

OFFICIAL COMMITTEE TERMS OF REFERENCE

1. Purpose

Terms of Reference: Officials Committee

The purpose of the Officials Committee is to oversee the National Officiating Program and the Judging at all World Archery and Archery Australia Registered Tournaments.

2. Duties

The Committee shall carry out the duties below through an annual plan agreed between the Committee and the Archery Australia Board. The Committee shall:

- Develop and implement a National Officiating Program.
- Oversee training and the accreditation and re-accreditation of Judges and maintain an up-to-date register of National, Continental and International Judges.
- Facilitate the allocation of Judges for Archery Australia sanctioned events.
- Monitor the standard of Judging in each RGB and Nationally and recommend and implement standards for improvement.
- Submit to the Board the names of National Judges to be recommended to either World Archery or World Archery Oceania for advancement to International Judge or Continental Judge status.

3. Composition

The Officials Committee shall be made up of one representative from each RGB.

All committee members must at a minimum hold National Judge status.

Archery Australia Board following a recommendation by the President and CEO shall appoint the Chairman of the Committee.

The Archery Australia Board on a recommendation by the Committee Chair and CEO shall appoint the committee.

The CEO shall be a non-voting ex officio member of the Committee.

4. Term of Office

The term of the Committee shall be two years and shall be appointed at the first meeting of the Board following Board elections.

5. Quorum & Frequency of Meetings

The quorum necessary for the transaction of business shall be 50% of the voting members of the committee.

The Chairman of the Committee shall decide on the frequency of meetings, but shall ensure that a Meeting is convened at least twice a year.

Meeting can be conducted face to face or by videoconference. Business may also be conducted by email.

6. Notice of Meetings

The Chair or Secretary of the Committee shall give notice of each meeting with not less than 7 days prior to the meeting.

7. Conduct of Meetings

Only members of the Committee have the right to attend Committee meetings. However, others may be invited to attend all or part of any meeting as and when appropriate.

8. Minutes of Meetings

The committee shall keep minutes of any meeting of the Committee. Minutes of Committee meetings shall be circulated promptly to all members of the Committee and, once agreed, shall be sent to the Archery Australia Office and recorded.

9. Reporting Responsibilities

The Committee shall submit a written report to the Archery Australia Board on its proceedings and activities, at each Board meeting. The committee will report on all matters within its duties and responsibilities. The Committee shall compile an Annual Report to Archery Australia members on its activities to be presented to the AGM.

10. Other Matters

The Committee shall:

- Give due consideration to relevant laws and regulations;
- Comply with Archery Australia Policy and Procedures;
- Review its own performance, and terms of reference, to ensure it is fit for purpose and recommend changes it considers necessary to the Board for approval.