

Board Committee Terms of Reference



Organisational Management Committee

1. Purpose

The purpose of the Organisational Management Committee is to assist the Board in discharging its responsibilities with respect to overseeing all aspects of Information and Communications, Employment, Audit and Integrity.

2. Membership

- a. The Organisational Management Committee shall be appointed by the Board from among Archery NZ members and shall consist of up to five members, including the Chairperson and Deputy Chairperson of the Board.
- b. The convenor of the Organisational Management Committee shall be appointed by the Board.
- c. The Committee shall be structured to include members with knowledge of policy development, employment practices, and ICT.
- 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, 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. Review organisational structure, and provide recommendations to Board for improvement
- b. Review suitability of the Constitution, Rules and Policies, and provide advice to the Board. Lead the implementation of changes of the Constitution, Rules and Policies, as directed by the Board, and in consultation with appropriate stakeholders. Applicable rules and policies include:
- Constitution
 - Administration Rules
 - Shooting Rules
 - Tournament Rules
 - Board Charter
 - Member Protection Policy
 - Representative Team Code of Conduct
 - Disputes & Disciplinary Policy
 - Appeals Policy
 - Anti-Doping Policy
 - Branding Policy
 - Anti-Match Fixing and Sports Betting Policy
 - Police Vetting Policy
 - Others as approved by the Board
- c. Recommend appointment of an ICT Manager to the Board, and work with them to define and implement ICT policies, software and systems for the organisation, including information storage and security, databases and organisational management.
- d. Prepare role descriptions for contract roles, and undertake employment processes, for recommendation to the Board.
- e. Seek and provide feedback for contractors on a 6-monthly basis. Review the performance and effectiveness of contract roles for the organisation, and provide recommendations to the Board.

In addition, the Organisational Management 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 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 Organisational Management 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	Organisational Management Committee	22 July 2025