

Board Committee Terms of Reference

Membership and Development Committee

1. Purpose

The purpose of the Membership and Development Committee (the Committee) is to assist the Board of Archery New Zealand in its role as the national governing body for Target Archery. In doing so the Committee focuses on the development and delivery of programs, opportunities, events and awards to enhance avenues for sport entry and to enjoy and appreciate archery as a lifelong sport.

2. Membership

- a. The Committee shall be appointed by the Board from Archery New Zealand members and shall consist of up to seven members.
- b. The Badge Registrar, Records Officer, Trophy Steward and an Athlete Representative shall be appointed as ex-officio additional members of the Committee. These roles may be called upon as and when required to aid the Committee in their work.
- c. The Convenor of the Committee shall be elected from within the Committee and that appointment shall be ratified by the Board.
- d. The Committee shall be structured to include members with knowledge of the planning, delivery and improvement of archery programs and athlete development at a club level.
- e. A quorum shall be 4 members, one of whom shall be the Convenor.

3. Operating Principles

- a. The Committee shall have the right to internally organise into sub-sections to facilitate the delivery of its objectives. These may include but not be limited to Youth Archery, Adult Archery, Structure of Awards, and Board Liaison.
- b. The Committee shall engage and cooperate with other Board Committees and Board appointees in areas of joint mutual interest. This may include but not be limited to the High Performance Committee, Clubs Committee, Coaching Coordinator, Wellbeing and Inclusion Committee, Para Archery Coordinator, Rules Committee, Judges Commission and the Events Working Group.
- c. The Committee may invite such members of Archery New Zealand or Club management as it deems necessary to provide appropriate information and explanations.

- d. The Membership and Development Committee shall have the right to go "in Committee" as required.
- e. At the start of each new calendar year the Committee shall develop a plan of proposed work and table it with the Archery New Zealand Board. This plan shall cover a rolling four-year period. In addition the Committee may accept additional work based on resource availability during the course of the calendar year.
- f. The Committee shall annually assess its progress against this plan and make a summary annual report to the Board.
- g. Meetings of the Committee shall be held at least 6 times per calendar year.
- h. Prior to each meeting the Convenor shall draw up an agenda and circulate it to the Committee members and any other party that will be invited to the meeting.
- i. Committee meetings shall be minuted with a copy held on the Archery New Zealand records system and a copy provided to the Board Chair for tabling if required at the next Board meeting.

4. Responsibilities

- a. To develop and deliver an overall pathway document setting out routes for members to enjoy and appreciate archery as a lifelong sport. This may include the development of club athlete pathways, competitive athlete pathways and administration and support pathways. Board Committees and persons such as High Performance, Coaching Coordinator, Judges Commission and Events shall develop content within the scope of the pathways document to deliver on the overall objective of archery as a lifelong sport.
- b. Seek input on and advise on the suitability of rounds.
- c. Coordinate athlete development initiatives for the Novice and Development class including a bi-annual review of suitability of Novice and Development standards.
- d. Youth Archery
 - i. To implement the Board's strategic plan for Youth Archery.
 - ii. To establish, support, and collaborate with a Youth Council - a group of Archery New Zealand Youth members who act as an advocacy group for Archery New Zealand.
 - iii. To further develop competitive opportunities commensurate with a youth archer's experience and skill. These may include but not be limited to youth postal rounds, inter-school, and tertiary archery leagues.
 - iv. Extend inter-school and tertiary leagues across additional regions of New Zealand.
 - v. To seek opportunities such as the AIMS Games and (in conjunction with local organising committees) Inter-school tournaments to advance the sport of Youth Archery.
- e. Adult Archery
 - i. Annually survey the Archery New Zealand membership seeking to identify areas of satisfaction through to concern within the scope of

Governance, membership, opportunities, events, communications and administration.

- ii. Look for and develop opportunities to increase participation in Archery New Zealand events.
- iii. In conjunction with the High Performance Committee and the Coaching Coordinator ensure that athletes seeking competition at the highest level of our sport are provided with adequate guidance and support to achieve their ambitions.
- iv. In recognition that the 50+, 60+ age classes are one of the fastest-growing sporting demographics within New Zealand, develop a plan for Masters age athletes to retain their interest and involvement within the sport. This may include but not be limited to multiple roles as archer, coach, club administrator or certified judge.

In addition the 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 Board who shall co-operate with any request made by the Committee.
- b. The 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	Organisational Management Committee	24 June 2025
1.1	Changed work plan period from 3 years to 4 years. Approved.	Archery NZ Board	15 July 2025