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| av small logo.jpg | **Archery Victoria** | | | |
| Title: | AV Board Meeting | | |
| Subject: | Minutes | | |
| Author: | AV Board | | |
| Date: | 25 May 2017 | |  |
| Number: | 1044 | Pages: | 1 of 34 |

**Archery Victoria Board Meeting**

**Held via ZOOM Thursday 25 May 2017**

**1044.1. Meeting Opens**

The meeting was declared open at 1907h

**1044.2. Attendees**

Guenter Licht (GL) Vice President / A/CFO

Alec Potts (AP) Board Member

Alan Howell (AH) Members’ Representative

Brendan Jones (BJ) Board Member

Irene Norman (IN) Secretary

**1044.3. Apologies**

Nil

**1044.4. Declaration of Proxies**

Nil

**1044.5. Declaration of Material Personal Interests**

* Brendan Jones declared a Material Personal Interest as Partner in Billawin Waters Ltd, Member of AA Youth Development Committee and Board Member South-West Sport.
* Alec Potts declared a Material Personal Interest as Owner of Eliza Archery.
* Irene Norman declared a Material Personal Interest as Trustee of Arrows Plus.

**1044.5. Minutes of Previous Meeting**

MOVED AH SECONDED BJ that the minutes of the meeting dated 27 Apr 17 as circulated be accepted.

**CARRIED**

**1044.6 Business Arising from Previous Minutes**

* See Annex A

**1044.7 Business Conducted by Email since Last Meeting**

The Board received a letter of resignation from Peter Bennett as President of Archery Victoria. The resignation was reluctantly accepted. Members were advised of Peter’s resignation via Facebook and email. A formal letter to be sent to Peter thanking him for his 28 years of service as a volunteer in Archery Victoria. He will be sorely missed.

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| **Item Number** | **Item** | **Meeting Date** | **Actions to be Taken** | **Action Officer** | **Target Date** |
| 1044.7 | Resignation Peter Bennett | 25 May 2017 | Letter of thanks to be sent to Peter | IN | Jun 17 |

**1044.8. Reports**

1044.8.1 **Financials.** Financial Reports were presented to the Board and are at Annex B to these minutes. MOVED IN SECONDED BJ that the financial statements as presented be accepted.

**CARRIED**

1044.8.2 **Officials Reports.** A verbal report was received from the State Officials Co-ordinator who advised that Terry Lyons is now a full National Judge. The Board congratulated Terry for all his hard work and dedication to his new role. An update was also received from the State Records Recorder who advised that 55 new State Records were broken in Victoria for the month of April. A fantastic effort by our archers - well done all. This report also highlighted the World Record broken by Dawn Nelson-Furnell (60/1440). Fantastic work Dawn. May there be many more to come.

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| **Item Number** | **Item** | **Meeting Date** | **Actions to be Taken** | **Action Officer** | **Target Date** |
| 1044.8.2 | World Record - Dawn Nelson-Furnell | 25 May 2017 | Letter of congratulations to be sent | IN | Jun 17 |

1044.8.3 **Grant Funding Updates**.

1044.8.3.1 **Travel and Accommodation Funding Grant.** No word yet on NAC travel funding.

1044.8.3.2 **Supporting Victorian Sport – Workplan 2017**. Progress continues on Workplan activities. Additional funding received. Mid-year reporting due shortly. Seed Funding Grants for Participation of Women and Girls have been completed. A new round relating to archers with a disability will be prepared in the next month. Contact is being made with two consultants who have been recommended by VICSPORT to conduct our retention study. Funds have been allocated to training for development of our volunteers (coaches, judges and board members).

1044.8.4 **Board Mentor Reports.**

1044.8.4.1 GL advised that the Geelong Archery range has been reopened. Well done GA.

1044.8.4.2 Reallocation of clubs previously mentored by Peter Bennett will take place following secondment of a new Board Member.

1044.8.5 **Policy Reviews.**

1044.8.5.1 **Social Media Policy.** The draft Social Media Policy was considered by the Board. MOVED BJ SECONDED AH that the Social Media Policy as presented be accepted.

**CARRIED**

1044.8.5.2 **Team Selection Guidelines.** The draft State Team Selection Guidelines were considered by the Board. Some minor changes were identified. BJ to make changes and recirculate by email for decision.

1044.8.6 **Child Safe Updates.** The next Child Safe Update will be issued to clubs in the next two weeks. This will include information on formulating a Club Policy on this issue and will also provide details of changes to the Working with Children Check legislation.

**1044.9. Notices of Motion/Discussion Papers**

1044.9.1 **Terms of Reference – Working Party Constitutional and Governance Reform.** A Terms of Reference for a Working Party to review constitutional and governance reform for Archery Victoria was considered by the meeting. It was noted that this is one of the actions required as an outcome of the 2016 AGM. A number of new State Government initiatives have impacted this work, hence the delay in forming up the Working Party. GL noted that he has been in contact with Margot Foster (Chair of VICSPORT) who has indicated that she may be willing to assist with this Working Party. Margot is very experienced in these matters and would be a good addition to the Working Party. Appointment is subject to financial considerations. MOVED IN SECONDED BJ that this Terms of Reference be accepted and the next steps taken to form this Working Party.

**CARRIED**

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| **Item Number** | **Item** | **Meeting Date** | **Actions to be Taken** | **Action Officer** | **Target Date** |
| 1044.9.1 | Formation of Working Party – Constitutional and Governance Reform | 25 May 17 | Tasks as per terms of reference | GH/IN | Jun 17 |

1044.9.2 **Terms of Reference – State Team Steering Committee.** The new State Team Guidelines (to be published in the next two weeks) require the set-up of a State Team Steering Committee as a sub-committee of the Archery Victoria Board. A Terms of Reference for the establishment of this sub-committee was considered by the Board. MOVED AH SECONDED AP that the Terms of Reference be accepted and the next steps taken to form this sub-committee.

**CARRIED**

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| **Item Number** | **Item** | **Meeting Date** | **Actions to be Taken** | **Action Officer** | **Target Date** |
| 1044.9.2 | Formation of sub-committee – State Team Steering Committee | 25 May 17 | Tasks as per terms of reference | BJ | Jun 17 |

1044.9.3 **Terms of Reference – Review of State Records and State Badges Recorders Roles.** A Terms of Reference document was considered by the Board in relation to a review of the roles of the State Records and State Badges Recorders. MOVED AH SECONDED AP that the Terms of Reference be accepted as amended and the next steps taken to form up this Working Party.

**CARRIED**

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| **Item Number** | **Item** | **Meeting Date** | **Actions to be Taken** | **Action Officer** | **Target Date** |
| 1044.9.3 | Formation of Working Party – Review of State Records and State Badges Recorders Roles | 25 May 17 | Tasks as per terms of reference | GL | Jun 17 |

**Note: A new standing agenda item for reports and updates from Working Parties and sub-committees will be added to the Agenda from Jun 17 meeting.**

Copies of the Terms of Reference for the above Working Parties and Sub-Committee are attached as Annex D to these minutes.

**1044.10. General Business**

1044.10.1 **New Club Application – Archers of Warrnambool.** An application has been received from the Archers of Warrnambool for recognition as an Archery Victoria Member Club. BJ has been liaising with the club and provided a brief outline of the facilities and the motivation for the club to join Archery Victoria. It was noted that Archers of Warrnambool held club status some years ago. An incorporation check has been undertaken and it was noted that Archers of Warrnambool operates under the Model Rules. MOVED BJ SECONDED AH that, subject to checking of all paperwork, that Archers of Warrnambool (AOW) be accepted as a member club of Archery Victoria.

**CARRIED**

The Board welcomed Archers of Warrnambool to Archery Victoria.

All paperwork is to be checked, Archery Australia and Archery Victoria member clubs advised and administration set up for the new club.

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| **Item Number** | **Item** | **Meeting Date** | **Actions to be Taken** | **Action Officer** | **Target Date** |
| 1044.10.1 | Archers of Warrnambool (AOW) | 25 May 17 | New club process to be initiated for AOW | IN/BJ | Jun 17 |

1044.10.2 **President of Archery Victoria**. Due to the resignation of Peter Bennett, a new President is needed for Archery Victoria. MOVED BJ SECONDED AH that Guenter Licht take up the position of President until the next Annual General Meeting. GL accepted the nomination.

**CARRIED**

Discussion continued on the position of Vice-President. It was agreed that the Vice-President position remain vacant for the time being. It was further agreed that the Board seek to seconde a new Board member as a temporary measure until the next AGM. Given the commitment of the Board to meet the Victorian Government directive to increase female Board members to 40%, the Board agreed to seek, in the first instance, a female Board member for this temporary vacancy.

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| **Item Number** | **Item** | **Meeting Date** | **Actions to be Taken** | **Action Officer** | **Target Date** |
| 1044.10.2 | President of Archery Victoria | 25 May 17 | Draft letter to all Clubs advising of new appointment | AH | Jun 17 |

1044.10.3 **Team Selection State Championships 2018**. BJ put forward a proposal (to be included in the new State Team Selection Guidelines) that scores from State Championships in 2018 not be degraded as per other scores. This strategy is designed to increase the prestige of our State Championships and encourage more athletes to participate. MOVED BJ SECONDED AP that State Championship scores for 2018 not be degraded when determining selection for State Teams. To be reviewed for 2019.

**CARRIED**

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| **Item Number** | **Item** | **Meeting Date** | **Actions to be Taken** | **Action Officer** | **Target Date** |
| 1044.10.3 | 2018 State Championships | 25 May 17 | Include non-degradation of State Championship scores in Team Selection Guidelines. | BJ | Jun 17 |
| 1044.10.3 | 2018 State Championships | 25 May 17 | Liaise with State Records Recorder on implementation of this initiative. | BJ | Jun 17 |

1044.10.4 **Social Media**. A complaint was received in relation to recent use of Social Media (AV Facebook page). The Board noted the intervention of the mediators of the site to quickly take down the posts and to take immediate action to mitigate the effect of the posts made. They were thanked for their quick intervention. It was noted that one of those posting to the site was a non-member. As such AV has no jurisdiction over this person. A reply will be made to the complainant. The new Social Media policy will be highlighted to President’s at the upcoming forum.

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| **Item Number** | **Item** | **Meeting Date** | **Actions to be Taken** | **Action Officer** | **Target Date** |
| 1044.10.4 | Social Media Complaint | 25 May 17 | Reply to complaint to be prepared. | GL | Jun 17 |

1044.10.5 **Police Incident.** The Board noted details of a recent incident requiring police intervention at a Member Club. A report from the Club is expected shortly. The ramifications of the incident and impact on other clubs was discussed. The Board determined to wait for the club report before considering the impacts.

**1044.11 Meeting Closes**

Meeting closed by the President at 2221h. Next meeting 22 June 2017 via Zoom.

**ANNEX A**

**To Board Minutes**

**Dated 25 May 17**

**Dated 25 May 2017**

**BOARD MEETING ACTION ITEMS**

**OPEN ITEMS**

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| Item Number | Item | Action Officer | Meeting Date | Actions Taken | Status | | Due Date | Date Completed |
| 998.12.1 | Website management | IN  AH  AH/All  AH  AH/All  AH | 20/5/15  18/2/16  21/4/16  16/6/16  21/7/16  18/8/16  20/10/16  17/11/16  26/1/17  23/2/17  23/3/17  27/4/17  25/5/17 | A call is to be put out for EOI for updating and management of the AV website  TS is currently in discussions with a website developer in regard to updating the current website.  Shaun Hastie has expressed an interest in helping with the management of the AV website. Motion to bring Shaun on to help with this role.  Moved: TS  Seconded: IN  Moved 6:0  DS to liaise with SH and IMG re new website design and publication.  DS to check on progress  Access is being organised for SH to the current website so that the build of the new website can continue. The issue of management of the website was discussed. MOVED BJ SECONDED AH that an AV sub-committee be formed for govern the ongoing maintenance and securing of the website (and perhaps social media into the future). AH to head up sub-committee. CARRIED  AH has been in contact with SH. John Hyde (JH) advised we need to go up to V2 – response waiting from JH. SH has been advised. Some clean-ups have been done. Charter for sub-committee. All Board members to send ideas to AH.  Progress has been made on clean up of the current site. AH to report at next meeting.  AH advised that he is having some difficulty engaging IMG in discussion. AH confirmed that IMG were migrating all data on current website. IN advised that we had agreed in the initial instance to provide some inclusive images. Plan for content migration was the responsibility of IMG – minimal downtime between old site down and new site up. SH has done a backup of current website. AH is vigorously following up with IMG and scheduling a hook-up to outline timelines.  AH has been in contact with Sports TG. Sports TG have assured him that it is on track but not convinced. Deadline is 31 Jan 17. Delays discussed. AA has already intervened with Sports TG. Suggested that we give them until drop dead date and then seek deposit back. Formal 7 days notice of withdrawal. Issues discussed were the possible down sides of moving away from the same website provider as AA and going with a proprietary product that needs specific expertise to maintain. AH has researched alternatives which could be used and will continue to pursue. AH to advise AA of what is happening.  AH advised that SportsTG has submitted the first iteration of the website. Feedback provided indicated that the result of quite underwhelming. Additional information was requested on backend information and training support. Training to be on-line tutorial which was not the original understanding. Updated timeframe on responses has been requested. Information to date has been sparse. AH to continue to follow up and provide feedback. Feedback by Board Members to be provided to AH within the next week.  AH not able to attend this meeting. Further updates at April meeting  AH provided an update from SportsTG. New version of website provided by SportsTG was closer to requirements than the first version. It was still very basic but closer. AH to send out alternative website format for review. AH to contact John Hyde at Aa for an opinion on where to go next. Discussion paper to be prepared by AH. Out of session agreement may be required to get this sorted asap.  As per agreement at the last meeting, AH emailed SPORTSTG to advise that we intended to cease their contract. SPORTSTG asked for further consideration. AH requested a look at the work completed on the new site. Some answers were forthcoming from SPORTSTG. AH recommended the use of different platform to the Board, however members of the Board felt that there was some possible adverse effects of moving from the platform currently used by Archery Australia. It was agreed that AH would email SPORTSTG with further requests and the Board desire to see a site similar to ASA. SPORTSTG to develop site and handover to AV for administration asap. AH to determined suitable time-frame. It is hoped to have this issue resolved before the next Board meeting. | | Continuing | 18 Aug 16  22 Oct 16  30 Nov 16  31 Jan 17  28 Feb 17  31 Mar 17  May 17  Jun 17 |  |
| 1020.12.7 Pt 1 | Funding Application – Sherbrooke Archers | AP | 27/4/17  25/5/17 | (Note: this item has been created as a result of splitting 3 actions previously under identified under 1020.12.7. The split into three distinct activities has been made to ensure clarity of the items. The original action items has now been closed and archived.)  AP has spoken to MP at SA again. To avoid confusion AV will channel all communication through the SA Secretary. The issue of funding for SA is on hold until the State Pathway program is in a more mature state. AP to advise SA Secretary that the application remains open.  Nil updates at this stage pending more mature state of State Pathways program. | | Continuing | May 17  Jul 17 |  |
| 1020.12.7 Pt 2 | AA Talent Identification Program (Regional Pathways) | AP | 27/4/17  25/5/17 | (Note: this item has been created as a result of splitting 3 actions previously under identified under 1020.12.7. The split into three distinct activities has been made to ensure clarity of the items. The original action items has now been closed and archived.)  AA have requested dates to meet with CEO AA and HP Manager and the AV Board. AP to gather dates and liaise with AA.  AP has made contact with AA re meeting to discuss introduction of RTIP into Victoria. Nil response as yet. Invoice received to return the $45,000 to Archery Australia which was paid to AV in Jun 16 for this program. Payment will be made over the next two weeks (in instalments to meet banking needs on daily limits). | | Continuing | May 17  Jun 17 |  |
| 1020.12.7 Pt 3 | AV State Pathways Program | AP | 27/4/17  25/5/17 | (Note: this item has been created as a result of splitting 3 actions previously under identified under 1020.12.7. The split into three distinct activities has been made to ensure clarity of the items. The original action items has now been closed and archived.)  AP presented some initial data from his research into other programs in place. The NSW program was discussed. This program concentrates on state team requirements. The Board agreed that the AV program needed to go from grassroots to State Squad level with the Team Selection process already in draft review. Alec will continue to develop his Discussion Paper with further decisions to be made following the meeting with AA.  AP has been working hard on this program and V6 was considered by the Board. It was agreed that a framework was starting to take shape but that more fleshing out is needed. BJ advised of some previous work done on this and he will provide that work to AP and assist with the program. AP and BJ to cost their time in the development of this program for acquittal of the Grant funding. Work continues. Board thanked AP for his work on this to date. | | Continuing | May 17  Jun 17 |  |
| 1028.7.1 | WA720 Grand Prix Series 2017/2018 | BJ/GL  IN  BJ  BJ  BJ  BJ/AP  BJ/GL  BJ  GL | 15/9/16  20/10/16  17/11/16  26/1/17  23/2/17  23/3/17  27/4/17  25/5/17 | Detailed proposal for WA720 Grand Prix Series be submitted to AV Board.  BJ/GL have submitted a detailed proposal for Board consideration. Email approval provided.  Approved proposal for Grand Prix Series to be written into policy. IN to check policy rewrite requirements.  Policy review cannot be done until the trial is completed and reviewed. Review to be undertaken at end of trial Grand Prix.  Marcus Annear from DVA has done a program to monitor the trial events. Winning purse to be included in 2017 events. $2 per archer per event to be paid to AV to distribute at end. Pay down to top 8 being proposed (must have competed in 3 events). 50% to top archer with residual being halved down to eighth place. Administrative details to be organised – particularly relating to the prize money and process to collect and pay. BJ to work with IN on administrative details. BJ to check with Marcus on what is available from the system he is building.  BJ has advised that he has received some feedback and survey to be issued. GL and BJ have worked on and agreed the questions. Survey to go out soon. 134 individual archers competed in the pilot program – good result.  BJ to complete survey and new procedures to be completed.  Awaiting advice from BJ  BJ and AP working on survey. Results to be available for May 17 meeting.  Survey results are in. Approx 45 respondents and some good feedback. BJ made 5 recommendations as a result of the survey feedback.   1. Male and female should have different divisions for the Grant Champions. Male and Female WA70/720 and male and female WA 40/720. AGREED 2. The overall results table needs to be changed with two options: 3. Go to a Grand Prix system of points based on standings from best 4 events to a maximum of 4x25=100. AV720 with matchplay and bonus 0.1 to participants (based on their post matchplay finish as a tie breaker). 4. Require 8 x 720 scores and the best 4 count towards the overall results so each archer will have a score out of 2880.   AGREED that the 2880 (b) will be used for 2017 and that from 2018 onwards a Grand Prix points system will be introduced.   1. Skill up and encourage clubs to add in matchplay (but not compulsory). AGREED. Workshops to be conducted. 2. Ensure that each host club registers their event as a World Archery Tournament as it sounds like a few respondents thought they were simply QREs. AGREED 3. Ensure that if members want different/additional tournament formats on the AV Calendar that they work with their Club Committees to nominate these to AV for potential inclusion. We added the 720 series to the calendar, we didn’t take anything out. AGREED   BJ to write up documentation based on the above agreements.  Designs for belt buckles and medals to be finalised. | | Continuing | 30 Sep 16  Dec 16  Jan 17  Feb 17  Mar 17  Apr 17  May 17  Jun 17  Jul 17 |  |
| 1028.7.1 | State Team Selection Policy | GL/BJ/AH  GL/PB/BJ  BJ/AH/GL  BJ  BJ  BJ/All Board Members | 15/9/16  20/10/16  17/11/16  26/1/17  23/2/17  23/3/17  27/4/17  25/5/17 | Sub Committee to be formed to rewrite the current State Team Selection Policy. Recommended rewrite to be submitted to the AV Board prior to October Board meeting  GL outlined proposal for discussion. Following discussion it was agreed to   * Form a State Selection Steering Committee. GL to draft and distribute Terms of Reference for the Steering Committee. * New uniform proposal to be drafted. Includes RGB uniform – PB/BJ. Includes ideas for new state uniform. * State Team Selection Policy needs to be checked and adjusted –GL to submit to Board for consideration. * New policy needs to include honorary teams – barebow/longbow/para/VI - GL * Board agreed to remain with selection based on all round performance – not specialist. AGREED * Selection process for para/VI state team commencing in 2017 - GL * Review and make proposal for state uniform policy and provision of uniforms and RGB shirts - GL.   GL advised that he had distributed a draft. Board members had not yet had an opportunity to review. GL provided a brief review of the draft document. All Board members to review and contribute via email to GL  Draft policy distributed to all members for comment. Some feedback received and was constructive. BJ suggested that we should NOT implement the new processes before the NYAC due to time limitations. Agreed – current procedure to stand until after NYAC selections. List of those selected needs to be submitted to Board prior to notification. Test against published policy to be undertaken. Peer review to be conducted by Board, invitations can be issued. DNF to be advised. BJ to advise.  Intent is to have honorary team for Para/VI Championships.  BJ to undertake a next draft of the new policy for Board consideration. AH and GL to assist.  Policy to be published before NYAC 2017.  BJ still to complete final draft. Archery Victoria Qualifying Rounds (AVQs) 90/720s to be considered to support NYAC team selection along with other AVQs. List of proposed AVQs to be included in Team Selection Draft. AVQs to be part of AV calendar for backend 2017 and then in 2018. Policy needs to be completed before the start of NYAC17.  Rescheduled for Apr 17 meeting  BJ is still working on this document. Will have available for May 17 meeting. Apologies for delay however priority needed to be given to Para/VI Championships and NYAC17.  Refer to Policies in main body of minutes. All responses to BJ by 4 Jun 17. | | Continuing | 7 Oct 16  Dec 16  Jan 17  Feb 17  Mar 17  Apr 17  May 17  4 Jun 17 |  |
| 1034.6.1 | Seeking Financial Advisor to assist an AV Finance, Grants and Audit Committee | AH  AH/GL  AH  AH | 21/12/16  26/1/17  23/2/17  23/3/17  27/4/17  25/5/17 | Email to be drafted and sent to identified organisations and individuals  AH drafted an email and circulated to Board. Feedback provided. AH to do another draft and plan for circulation.  Finance, Grants and Audit Committee to be formed. MOVED BJ SECONDED PB that GL chair the committee and IN to be second Board member. External person to be sought as per action above. CARRIED  AH advised that he has had no responses to date. We may need to look further afield. AH to distribute information to the wider AV community to see what response is received.  Awaiting advice from AH  AH advised that no responses have been received to external advertising. Position to be put out for an internal candidate within AV to sit on this sub-committee.  AH advised that there were still no responses from external advertising. AH to prepare an email to all members to seek assistance. | | Continuing | Jan 17  Feb 17  Mar 17  Apr 17  May 17  Jun 17 |  |
| 1034.6.7 | Secretariat to the AV Board | AH | 21/12/16  26/1/17  23/2/17  23/3/17  27/4/17  25/5/17 | Email to be drafted and sent to all AV members in the first instance. External candidates may be sought if no suitable candidates come from within the AV community  One application received. Application looks sound. BJ and AH to meet with applicant for informal interview. IN to see if applicant available 11 Feb 17.  BJ and AH met with applicant. ABN and invoicing was put to the applicant. Applicant to advise if this is acceptable and also asked to set a rate. Response received that an ABN/invoicing system was acceptable and he has nominated a payment per hour rate. BJ/AH recommended a probation period of 3 months or 6 months. Job description required along with Confidentiality Agreement. Retainer of 12 hours per month with provision of 16 hours and any additional hours on provision of evidence of need. Review process at 3 months and 6 months to be included. Cost to AV is likely to be about $7,000 per annum. AH/BJ to draft job description, IN to draft Confidentiality Agreement and look at a Performance Agreement.  Further discussions with candidate have been undertaken. Awaiting outcomes. Draft job description still required.  AH and BJ to finalise draft job description and send to IN.  Draft duties have been provided. Awaiting advice of ABN. Should be ready to go by Jun 17 meeting. | | Continuing | Jan 17  Feb 17  Mar 17  Apr 17  May 17  Jun 17 |  |
| 1034.6.8 | Requirements for State Championships | AH/GL  AH/GL/AP  AH/GL | 21/12/16  26/1/17  23/2/17  23/3/17  27/4/17  25/5/17 | Expectations document and policy review to be undertaken  Still to be undertaken  Continuing. Survey to be completed on State Matchplay – AP to put out.  State Matchplay survey completed – see General Business. Expectations document still to be completed  AH and GL continue to work on this document. Draft to be presented to May 17 meeting.  AH & GL still discussing. | | Continuing | Jan 17  Feb 17  Mar 17  Apr 17  May 17  Jun 17 |  |
| 1036.10.5 | Presidents’ Forum 1/17 | IN  IN | 26/1/17  23/2/17  23/3/17  27/4/17  25/5/17 | Forum timings to be confirmed. Request for agenda items to be sent. Agenda to be confirmed.  Action continuing  Action to continue after NYAC and Masters Games  Topics for next President’s Forum will include Child Safe, Risk Management requirements. External presenters to be sought. Dates to be confirmed.  Face to face to be offered plus ZOOM to be available. Date set at 16 Jun 17 (6-9pm) subject to availability of VICSPORT presenters. Venue will be MAC. Invitations to be sent out to President (or a proxy from their club committee of management should the President not be available). Agenda items discussed and to include:   1. VICSPORT brief on Child Safe plus discussion 2. VICSPORT brief on Mandatory Board Quotas plus discussion 3. State Team Selection Policy. 4. State Matchplay discussion 5. 720 Grand Prix series discussion. | | Continuing | End Feb 17  Mar 17  May 17  May 17  Jun 17 |  |
| 1036.10.6 | Review of AV Championship Shields | GL/IN  IN | 26/1/17  23/2/17  25/5/17 | Stocktake of shields and current status and recommendations for usage to be presented to next meeting  Action continuing  IN presented the stocktake of the Champion Shields – stocktake information is at Annex C to these minutes. The Board decided that the shields needed to be updated. It was suggested that Tim Roberts may be willing to take on this task. IN to approach him. Some information is available from the archives on our website (AH is the contact). Some information may also be available from the State Records Recorder. | | Continuing | Feb 17  May 17  Jul 17 |  |
| 1038.10.1 | Victorian Leg of NMS | GL/BJ  GL/AH/IN | 23/2/17  25/5/17 | Guidelines for Victorian Leg of NMS to be included in AV guidelines for State Championship Events  Still with GL and AH. Nominations for NMS 2018 and State Matchplay (as a separate event) to be sought. IN to put out EOI. | | Continuing | May 17  Jun 17 |  |
| 1038.10.2 | Technical Advisors to the AV Board | GL | 23/2/17  25/4/17 | Discussion Paper to be developed for April Board meeting on concept of technical advisors to the AV Board  Apologies for delay. Given other priorities discussion paper to be presented for Jun 17 meeting. | | Continuing | Apr 17  Jun 17 |  |
| 1038.10.3 | Live Streaming | BJ | 23/2/17  25/5/17 | BJ to discuss live streaming proposal with David Gaze. Discussion paper to be put to May 17 Board Meeting (or earlier if ready).  BJ apologised for delay. Discussion paper will be ready for next meeting. | | Continuing | May 17  Jun 17 |  |
| 1040.10.1 | Partnership with Golf Victoria | AP | 23/3/17  27/4/17  25/5/17 | Discussion paper to be presented to Board Meeting  AP still working on this proposal.  AP to meet with Golf Victoria HP Manager. Discussion paper due next meeting. | | Continuing | Apr 17  Jun 17 |  |
| 1040.10.3 | State Matchplay | AP | 23/3/17  25/5/17 | AP to present discussion paper for 2018 State Matchplay based on survey results and discussions.  Discussion paper to be ready for next meeting. | | Continuing | May 17  Jun 17 |  |
| 1040.10.6 | Security Access to IT systems | AH | 23/3/17  25/5/17 | AH to document access requirements with the view to presenting the outcomes at the May Board Meeting  AH advised that information needs compiling. Will be ready for next meeting | | Continuing | May 17  Jun 17 |  |
| 1042.8.2.1 | AV Tournament and State Records for World Archery recognised rounds in Open division for Para and VI archers | BJ | 27/4/17  25/5/17 | Liaise with State Records Recorder to establish these records. Optimal use of Archers Diary for these records where possible.  BJ has commenced discussions | | Continuing | July 17 |  |
| 1042.8.2.1 | Para & VI Honorary State Team and Team Management | BJ  GL  IN | 27/4/17 | Ensure that honorary team information is included in policy currently being rewritten – Team Selection Policy  Ensure that 2017/2018 budget includes costs for Para & VI Team Manager.  Ensure that policy in relation to Team Manager is updated as needed. | | Continuing | July 17  June 17  June 17 |  |
| 1042.8.2.1 | AV supported Para & VI interest group | BJ | 27/4/17 | Set up an interest group to champion para & VI archery in Victoria and to make recommendations to the AV Board for development of this aspect of our sport | | Continuing | July 17 |  |
| 1042.8.2.1 | Classification of Para & VI archers | BJ | 27/4/17 | Organise for a classification session 6 months prior to the 2018 Para & VI Nationals | | Continuing | August 17 |  |
| 1042.8.2.1 | Marketing of Para & VI archery opportunities | BJ | 27/4/17 | Interest Group to provide recommendations to AV Board on marketing opportunities to attract additional Para and VI archers | | Continuing | July 17 |  |
| 1042.8.2.2 | 2017 NYAC Recommendations | BJ | 27/4/17 | Liaise with Ros on any changes to policies and procedures as a result of her recommendations. Work with Ros on a program for the lead up to the 2018 Championships | | Continuing | Sept 17 |  |
| 1042.8.6 | Child Safe Update and draft Club Policy to be sent out | IN | 27/4/17  25/5/17 | Write and send out update and draft Club Policy  Will be completed in next two weeks. | | Continuing | May 17 |  |
| 1042.8.6 | Implications of child Safe for NYAC18 | BJ | 27/4/17  25/5/17 | Determine implications of Child Safe for NYAC18 and develop a plan of action (in conjunction with AA as necessary)  BJ has been in contact with PB. BJ working on a letter to other RGBs informing them of implications of the new Child Safe legislation. | | Continuing | July 17 |  |
| 1042.9.1 | Mandatory Board Quotas | IN | 27/4/17 | Action plan based on discussion paper recommendations to be prepared – including assignment of responsibilities | | Continuing | June 17 |  |
| 1042.9.2 | Risk Management Strategy | IN  GL/IN | 27/4/17  25/5/17 | Action plan based on discussion paper recommendations to be prepared – including assignment of responsibilities  Action plan presented and agreed. GL & IN to work on actions jointing. | | Continuing | May 17  Jun 17 |  |
| 1042.9.3 | WWCC Changes to Legislation | IN | 27/4/17  25/5/17 | Action plan based on discussion paper recommendations to be prepared – including assignment of responsibilities  Action Plan presented and agreed. IN to implement. | | Continuing | May 17  Jun 17 |  |
| 1042.10.1 | New AV Medals | GL | 27/4/17  25/5/17 | GL to prepare designs for Grand Prix series medals and submit for consideration  GL advised that new designs will be sent out soon. | | Continuing | Jun 17 |  |
| 1042.10.3 | Advertising of Club events by AV | AH | 27/4/17  25/5/17 | Advertising of club events to be included in policy and checklist currently under development. Draft policy to be presented to May 17 meeting  AH advised that all updates are current. Ongoing work on checklist. | | Continuing | May 17  Jun 17 |  |
| 1044.7 | Resignation Peter Bennett | IN | 25/5/17 | Letter of thanks to be sent to Peter | | New Item | Jun 17 |  |
| 1044.8.2 | World Record – Dawn Nelson-Furnell | IN | 25/5/17 | Letter of congratulation to be sent to DNF | | New Item | Jun 17 |  |
| 1044.9.1 | Formation of Working Party – Constitutional and Governance Reform | GH/IN | 25/5/17 | Tasks as per terms of reference | | New Item | Jun 17 |  |
| 1044.9.2 | Formation of sub-committee – State Team Steering Committee | BJ | 25/5/17 | Tasks as per terms of reference | | New Item | Jun 17 |  |
| 1044.9.3 | Formation of Working Party – Review of State Records and State Badges Recorders Roles | GL | 25/5/17 | Tasks as per terms of reference | | New Item | Jun 17 |  |
| 1044.10.1 | Archers of Warrnambool (AOW) | IN/BJ | 25/5/17 | New club process to be initiated for AOW | | New Item | Jun 17 |  |
| 1044.10.2 | President of Archery Victoria | AH | 25/5/17 | Draft letter to all Clubs advising of new appointment | | New Item | Jun 17 |  |
| 1044.10.3 | 2018 State Championships | BJ | 25/5/17 | Include non-degradation of State Championship scores in Team Selection Guidelines | | New Item | Jun 17 |  |
| 1044.10.3 | 2018 State Championships | BJ | 25/5/17 | Liaise with State Records Recorder on implementation of this initiative. | | New Item | Jun 17 |  |
| 1044.10.4 | Social Media Complaint | GL | 25/5/17 | Reply to complaint to be prepared | | New Item | Jun 17 |  |

**ITEMS CLOSED THIS MEETING**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Item Number | Item | Action Officer | Meeting Date | Actions Taken | Status | Date Completed | |
| 1036.10.1 | Review of roles of RLS, State Records Recorder and State Badges Recorder | GL | 26/1/17  23/2/17  23/3/17  27/4/17  25/5/17 | Terms of Reference for Review to be drafted and presented at or before the next meeting. Officials involved to be advised of review and included in discussions  Continuing  Continuing  GL following up with AA. TOR still to be completed. TOR to be presented to May 17 meeting  See main body of minutes. RLS taken out of this TOR and proceeding with Badges and Records. Minor amendments to be made. Standing agenda item in Reports for Working Parties and sub-committees. | CLOSED | Feb 17  Mar 17  Apr 17  May 17 | 25 May 17 |
| 1036.10.4 | Constitution and Rules Sub-Committee | PB | 26/1/17  23/2/17  23/3/17  27/4/17  25/5/17 | Draft Terms of Reference and contact volunteer clubs from AGM  Action continuing  Action to continue after NYAC and Masters Games  Draft TOR will be available for the May 17 meeting.  See main body of minutes. TOR completed. | CLOSED | Feb 17  Mar 17  Apr 17  May 17 | 25 May 17 |
| 1038.8.3.1 | Seed Funding Grants | IN | 23/2/17  23/3/17  27/4/17  25/5/17 | Follow up on areas of concern with grant EOIs from Clubs  Awaiting advice from SRV re equipment purchases  Applications were again reviewed. SRV has confirmed that as part of the seed funding program it is possible to purchase sporting equipment as long as it is used for the purpose the funds were provided. MOVED IN SECONDED GL that the applications as received by approved. Clubs to be advised and funding transferred subject to acquittal with receipts or similar documentation.  Emails sent to all three clubs. Payments to be made on receipt of replies. Follow up on outcomes to be followed up by Secretary. | CLOSED | Mar 17  Apr 17  May 17 | 25 May 17 |
| 1040.8.2 | New Club Badges Procedures | IN | 23/3/17  25/5/17 | Stocks of badges held by State Badges Recorder to be run down and then new procedure introduced to clubs. Paul Gardiner and Ros Greig to be advised and asked to have new procedure ready for clubs by 1 Jul 17.  To be included in TOR work for review of positions. | CLOSED | May 17 | 25 May 17 |
| 1042.8.2.1 | Input from Hazel Hockley on 2017 Para & VI Championships | BJ | 27/4/17  25/5/17 | Reply to Hazel and thank her for her input  Completed. | CLOSED | July 17 | 25 May 17 |
| 1042.8.4 | Baxter Reserve Incident | IN | 27/4/17  25/5/17 | FAC to be advised that incident is closed.  FAC advised. FAC thanked AV for assistance. | CLOSED | May 17 | 25 May 17 |
| 1042.8.5.2 | Draft Social Media Policy | All | 27/4/17  25/5/17 | All Board members to review and provide input with the view to finalising at May 17 Board meeting.  Policy presented and accepted at this meeting. | CLOSED | May 17 | 25 May 17 |
| 1042.8.5.3 | Draft Team Selection Policy | All | 27/4/17  25/5/17 | All Board members to review and provide input with the view to finalising at May 17 Board Meeting  Feedback provided. Ongoing action in main body of minutes. | CLOSED | May 17 | 25 May 17 |
| 1042.8.6 | Child Safe guest speaker from VICSPORT for next President’s Forum | AH | 27/4/17  25/5/17 | Contact VICSPORT and see if they can provide  AH has contact VICSPORT and presenter is available – date to be confirmed | CLOSED | May 17 | 25 May 17 |
| 1042.10.4 | NYAC17 letter of thanks | IN | 27/4/17  25/5/17 | Draft letter of thanks to TCAG  Letter sent. | CLOSED | May 17 | 25 May 17 |
| 1042.10.6 | NJC to be sought to support Blue Lake Archers for National Indoor Championships | GL | 27/4/17  25/5/17 | NJC to be sought  GL advised that Officials Coordinator has completed task. Jack Meyers from CB will officiate. | CLOSED | May 17 | 25 May 17 |

**ANNEX B**

**To Board Minutes**

**Dated 25 May 17**

**FINANCIAL STATEMENTS**

Appended as a separate document.

**ANNEX C**

**To Board Minutes**

**Dated 25 May 17**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **State Championship Shields Archery Victoria** | | | | |
|  |  |  |  |  |
| **Discipline** | **Type** | **Division** | **Last updated** | **Donated by** |
|  |  |  |  |  |
| Clout | Victorian State Champion | Open Male Compound | 2015 | Lillian & Raymond Hall |
| Clout | Victorian State Champion | Open Female Compound | 2015 missing 2012 | Devlin Family |
| Clout | Victorian State Champion | Veteran Male 60+ Compound | 2015 missing 2012 | Devlin Family |
| Clout | Victorian State Champion | Open Female Recurve | 2015 missing 2012 | Carole Toy Shield Donated by Hamond Family |
| Clout | Victorian State Champion | Open Male Recurve | 2015 missing 2012 | Ben Weiderman Memorial Shield Donated by Diamond  Valley Archers Inc |
|  |  |  |  |  |
| Indoor | Victorian State Champion | Open Male Recurve | 2006 | Ron Parr Memorial Shield Donated by Bowmen of Werribee |
| Indoor | Victorian State Champion | Veteran Male 60+ Compound | 2006 | Doug Kennedy Memorial Shield Donated by Twin City  Archers Gippsland |
| Indoor | Victorian State Champion | Open Female Compound | 2006 | Dave Himsworth Shield Donated by Chewton Bowmen Inc |
| Indoor | Victorian State Champion | Open Male Compound | 2006 | Hans Wright Shield donated by James & Valerie Park |
| Indoor | Victorian State Champion | Veteran Male 50-59 Compound | 2006 | Doug Kennedy Memorial Shield Donated by Twin City  Archers Gippsland |
| Indoor | Victorian State Champion | Open Female Recurve | 2006 | Ron Parr Memorial Shield Donated by Bowmen of Werribee |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |
| Field | Victorian State Champion | Open Male Recurve | 2013 | Gerry Hevey Memorial Shield Donated by Kew City Bowmen |
| Field | Victorian State Champion | Master Male Compound | 2013 | Leo Van Den Berg Memorial Shield Donated by Geelong  Archers Inc |
| Field | Victorian State Champion | Open Male Compound | 2013 | Leigh Cornish |
| Field | Victorian State Champion | Open Female Recurve | 2016 missing 2014 &2015 | Warwick McGregor Shield Donated by Sherbrooke Archers Inc |
| Field | Victorian State Champion | Veteran Male 60+ Compound | 2016 missing 2011, 2014 & 2015 | Devlin Family |
| Field | Victorian State Champion | Open Male Compound | 2016 missing 2014&2015 | Devlin Family |
|  |  |  |  |  |
| Target | Archery Society of Victoria | Victorian Ladies Target Champion Compound | 1999 |  |
| Target | Archery Society of Victoria | Victorian Ladies Target Champion Recurve | 1999 | Box Hill City Archers |
| Target | Archery Society of Victoria | Victorian Mens Target Champion Recurve | 2007 |  |
| Target | Archery Society of Victoria | Victorian Mens Target Champion Compound | 2007 | Moorabbin Archery Club |
|  |  |  |  |  |

**ANNEX D**

**To Board Minutes**

**Dated 25 May 17**

**Draft Terms of Reference**

**ARCHERY VICTORIA**



**Archery Victoria Board Working Party**

**Constitution and Governance Reform**

# Purpose

The purpose of this Working Party is to review the current Constitution of Archery Victoria and the governance regime surrounding it. This Working Party will report to the Archery Victoria Board and make recommendations to the Board for changes to the constitution and a governance regime which will produce an effective, efficient, resilient and flexible system of Governance to ensure Archery Victoria can respond to changes required in the future.

# Background/Context

At the Archery Victoria AGM in December 2016, some changes to the Archery Victoria Board were presented for consideration by the meeting. The changes primarily addressed a deficiency in the current constitution identified by Consumer Affairs Victoria. This deficiency was in relation to dispute resolution processes. Consumer Affairs Victoria advised that the current clauses in the Constitution (which directed policy and process for these issues to our Policy and Procedures Manual) was insufficient and advised that some of this information should be in the Constitution itself.

The changes to the Constitution were not agreed at the AGM and it was determined that greater reform may be required and that the overall Constitution needed to be reviewed. The current system of having a Constitution and a Policy and Procedures Manual also needs to be reviewed to determine if this is the right way forward for the organisation into the future.

Recent legislative changes made by the Victorian State Government have also impacted on this task. The introduction of Child Safe Standards and most importantly the recently announced Mandatory Board Quotas for State Sporting Associations (and perhaps clubs into the future) have changed the shape of governance of our association.

Further changes are likely to these types of requirements in the future and Archery Victoria needs to be positioned to meet these changes quickly and effectively.

The introduction of Mandatory Board Quotas – 40% female membership of Boards required by 30 June 19 – raises questions in relation to the current structure of the Archery Victoria Board as defined in the Constitution. If Archery Victoria is to meet these quotas then changes may be required to the Board structure. The Board has already endorsed the concept of a 40/40/20 structure for the Board in relation to Gender (40% of each gender with the remaining 20% being of either gender.

These changes have also raised the question of diversity on the Board (other than just gender) and whether the Board is representative of the diversity within Member Clubs. It has also raised the issue of skills sets within the Board and what skill sets may be needed into the future.

Should the Archery Victoria Board be a wholly elected Board or should there be appointed Board members based on skills sets and diversity? Should the Board have a mixture of elected, appointed and seconded members to give it more flexibility, diversity and resilience? Are there other ways to structure the Board which will allow Archery Victoria to better meet the needs of Government, Member Clubs and our athletes?

How do we change the governance structure of Archery Victoria to ensure that the most up to date and relevant information is available to Member Clubs, athletes and other stakeholders?

# Roles and Responsibilities

The Role of the Working Party, reporting to the Archery Victoria Board, is to:

* Undertake an environmental scan of issues which may impact the Constitution and Governance of Archery Victoria. The scan should include upcoming legislation and changes, the imperatives of Archery Australia, the Victorian Government and other stakeholders. Best practice models should be considered.
* Determine the way forward for Archery Victoria in terms of constitutional changes and a governance regime which will provide effective governance and resilience to the organisation and allow for flexible approaches to future issues.
* Provide a draft of a revised/new constitution to the Archery Victoria Board for consideration. A paper explaining the changes should be included.
* Produce a Discussion Paper for the Archery Victoria Board on any recommended changes to the current governance regime (constitution and policy and procedures manual). This should include an action/implementation plan for any changes.

# Membership, Time-frames and Responsibilities

Membership of the Working Party will include:

* A member of the Archery Victoria Board (as determined by the Board).
* Representatives of Member Clubs (up to four).
* Independent experts as determined by the Archery Victoria Board.

The Archery Victoria President (or in their absence the Vice-President) will act as the Board Sponsor for this Working Party. The role of the Board Sponsor is to support the Working Party to achieve their objectives. They will not be the Chair of the Working Party. The Working Party will determine its own structure and are encouraged to appoint a Chair to ensure that there is a driver to keep the Working Party on task and on time. The Board Sponsor will provide support to the Working Party should there be any conflicts which may arise as a result of this work. The Board Sponsor will also ensure that all members of the Working Party are given a fair hearing.

This Working Party is time-bound. The Working Party is expected to commence their work by June 2017 and deliver a revised draft constitution in time for consideration at the August meeting of the Board of Archery Victoria. Recommendations in relation to a revised governance regime should be available for presentation to the September Board Meeting. The Working Party may also present updates and additional items for consideration to any AV Board meeting within that time-frame. It should be noted that Archery Victoria Board Meetings are held on the 4th Thursday of each month (with the exception of December) and reports should be available 1 week before the meeting to allow Board Members to read the reports and make any necessary queries.

The Archery Victoria Board reserves the right to recall this Working Party at any time should this be needed. The Archery Victoria Board may elect to constitute this Working Party as a sub-committee of the Archery Victoria Board at any point in the future.

Archery Victoria will make ZOOM technology available to the Working Party. This will allow Working Party members to meet in a virtual environment via computer, tablet or Smartphone. This will ensure that members of the Working Party can be drawn from all Clubs regardless of geographic location.

The Archery Victoria Board will also make a DropBox available to the Working Party for storage of all documentation relating to the Working Party. The Working Party are responsible to ensure that contemporary records management practices are implemented within the Working Party and all necessary documentation stored appropriately.

Members of the Working Party will be compensated for expenses incurred in undertaking the work of this group. Compensation will be made on production of receipts or similar evidence. Any requests for compensation are to be endorsed by the Working Party Board Sponsor.

# Agendas, Minutes and Frequency of Meetings

The Working Party will determine the extent to which agendas and minutes will be kept. It is suggested that a record of the meetings be kept but these need not be formal minutes. The Archery Victoria Board may call on these notes to be submitted as part of the Working Party report. The Working Party will also determine the frequency of meetings.

**Draft Terms of Reference**

**ARCHERY VICTORIA**



**Archery Victoria Board Sub-Committee**

**State Team Steering Committee**

# Purpose

The purpose of this sub-committee is to look provide support to the Archery Victoria Board in the selection of State Teams to National Championships and to have input to requirements to prepare teams, assist in the administrative support of teams and make recommendations to the Board on issues relating to State Teams and their selection.

# Background/Context

The Archery Victoria Board has recently completed a review of the State Team Selection Guidelines and has agreed to set up a permanent sub-committee of the Board to assist in this process and to ensure transparency of selections and the processes which lead to these selections.

# Roles and Responsibilities

The Role of the State Team Steering Committee – a sub-committee of the Archery Victoria Board and reporting to the Archery Victoria Board - is to:

* Implement the State Team Selection Policy and Addenda 2 (plus any future addenda applied to this policy.
* Work with Archers Diary to use the data contained in Archers Diary to publish accurate and timely State Ranking Lists and State Team Ranking Lists (note – these are different but related lists).
* Determine and set dates for submission of scores and other information for team selection. Dates will need to be determined as early as possible in each calendar year and submitted to the Archery Victoria Board for endorsement and publication.
* Recommend the State Teams to the Archery Victoria Board for ratification.
* Liaise with Archery Victoria Member Clubs to provide events suitable for member archers to obtain State Team selection scores.
* As required, provide the above for AV honorary teams.
* Procure and distribute the State Team Uniforms and RGB clothing.
* Other tasks relating to State Teams as determined from time to time by the Archery Victoria Board.

# Membership, Time-frames and Responsibilities

Membership of the Steering Committee will include:

* A member or members Archery Victoria Board (to be nominated by the Board – minimum of one; maximum of two).
* Representatives from Member Clubs (up to three).
* The Archery Victoria Official responsible for maintaining the State Ranking Lists and the State Team Ranking Lists.

A Board Member of the Archery Victoria Board will be appointed to act as the Board Sponsor for this Steering Committee. The role of the Board Sponsor is to support the sub-committee to achieve their objectives. They will not be the Chair of the sub-committee. The sub-committee will determine its own structure and are encouraged to appoint a Chair to ensure that there is a driver to keep the sub-committee on task and on time. The Board Sponsor will provide support to the sub-committee should there be any conflicts which may arise as a result of this work. The Board Sponsor will also ensure that all members of the sub-committee are given a fair hearing.

This sub-committee is not time-bound but will need to meet time frames relating to National Championships and Tournaments. The sub-committee is expected to commence their work in July 2017. The sub-committee will be expected to provide updates and reports to the Archery Victoria Board on a regular basis (minimum of quarterly – April, July, October and January of each year). The sub-committee may also present updates and additional items for consideration to any AV Board meeting within that time-frame. It should be noted that Archery Victoria Board Meetings are held on the 4th Thursday of each month (with the exception of December) and reports should be available 1 week before the meeting to allow Board Members to read the reports and make any necessary queries.

Archery Victoria will make ZOOM technology available to the sub-committee. This will allow sub-committee members to meet in a virtual environment via computer, tablet or Smartphone. This will ensure that members of the sub-committee can be drawn from all Clubs regardless of geographic location.

The Archery Victoria Board will also make a DropBox available to the sub-committee for storage of all documentation relating to the Sub-committee. The Sub-committee are responsible to ensure that contemporary records management practices are implemented within the Sub-committee and all necessary documentation stored appropriately.

Members of the sub-committee will be compensated for expenses incurred in undertaking the work of this group. Compensation will be made on production of receipts or similar evidence. Any requests for compensation are to be endorsed by the Sub-committee Board Sponsor.

# Agendas, Minutes and Frequency of Meetings

The Sub-committee will determine the extent to which agendas and minutes will be kept. It is suggested that a record of the meetings be kept but these need not be formal minutes. Records of sub-committee meetings should be submitted to the Archery Victoria Board at the next Archery Victoria Board Meeting following the sub-committee meeting. The Sub-committee will also determine the frequency of meetings.

**Terms of Reference**

**ARCHERY VICTORIA**



**Archery Victoria Board Working Party**

**Review of State Records and State Badges Recorders**

# Purpose

The purpose of this Working Party is to review the roles currently undertaken by the State Badges Recorder and the State Records Recorder to determine the future direction for these roles. This Working Party is short-term in nature and is tasked with making recommendations to the Archery Victoria Board in relation to any changes to these official’s positions.

# Background/Context

The Archery Victoria Board has been concerned for some time with the workload imposed on volunteers in Officials positions within Archery Victoria. The introduction of Archers Diary by Archery Australia has provided an opportunity to examine the capability of this system with the intent of reducing workload on the State Records Recorder. It may also allow ranking lists to be produced in a less time consuming manner due to the removal of the manual labour currently required.

Archery Australia has also introduced a new system for ordering Badges which, when fully implemented, should significantly decrease the workload of the State Badges Recorder.

The above changes have led the Archery Victoria Board to seek a review of the subject volunteer roles to determine the optimal way forward.

# Roles and Responsibilities

The Role of the Working Party – reporting to the Archery Victoria Board is to:

* Undertake a review of the tasks and responsibilities of the State Badges Recorder and State Records Recorder and determine any changes which may be able to be made.
* Consider whether these roles should remain separate roles or be divided to share workloads.
* Review the Duty Statements for these roles.
* Make recommendations to the Archery Victoria Board for the future of these roles and submit revised Duty Statements for approval.

# Membership, Time-frames and Responsibilities

Membership of the Working Party will include:

* The Vice-President of the Archery Victoria Board or a person nominated by the Board.
* The State Records Recorder and the State Badges Recorders

Given the limited nature and tenure of this Working Group, the Vice-President (or nominated Board Member) of Archery Victoria will also act as the Board Sponsor for this Working Party. The role of the Board Sponsor is to support the Working Party to achieve their objectives. The Vice-President (or nominated Board Member) will also Chair this Working Party.

This Working Party is time-bound. The Working Party is expected to commence their work by June 2017 and deliver their recommendations and revised Duty Statements in time for the July 2017 Archery Victoria Board meeting – or earlier if possible. The July 17 Board meeting is currently scheduled for 27 July 17 and reports are required1 week before the meeting to allow Board Members to read the reports and make any necessary queries.

Archery Victoria will make ZOOM technology available to the Working Party. This will allow Working Party members to meet in a virtual environment via computer, tablet or Smartphone and reduce the travel and time necessary to undertake this task.

The Archery Victoria Board will also make a DropBox available to the Working Party for storage of all documentation relating to the Working Party. The Working Party are responsible to ensure that contemporary records management practices are implemented within the Working Party and all necessary documentation stored appropriately.

Members of the Working Party will be compensated for expenses incurred in undertaking the work of this group. Compensation will be made on production of receipts or similar evidence. Any requests for compensation are to be endorsed by the Working Party Board Sponsor.

# Agendas, Minutes and Frequency of Meetings

The Working Party will determine the extent to which agendas and minutes will be kept. It is suggested that a record of the meetings be kept but these need not be formal minutes. The Archery Victoria Board may call on these notes to be submitted as part of the Working Party report. The Working Party will also determine the frequency of meetings.