

Board Panel Terms of Reference

International Selection Panel

1. Purpose

The purpose of the International Selection Panel (hereinafter, the Panel) is to assist the Board in discharging its responsibilities with respect to:

- a. Selecting athletes for Archery NZ representative teams to attend international events (including such events held within NZ).

2. Membership

- a. The Panel shall be appointed by the Board from among Archery NZ members and shall consist of up to five members.
- b. In its appointments, the Board shall maximise diversity in Panel member genders and geographic locations.
- c. Panel members shall have knowledge and experience in the key areas of archery competitions such as preparation for or attendance at international competitions, high-performance score trends, and relevant documentation.
- d. As the Panel's work is sensitive, panel members must have demonstrated and continue at all times to demonstrate a high level of personal and professional integrity.
- e. The Convenor of Selectors and the other members will be appointed by the Board taking into account recommendations from the High-Performance Subcommittee.
- f. A quorum shall be 3 members, one of whom shall be the Convenor.
- g. Convenor and member appointments will be for two-year terms, with reappointment possible.
- h. Names and term dates of the Panel will be published to the membership and on the Archery NZ website; individual contact information will not be published.
- i. Selection Panel members who are affiliated in any way to archers being considered for selection, e.g., family member, personal coach, etc., must declare a conflict of interest and take no further part in selection considerations for that class and division for that event.

3. Operating Principles

- a. The Panel may have in attendance such members of management and such other persons as it deems necessary to provide appropriate information and explanations.
- b. The Panel shall have the right to go 'in committee' as required, meaning that its deliberations 'in committee' will not be minuted.
- c. The Convenor shall draw up an agenda to be circulated at least one week before each meeting. The agenda shall be distributed to the members of the Panel and other invitees.
- d. Meetings shall be held as and when necessary, generally at least four times each year.
- e. Reporting:
 - i. The Panel shall report to the Board after each Panel meeting, or as specified or requested by the Board.
 - ii. Panel meetings shall be minuted for the purpose of documenting discussions; minutes are not to be presented to the Board but will be available on request.
 - iii. Additionally, the Panel shall submit an annual report to the Board for distribution to the membership summarising their activities during the year including significant results and findings.
- f. The Panel shall annually assess its effectiveness and the contribution of individual Panel members. Changes in personnel, roles, or responsibilities shall be determined by the Board.

4. Responsibilities

- a. To select athletes that the Panel considers should represent Archery NZ.
- b. To follow the procedure set out in the relevant Selection Policy.
- c. To keep all deliberations and discussions regarding selection matters confidential to the Panel; only decisions are to be shared.
- d. To seek out opportunities to view potential team members during competitions.

5. Authority

- a. The Panel 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 cooperate with any request made by the Panel.
- b. The Panel 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 Selection Panel 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	Feb 2025
2	Feedback incorporated; Approved	Organisational Management Committee	16 Dec 2025