



COMMITTEES POLICY

Policy number	Gov-07	Version	1.1
Drafted by	ARCHERY SA	Approved by Board on	23 March, 2021
Responsible person	Board	Scheduled review date	31 March, 2023

INTRODUCTION

Committees are essential to ensure that the Board of ARCHERY SA can develop and implement (often complex) policy and strategy in a timely and effective manner.

The Board of ARCHERY SA may put in place Standing Sub-Committees and *ad hoc* Committees to provide recommendations.

PURPOSE

To give direction on the policy and procedures relating to the formation of Board Standing Sub-Committees and *ad hoc* Committees.

POLICY

The Board has the authority to establish Standing Sub-Committees and *ad hoc* Committees to assist it in its work.

The number and types of Committees will be determined by the Board.

The Board shall clearly define the terms of reference of each Committee, including their membership, roles, procedures and functions, and the boundaries of their authority.

Committees may from time to time co-opt others to participate in a Committee in order to bring additional skills, experience or networks, provided that it is not inconsistent with any directions given to the Committee by the Board.

Committees cannot make binding Board decisions. For the most part, the function of Committees is to develop possible solutions for and make recommendations to the Board, which has the power to make decisions and policy. Even where a power is delegated, the Board still has ultimate responsibility.

Unless the Board determines otherwise, the ED/Secretary shall sit *ex-officio* on all Board Committees but may delegate their attendance to another person approved by the Board.

Committees shall have regard to the achievement of the purpose of ARCHERY SA in accordance with the vision and strategies determined by the Board when exercising its functions.

AUTHORISATION

John Vine Hall, President
8 April, 2021
ARCHERY SA

Policies can be established or altered only by the Board: **Procedures** may be altered by the ED/Secretary.



COMMITTEES PROCEDURES

Procedures number	Gpol-03	Version	1.1
Drafted by	ARCHERY SA	Approved by ED on	23 March, 2021
Responsible person	Jeff Nicoll	Scheduled review date	31 March, 2023

RESPONSIBILITIES

The Board is responsible for appointing, disbanding, and setting the terms of reference for all of its Committees.

The ED/Secretary is responsible for keeping records of terms of reference of Board Committees and for ensuring that Committee minutes and papers are submitted to the Board for consideration.

The ED/Secretary shall sit *ex-officio* on all Board Committees (unless the Board determines otherwise), but may delegate their attendance to any other person approved by the Board to represent its interests.

PROCEDURES

Committees, whether *ad hoc* or Standing Sub-Committees, cannot exercise authority over staff, nor shall they delegate tasks to any staff unless the ED/Secretary has specifically agreed to such delegations.

All Committees of the Board shall submit their minutes/details of proceedings to the Board.

All Committees of the Board shall review their terms of reference annually, including their membership and the results of their work and so report to the Board.

The appointment of the Chairs of all Committees shall be an annual process. They shall be reviewed by the Board within one month, after each Annual General Meeting and either re-appointed or new appointments made.

All *ad hoc* Committees may be dissolved by Board resolution once they have completed their work. While a final written report on the Committee's activities to the Board is expected, the non-production of the report will not necessarily delay dissolution.

RELATED DOCUMENTS

- [Governance Policy](#)
- [Constitution](#)

AUTHORISATION

Jeff Nicoll, Secretary
ARCHERY SA
8 April, 2021

Policies can be established or altered only by the Board: **Procedures** may be altered by the ED/Secretary.