

## **1. THE EXECUTIVE COMMITTEE**

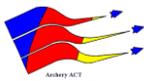
1.1. The Executive committee is responsible to all affiliated clubs/delegates for Archery ACT's management. The Executive includes the positions of president, vice-president, secretary (who also acts as public officer, unless otherwise determined) and treasurer. Its duties include:

- 1.1.1. Ensuring that Archery ACT is efficiently organised to carry out the aims of its constitution, and to carry out instructions given to it by the members at the meetings
- 1.1.2. Giving the members adequate information about the committee's actions
- 1.1.3. Ensuring the office bearers perform their functions adequately, receiving reports and making decisions in respect to those reports
- 1.1.4. Ensuring any sub-committees of Archery ACT carry out the functions as instructed
- 1.1.5. Obtaining information about previous policies and initiatives of Archery ACT to ensure they are successfully continued
- 1.1.6. Authorise expenditure in accordance with the constitution of Archery ACT
- 1.1.7. Forward planning, through the preparation of a Strategic Development plan. This plan provides the basis of setting and working towards goals, establishing priorities, assessing the financial and manpower implications of what it wants to do, and regularly reviewing its progress
- 1.1.8. Handing over appropriate written records, reports to new committee members so that proper continuity is maintained
- 1.1.9. All Executive committee members must follow the Code of Conduct set by the Association

## **2. OFFICERS OF THE COMMITTEE**

2.1. In addition to the Executive committee members there are officer roles that support and maintain efficient running of Archery ACT's directives and vision. These positions can include: recorder, judge's coordinator, coaching coordinator, youth coordinator and webmaster.

2.2. Every committee officer is obliged to obey the Code of Conduct set by the Association.



### **3. PRESIDENT DUTY STATEMENT**

3.1. The President is the most senior Executive officer of Archery ACT and as such is responsible for the tone, style and well-being of Archery ACT. The president shall:

3.1.1. When present, preside at all Archery ACT meetings in the capacity of chairperson

3.1.1.1. **CHAIRPERSON DUTY STATEMENT:**

3.1.1.2. Should be familiar with the Constitution, its rules and the policies and procedures of Archery ACT

3.1.1.3. Leads but does not direct, ensures there is fair discussion on each issue, and that all points are expressed before a decision is reached

3.1.1.4. Ensures that repetition and straying from the topic are firmly, but courteously curtailed

3.1.1.5. Impartially summarises the points of view expressed, both for and against, to make sure members know clearly what the issues are before asking members to vote

3.1.1.6. Runs meetings so that a balance is struck between speed and efficiency, and keeping the meeting enjoyable

3.1.2. Accept the responsibilities of leadership and ensure that Archery ACT operates efficiently, according to the rules and any other strategic plan that has been agreed to

3.1.3. Be a member, ex-officio, of all regular and special committees

3.1.4. Represent the association on formal occasions and be the public spokesperson, as may be required

3.1.5. Oversee the duties and operations of officers and committees by providing support, guidance and direction, as may be required

3.1.6. Operate an impress petty cash account for administration of the office, and process claims at every Archery ACT meeting

3.1.7. Signs documents on behalf of the Association

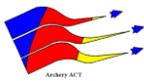
3.1.8. Remain club neutral and provide a casting vote where needed

3.1.9. Resolves disputes and grievances in accordance with Archery Australia policies

3.1.10. Represents the Association at external meetings and events

3.1.11. Remains in open communication with the National Sporting Organisation

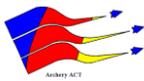
3.1.12. Presents the President's annual report at the Annual General Meeting. The report should be a comprehensive summary of the previous year's activities, detailing programs conducted, membership changes, physical developments and outstanding achievements. It should also include a review of the financial situation and a look at plans and aspirations for the future.



## **4. VICE PRESIDENT DUTY STATEMENT:**

4.1. The vice president is an Executive officer of Archery ACT The vice-president shall:

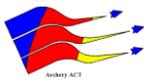
- 4.1.1. Accept the full responsibilities and duties of the president in his/her absence (e.g. Chairperson)
- 4.1.2. Be a member, ex officio, of all regular and special committees
- 4.1.3. Assist the president in the performance of his/her duties as required
- 4.1.4. Be responsible for all internal procedures relating to the development and implementation of Archery ACT team selection guidelines, both youth and open
- 4.1.5. Be responsible for the ordering of all appropriate clothing for Archery ACT team members
- 4.1.6. Work with the Executive for the promotion, sponsorship and marketing for the Association.
- 4.1.7. Work with clubs to ensure all AACT events are registered and actioned for each calendar year, inclusive of field, indoor, clout and target



## **5. SECRETARY DUTY STATEMENT:**

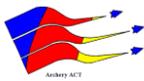
5.1. The secretary is an Executive officer of Archery ACT The secretary shall:

- 5.1.1. Be a member, ex officio, of all regular and special committees
- 5.1.2. Be the contact officer for new clubs, and the public
- 5.1.3. Liaise with club secretaries, affiliated bodies, government bodies and committees on behalf of Archery ACT
- 5.1.4. Give notice to all club secretaries, committee members and delegates of Archery ACT meetings as required by the constitution
- 5.1.5. Keep a record of all proceedings of all Archery ACT meetings, including the taking of minutes for each meeting using the approved meeting agenda and minutes template. (Appendix 2) This includes being responsible for:
  - 5.1.5.1. The preparation of “MINUTES” (recording attendance, issues discussed, and decisions made at meetings
  - 5.1.5.2. keeping digital pdf copies of signed minutes of each meeting in the AACT Dropbox
  - 5.1.5.3. Circulating draft minutes to all delegates and committee members within 2 weeks of the meeting for proofreading.
  - 5.1.5.4. Distributing approved minutes to affiliated members through their club secretaries
  - 5.1.5.5. Distributing these minutes to the Webmaster/Publicity Officer to update on the AACT website.
- 5.1.6. Be familiar with “STANDING ORDERS” (see Appendix 3) for meetings and make recommendations if any to the Chairperson from time to time.
- 5.1.7. Ensure the minutes of proceedings at a meeting shall be signed by the person presiding at the meeting or by the person presiding at the next succeeding meeting.
- 5.1.8. Keep a record of and conduct all correspondence about Archery ACT, and that correspondence is available for inspection by the Executive of Archery ACT
- 5.1.9. Appoint a replacement for his/her duties when absent; such appointment to be made in writing to the chairperson
- 5.1.10. Shall be responsible for coordinating proposals for amendment to the AACT constitution for circulation to clubs, and delegates.
- 5.1.11. Provide a secretary’s report at the Annual General Meeting
- 5.1.12. Manage questions of compliance related to the workings of the committee in relation to the constitution
- 5.1.13. Maintain custody of Archery ACT’s seal and archived documents. Association number: A03284; ABN 39 226 435 770
- 5.1.14. Carry out other such duties as the Committee directs
- 5.1.15. Unless determined otherwise will carry out the duties of **Public Officer**. The Public Officer shall:
  - 5.1.15.1. Undertake the requirements of a public officer as prescribed by the Associations Incorporation Act



## ***Archery ACT Society Inc – Duty Statements and Roles and Responsibilities***

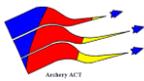
- 5.1.15.2. Report to meetings of Archery ACT
- 5.1.15.3. Be accountable for filing of the Annual Return of Archery ACT each year with the ACT Government
- 5.1.15.4. Be accountable for filing Change of committee members of Archery ACT each year, and as required, with the ACT Government
- 5.1.15.5. Provide minutes and evidence of the Annual General Meeting and decisions regarding any changes to the constitution and rules of the association and lodge all appropriate forms with the ACT Government
- 5.1.15.6. Be over 18 years of age and a resident of ACT, with complete details of their residential address with the ACT government.



## **6. TREASURER DUTY STATEMENT:**

6.1. The treasurer is an Executive officer of Archery ACT The treasurer shall:

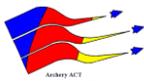
- 6.1.1. Be a member, ex officio, of all regular and special committees
- 6.1.2. Be responsible for all the financial matters of Archery ACT under the auspices of the Executive committee
- 6.1.3. Be responsible for, and monitor the disbursement and receiving of moneys due to or payable to Archery ACT
- 6.1.4. Receive and promptly deposit moneys into the appropriate official bank account operated by Archery ACT
- 6.1.5. Be responsible for the change in signatories on the Archery ACT account, as well as any cards or subsidiary accounts
- 6.1.6. Accurately record in books of account, the receipt and expenditure of all moneys connected with Archery ACT
- 6.1.7. Prepare reports prior to each Archery ACT meeting, showing the financial state of the association's accounts, and record transactions that have occurred since the previous report
- 6.1.8. At the Annual General Meeting deliver the audited statement of assets and liabilities for Archery ACT covering the fiscal year immediately preceding the Annual General Meeting
- 6.1.9. Provide all information necessary at the end of the fiscal year to the Auditor appointed to inspect the books of Archery ACT
- 6.1.10. Be responsible for ensuring the Archery ACT's financial obligations under the Associations Incorporation Act are complied with in a timely manner
- 6.1.11. Maintain custody of, on behalf of Archery ACT, all financial records of the association other than those archived
- 6.1.12. Prepare an Annual Budget for Archery ACT
- 6.1.13. Operate an impress petty cash account for administration of the office, and process claims at every Archery ACT meeting
- 6.1.14. Be responsible for updating the Assets Register of Archery ACT equipment from time-to-time
- 6.1.15. Annual stocktake and reconciliation of sales should be presented at the same time as the presentation of accounts.



## **7. RECORDER DUTY STATEMENT:**

7.1. The recorder is an officer of Archery ACT Committee. They shall be expected to perform the entire duties and responsibilities incident to the office, reporting to and receiving direction from the Executive and the committee. The recorder shall:

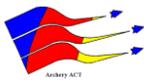
- 7.1.1. Maintain sufficient stock inventory of medals to support requirements from association run events
- 7.1.2. Purchase World Archery/World Crossbow Shooting Association/Archery Australia medals relating to performance of Archery ACT archers, and any others deemed necessary, (not including club bronze level or status badges)
- 7.1.3. Obtain quotes for replenishing certificates
- 7.1.4. When Archery ACT affiliated clubs make claims, review AA calendar to ensure events have been appropriately registered to ensure that:
  - 7.1.4.1. Records can be recognised, and that such records were shot under prevailing WA/AA rules
  - 7.1.4.2. claims for Australian records on behalf of archers from the ACT are accurate and relative to bow type/age group etc.
- 7.1.5. Receive applications for record claims from affiliated clubs
- 7.1.6. Check national and ACT tournament results for ACT records
- 7.1.7. On receiving applications for records or National and ACT Tournament results the recorder shall:
  - 7.1.7.1. automatically check equivalent WA round distance records, when a record for a complete round is submitted
  - 7.1.7.2. automatically check a youth record claim for a possible record in a higher age division up to the open division and in the case of veteran records check for records in the lower veteran and open divisions
- 7.1.8. Submit to each meeting of Archery ACT a list of records claimed since the previous.
- 7.1.9. Receive applications for World Archery/World Crossbow Shooting Association performance awards from affiliated clubs and if acceptable pass them onto the national recorder
- 7.1.10. Audit all invoices for medals orders from Archery Australia to ensure that the invoice reflects what has been supplied. Once the AA invoice is confirmed as correct, pass to the Treasurer for payment
- 7.1.11. At the end of the fiscal year submit to the Treasurer a list of all Stock in Hand and Re Sellable Items, as well as a list of outstanding accounts from clubs and any liabilities
- 7.1.12. Receipts of any postage costs incurred by the Recorder should be forwarded to the treasure for reimbursement.
- 7.1.13. Present a written report of all ACT records as of 30<sup>th</sup> June, to the Annual General Meeting of Archery ACT, and provide updates at any meeting of the Association



## **8. JUDGES/OFFICIALS COORDINATOR DUTY STATEMENT:**

8.1. The Judges and Officials coordinator is an officer of Archery ACT and shall be expected to perform the entire duties and responsibilities incident to the office. The Judges Coordinator shall:

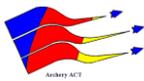
- 8.1.1. Co-ordinate judging activities related to the calendar and scheduled AACT events
- 8.1.2. Seek applications for judges to judge in ACT tournaments
- 8.1.3. Keep a register of all Candidate and National judges within the RGB
- 8.1.4. Co-ordinate the discussion of Archery Australia Judges newsletters throughout the year via meeting, email distribution and/or subsequent conversations
- 8.1.5. Send a combined response to the Archery Australia Official committee from Archery ACT when required
- 8.1.6. On a 12-month basis, make best efforts to arrange a judge's seminar in the ACT
- 8.1.7. Liaise with judges in the RGB to ensure maintenance of accreditation, remind them of the Judges diary, that all judging activities (including case studies) they participate in needs to be recorded electronically in the Judges Diary or accreditation may be withdrawn.
- 8.1.8. Liaise with the AA Officials committee to organise judge's courses when the need arises
- 8.1.9. Present a written report at the Annual General Meeting of Archery ACT, and provide updates at any meeting of the Association



## **9. YOUTH COORDINATOR DUTY STATEMENT:**

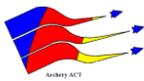
9.1. The Youth Co-ordinator is an officer of Archery ACT working in conjunction with the Coaching Administrator and shall be expected to perform the entire duties and responsibilities incident to the office, reporting to and receiving direction from the Executive and the committee. The Youth Co-ordinator shall:

- 9.1.1.** Be Archery ACT's representative at the National Youth Committee when required, and maintain communication with Executive on all actions and proceedings
- 9.1.2.** Be responsible for the activities of the youth membership of Archery ACT in the endeavour to promote archery as enjoyable pastime and a sport where they may aspire to ACT, National, Trans-Tasman, World Championships and Olympic competition
- 9.1.3.** Be responsible for the implementation and administration of all programmes of the National Youth Committee in relation to postal Shoots, Qualifying Trials for Australian Selection, Registration for Team Selection and associated criteria etc.
- 9.1.4.** Be responsible for proposing implementation, further development programmes within the ACT for the benefit of the youth membership
- 9.1.5.** Provide the secretary with youth information for general circulation to all clubs
- 9.1.6.** Present a written annual report to the Annual General Meeting of Archery ACT, and provide updates at any meeting of the Association
- 9.1.7.** Liaise with other RGB Youth Co-ordinators to avoid duplication of resources and to enable an elevated level of support to our youth archers



## **10. COACHING COORDINATOR DUTY STATEMENT:**

- 10.1. The coaching administrator is an officer of Archery ACT and shall be expected to perform the entire duties and responsibilities incident with the office, reporting to and receiving direction from Archery ACT and working closely with the youth's co-ordinator. The coaching administrator shall:
- 10.1.1.** Be responsible for all the administration and co-ordination of the National Coaching Program within the ACT
  - 10.1.2.** Be Archery ACT's representative to liaise with the National Coaching Committee, unless otherwise determined
  - 10.1.3.** Be responsible for the implementation and administration of all programs of the National Coaching Framework in relation to Team Selection and associated criteria,
  - 10.1.4.** Be responsible for the proposing for implementation, further development programmes within the ACT for the benefit of the membership
  - 10.1.5.** Liaise with Archery Australia to keep a register of all accredited coaches, and monitor coach accreditation within the RGB
  - 10.1.6.** Be responsible for the organisation of coaching events to ensure the renewal, upgrade and examination of all coaches and liaise with RGB coaches to organise camps, seminars, coaching courses, development programs etc.
  - 10.1.7.** Provide the Secretary with the Coaching information for the general circulation to all affiliated clubs
  - 10.1.8.** Liaise with other state Coaching Coordinators with the aim of maximising coaching resources
  - 10.1.9.** Present a written report to the Annual General Meeting of Archery ACT, and provide updates at any meeting of the Association



## **11. WEBMASTER/PUBLICITY DUTY STATEMENT**

11.1. The Webmaster is an officer of the Archery ACT and shall be expected to perform the entire duties and responsibilities incident with the office, reporting to and receiving direction from Archery ACT the Webmaster shall:

11.1.1. Develop, in concert with clubs and the AACT, the annual calendar of interclub and AACT level tournaments

11.1.2. Operate and maintain the Archery ACT website:

11.1.2.1. Set up layouts of pages and upload information to the website on a regular basis or as directed by the committee

11.1.2.2. Upgrade information on a regular basis, including success stories of archers and clubs, to maintain continuity for the community and those accessing the site

11.1.2.3. Ensure relevant documents are accessible to the ACT archery community

11.1.2.4. Ensure the hosting and domain name registration renewals are completed on time.

11.1.2.5. Ensure email distributions are up to date according to committee members and delegates

11.1.3 Manage the online storage of Archery ACT content