. The board will appoint the membership of the committee. There is a core group of members who meet quarterly to discuss the progress of the Strategy, assign, and follow up on tasks, share information and research on diversity and inclusion initiatives in New Zealand and globally and, where applicable, make decisions.
- b. All members are welcome to provide input.
- c. The Committee has agreed on the tikanga (see the end of this document) that align with Archery New Zealand's Statement of Intent and values.
- d. The Committee has a chair and at least two members.
- e. The Chair leads meetings, directs decision making processes, keeps track of discussions and decision making, manages the timeline for the Strategy and ensures outstanding tasks are being met. The Chair is elected by the committee.
- f. The Chair provides leadership, advocates for the Committee to the Board and

the membership and helps secure necessary buy-in and approval from the Board and the membership.

3. Authority

- a. The Committee undertakes research and draws upon lived experiences, policy analysis, external advisors, and risk assessment to ensure robust decision making.
- b. The Committee has the authority to:
 - i. Make operational and administrative decisions in relation to Committee meetings and protocol, wellbeing, and inclusion resources, sharing information to the membership, and promoting and organising internal events.
 - ii. Implement actions under the Wellbeing and Inclusion Strategy for which the Committee is responsible for leading.
 - iii. Organise and lead engagement with members and other stakeholders to consult on the Strategy.
 - iv. Make recommendations to the Board on Diversity and Inclusion matters to ensure best practice and consistency across the organisation.
 - v. Select and engage with designers for publication of Strategy documents (e.g. research, reports, design of the Strategy).
- c. The Committee will make recommendations seeking approval from the GM (or the Board in absence of the GM) on:
 - i. New initiatives and actions.
 - ii. Facilitators for workshops or training.
 - iii. Industry engagement plans.
 - iv. Communication and media strategies.
- d. The Committee will seek approval from the GM and the Board on:
 - i. The Strategic Framework.
 - ii. The publication of the Strategy.
 - iii. Updates or changes to Archery New Zealand's policies or processes.
 - iv. Annual budget allocation.
- e. The Committee will provide regular updates to the GM and Board and will invite feedback and advice on all aspects of the Strategy.

4. Responsibilities

- a. The Committee has the following responsibilities:

- i. Champion diversity and inclusion across Archery New Zealand and raise awareness.
- ii. Conduct research on wellbeing and inclusion in the Aotearoa Sports Sector.
- iii. Draft and update (as required) the Strategy.
- iv. Report to the GM and Board on the Strategy.
- v. Consult with key industry members, stakeholders, external advisors and Sports New Zealand on the Strategy.
- vi. Manage the design and publication of the Strategy.
- vii. Create a programme that lays out the plan for implementing the Strategy.
- viii. Monitor and review the Strategy, including:
 - Ensure action plans are implemented; and
 - Review qualitative and quantitative data relating to the action plans (to measure impact and success).
- ix. Support any internal diversity and inclusion initiatives.
- x. Provide advice to other committees on any queries relating to wellbeing and inclusion.
- xi. Collaborate with other committees and make recommendations with regards to relevant wellbeing and inclusion initiatives, policies, and matters.

5. Budget

A budget will be allocated by the Finance and Risk Committee and approved annually by the board.

6. Wellbeing & Inclusion Working Committee Tikanga

- We acknowledge the distinct status of Māori as tangata whenua and are committed to meeting our obligations under Te Tiriti o Waitangi.
- We start from the understanding that racism, classism, ableism, ageism, transphobia, sexism, homophobia and sizeism exist and shape our lives.
- We recognise the knowledge and expertise people hold based on their lived experience.
- Lived experiences that are shared with the Committee will be acknowledged and accepted. Lived experiences are not up for debate.

- We will challenge ideas and not people, communicate clearly and honestly and listen without interruption.
- Trigger/content warnings should be used when sharing or discussing sensitive content.
- We must take responsibility for any personal private information that is shared within the committee, and not speak for, or on behalf of anyone else's experiences.
- Being a part of this committee requires a commitment to understanding and learning about the diversity of issues we are dealing with.
- Wellbeing is always our priority. If we are feeling overwhelmed or have other priorities, stepping out from the group is always an option. The group will always be open.

Document Control

Version	Purpose/Change	Author	Date
1	Initial	Board	7 December 2022
2	Update format	Organisational Management Committee	22 July 2025