

Board Committee Terms of Reference

Para Archery Committee

1. Purpose

The purpose of the Para Archery Committee (hereinafter, the Committee) is to assist the Board in discharging its responsibilities with respect to the inclusion of people with physical and/or sensory disabilities at all levels of archery.

2. Membership

- a. The committee members will be appointed by the Board on the recommendation of the committee from among Archery NZ members, with not more than five members.
- b. The convenor of the Committee shall be appointed by the Board.
- c. The Committee shall consist of members with knowledge that will assist in the promotion of para archery in NZ.
- d. A quorum shall be 60% of the appointed committee members, one of whom shall be the convenor.
- e. Where possible, decision-making will be unanimous or, if by vote, a simple majority will prevail.

3. Operating Principles

- a. The Committee may invite contributions from Archery NZ members and other persons or organisations it deems necessary to provide appropriate information and ideas.
- b. The Committee 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 Committee and other invitees.
- d. Meetings shall be held as and when necessary, generally at least four times each year.
- e. Reporting:
 - i. The Committee shall report to the Board after each Committee meeting, or as specified or requested by the Board.

- ii. Additionally, the Committee 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 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 following consultation with the Para archery Committee.

4. Responsibilities

- a. Ensure up-to-date information regarding Para archery is available on the Archery NZ website.
- b. Liaise with other Board Committees to advise on matters concerning Para archery.
- c. Advise prospective Para archers, coaches, and clubs of opportunities available to them.
- d. Liaise with Paralympics NZ on matters about classification.
- e. Liaise with Paralympics NZ concerning selection criteria for IPC events.
- f. Liaise with Blind Sport NZ.
- g. Maintain appropriate and up-to-date records for classification of Archery NZ archers in a confidential manner.
- h. Work with the Tournament Officials committee on the upskilling of Judges.
- i. Seek advice and assistance from WA, and other member associations on adaptive equipment and training opportunities
- j. Provide opportunities to upskill coaches interested in working with para-archers
- k. Build a para-archery community using online meetings, workshops and tournaments.

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 the absence of a GM) who shall cooperate 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
2	Modifications	Para Archery Committee	28 October 2025

Version	Purpose/Change	Author	Date
3	Finalised for approval	Organisational Management Committee	16 December 2025