



Archery Victoria			
Title:	Duty Statement		
Subject:	State Badges Recorder		
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0216. Duty Statement – Archery Victoria Badges Recorder

Relevant Archery Australia Information	As published from time to time by AA
Archery Australia operates a system of awards and badges which runs alongside world archery awards and badges. Awards and badges are offered at club, RGB, National and International levels. Details of these awards and badges are published on the AA website. This document should be read in conjunction with the information on the AA website.	

The Archery Victoria Badges Recorder is responsible for the recording, distribution and supply of badges and awards to clubs and individual archers within Archery Victoria.

The Archery Victoria Badges Recorder is appointed by the Board of Archery Victoria. The Board would normally appoint the Archery Victoria Badges Recorder for a two year period but may vary this at their discretion.

1. Duties

- 1.1. Maintain a record of claimed and supplied badges.
- 1.2. Maintain a listing of badges and medals held in stock.
- 1.3. Maintain financial records of transactions for badges and medals as detailed from time to time by the AV Board.
- 1.4. Assist Club Recorders as required.
- 1.5. Present a written Annual Report to the AV AGM including a reconciliation of the financial and stocktaking aspects of the badges and medals role.
- 1.6. Present a quarterly report to the AV Board of any issues relating to badges and medals.