

# Board Committee Terms of Reference



## High Performance Committee

### 1. Purpose

The purpose of the High Performance Committee is to assist the Board in discharging its responsibilities with respect to overseeing all aspects of high performance archery.

### 2. Membership

- a. The High Performance Committee shall be appointed by the Board from among Archery NZ members and shall consist of up to seven members.
- b. The convenor of the High Performance Committee shall be appointed by the Board.
- c. The Committee shall be structured to include members with knowledge of high performance athlete, or coach development and performance.
- d. The Committee shall include an athlete representative, appointed by the Board from expressions of interest by current performance or high performance athletes (preferably high-performance). This position may be shared by two athletes (of two different identifying genders) – where this is the case, the Committee may have up to eight members.
- e. A quorum shall be three 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 six 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,

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.

## 4. Responsibilities

- a. Lead the delivery of Archery NZ's strategic plan for High Performance Archery
- b. Increase the number of performance and high-performance archers participating in the sport, working closely with the Coaching Coordinator
- c. Increase the number of performance and high-performance coaches participating in the sport, working closely with the Coaching Coordinator
- d. Increase the performance of NZ representative athletes and teams
- e. Review suitability of competitions and development opportunities available for performance and high-performance archers in NZ
- f. Review upcoming tournament schedules, and identify which tournaments Archery NZ will target for sending representative teams
- g. Liaise with Selection Panel to share information and plan for selection campaigns
- h. Prepare and update a manual for roles and responsibilities of Managers and Coaches for representative teams
- i. Seek and review tournament reports from Team Managers
- j. Consult and communicate with athletes and coaches, understand their needs, and put in place systems to support them
- k. Identify and coordinate anti-doping training for relevant levels of athletes

In addition, the High Performance 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 absence of a GM) who shall co-operate with any request made by the Committee.
- b. The High Performance 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	22 November 2022
2	Update format	Organisational Management Committee	22 July 2025