

Document ref: BBS-AS Policy-02 Committee
Title: Roles & Responsibilities of Committee Members
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1. Committee Definition, Roles, Election and Voting

1.1. Committee Composition

The composition of the British Blind Sport Archery Section (BBS-AS) committee is:

- The Executive Committee comprising of:
 - Chairperson
 - Treasurer
 - Secretary

And

- Six Ordinary Committee Members

1.2. Committee Roles

The Executive Committee members are directly elected at the AGM to their roles.

The remaining six positions of the committee are then filled by elected Ordinary Committee Members at the AGM. When someone stands for election as an Ordinary Committee Member they may state an interest in taking a particular non-executive role.

During their first meeting following the AGM, the committee will ensure that all required roles are covered by a member of the elected committee. The roles required to be covered, in addition to the Executive roles, are:

- Records Officer
- Development Officer
- Safeguarding & Wellbeing Officer
- Tournament Organiser
- Tournament Secretary

1.3. Committee Qualification and Election

- a) All Executive and Ordinary Committee Members must be current, individual members of British Blind Sport (BBS).
- b) It is desirable that as many of the committee as possible are visually impaired members and archers.
- c) Executive Committee members shall be elected for a term of three years, but at the end of the term, or on standing down, they can be

nominated and re-elected immediately for a further term. The Executive Committee roles are elected for three years on a staggered rotation so that only one member of the executive is nominally up for re-election each year. If for any reason a member of the Executive stands down during their three year term their replacement will be elected to initially complete the three year term in order to maintain the cycle. The Executive election cycle is:

- a. Year 1 - Chairperson
- b. Year 2 - Treasurer
- c. Year 3 - Secretary

If an Executive Member resigns part way through the year another member of the committee will cover their role until the next AGM.

- d) Ordinary Committee Members will be elected for a term of two years, but at the end of the term, or on standing down, they can be nominated and re-elected immediately for a further term. Nominally three of the six positions will be up for election each year.

If an Ordinary Committee Member resigns part way through the year their roles will be covered by other members of the committee until the next AGM.

- e) The committee can co-opt individuals for specific duties, as and when deemed necessary. These co-opted committee members do not have to be members of BBS and do not have a vote. Co-opted members are advisors.
- f) The committee will meet a minimum of twice per year. Either in person or remotely.
- g) Committee members must be knowledgeable of their roles and responsibilities as described later in this document.

1.4. Committee Quorum and Voting

- a) The quorum for the committee will be five members present and/or taking part live by phone/video link. Co-opted committee members do not count towards this total.
- b) All committee members must be informed of any meetings and given the opportunity to attend.
- c) The meetings will be chaired by the Chairperson where possible but in their absence any member can chair the meeting with the agreement of the others present. Any alternative to the Chairperson must be agreed and minuted.
- d) All committee members have a single vote. The meeting Chair can have one additional casting vote should this be necessary.

2. Responsibilities of the Committee Members

This section details the responsibilities of the various roles undertaken by committee members.

2.1. Chairperson:

- a) Chair BBS-AS meetings.
- b) Manage the format of the meeting by moving agenda items to a conclusion; voting on the proposals being debated may be required.
- c) Follow up on actions agreed by committee members ensuring they reach a conclusion. Ensure all committee members are fulfilling their roles.
- d) Provide an annual report for the BBS-AS AGM.
- e) Any other tasks that arise related to the role.

2.2. Treasurer:

- a) Collate and reconcile all money paid in and out for BBS-AS.
- b) Receive and collate payments from BBS.
- c) Check all expense claim forms received for validity prior to forwarding to BBS to process.
- d) Authorise payments relating to items purchased on behalf of BBS-AS.
- e) Send payment invoice to customer via email for any website shop items sold. Confirm with BBS that payment has been received.
- f) Provide an annual report for the BBS-AS AGM.
- g) Any other tasks that arise related to the role.

2.3. Secretary:

- a) Act as a communications channel both internal and external.
- b) Keep track of BBS-AS membership & Sight Classification expiry dates and notify members via email of pending expiry.
- c) Ensure BBS-AS policies are up to date.
- d) Respond to email inquiries via secretary@BBSArchery.org.uk with the minimum of delay.
- e) Check that the content of all BBS-AS committee meeting minutes are correct prior to emailing to the Committee and do so as soon as possible following a meeting.
- f) Check that the content of all BBS-AS AGM/EGM minutes are correct prior to emailing the Membership and do so as soon as possible following an AGM/EGM.
- g) Forward emails received to other committee members where appropriate.
- h) Keep the membership informed of all relevant news & information.
- i) Promote BBS-AS to heighten the profile of VI archery.
- j) Notify members via email well in advance of meetings including the AGM/EGM venues, dates and times.
- k) Amend any changes in the membership details as advised (email, telephone contact or postal address).
- l) Any other tasks that arise related to the role.

2.4. Development Officer:

- a) Identify ways to generate interest and increase participation in Visually Impaired Archery.
- b) Identify ways in which BBS-AS can promote this effectively through the best channels.
- c) Work towards making VI Archery more accessible to everyone.
- d) Deal with enquiries relevant to the role with minimum of delay, for example answering enquiries and providing advice to prospective archers, archery clubs and organisations with regard to VI archery.
- e) Pass enquiries on to the relevant person(s) where necessary.
- f) Arrange coach education sessions for clubs/organisations.
- g) ~~Be responsible for maintaining the BBS-AS Spotters Course material.~~ Course material not yet complete.
- h) ~~Arrange spotter education sessions.~~ Course material not yet complete.
- i) Liaise with the webmaster and other committee members to ensure the website content is current and promotes VI archery.
- j) Produce an annual report for the BBS-AS AGM.
- k) Any other tasks that arise related to the role.

2.5. Tournament Organiser:

- a) Organise both Indoor and Outdoor Championships for BBS-AS with the agreement of the BBS-AS committee.
- b) Produce appropriate entry forms for the Championship Rounds and where required ensure that they are kept up to date with BBS-AS policies and Archery GB Rules of Shooting and Shooting Administrative Procedures.
- c) In conjunction with the Tournament Secretary circulate the entry forms and relevant tournament information to the membership.
- d) Ensure registration with Archery GB for Record Status for the relevant BBS-AS Championship rounds.
- e) Book the required number of judges of appropriate grade to meet tournament requirements.
- f) Produce the Target Lists and circulate to all competitors, judges and sponsors along with any relevant tournament information.
- g) Ensure that there is a 'Work Party' available and provide them with a list of instructions and a Field/Range layout that meet the requirements of the tournament.
- h) Produce results sheets and circulate to all competitors and sponsors.
- i) For all UK Record claims ensure that claim forms are submitted to Archery GB within the specified time frame and that the BBS-AS Records Officer is notified.
- j) For all BBS-AS Record claims ensure that a Record Claim form is submitted to the BBS-AS Records Officer within the specified time frame for ratification.
- k) Any other tasks that arise related to the role.

2.6. Tournament Secretary:

- a) In conjunction with the Tournament Organiser circulate the entry forms and relevant tournament information to the membership.
- b) Responsible for booking venue dates for both indoor and outdoor BBS-AS Championships.
- c) Confirm with British Blind Sport (BBS) that the archer's payment has been received.
- d) Order the trophies for the Indoor and Outdoor Championships.
- e) Orders target faces for the Indoor and Outdoor Championships.
- f) Any other tasks that arise related to the role.

2.7. Records Officer:

- a) Define BBS-AS records with reference to Archery GB Rules of Shooting and Shooting Administrative Procedures and relevant BBS-AS policies.
- b) Process and ratify BBS-AS Record Claims.
- c) Record and keep records including historical.
- d) Deal with enquiries from archers and their representatives regarding record claims.
- e) Provide an annual report for the BBS-AS AGM.
- f) Pass on a copy of the records to the webmaster in an agreed format as and when updated.
- g) Any other tasks that arise related to the role.

2.8. Safeguarding & Wellbeing Officer:

- a) Familiarise themselves with the content of the current British Blind Sport Safeguarding Policies.
- b) Inform the rest of the section of any changes to the British Blind Sport Safeguarding Policies.
- c) Follow BBS instructions contained within the British Blind Sport Safeguarding Policies if the SGOs have a concern or someone raises concerns with them.
- d) During any active investigations, act as the main point of contact for communications and updates from the BBS Lead Safeguarding Officer and pass on information to relevant parties within the sport section in an appropriate fashion.

2.9. Ordinary Committee members:

- a) Refer to general responsibilities for all the committee.
- b) In addition any other role a committee member has been elected to do which will be under the relevant heading for the role.

2.10. Responsibilities of all committee members:

- a) Members are required to read the minutes and papers circulated by the Executive Committee prior to meetings.
- b) Committee members are required to attend committee meetings and the Annual General Meeting.
- c) Committee members are required to respond to information/communications received from the executive, when required, and by any date specified.
- d) It is the responsibility of each individual committee member to represent the membership.
- e) To ensure correct information is passed on to the membership, when issues are raised.
- f) To ensure confidentiality of discussions within committee meetings where this is required.
- g) To ensure issues raised by the membership are brought to the attention of the committee following the correct procedures, raised as an agenda item, or put in writing to the Secretary.
- h) To ensure they are fully knowledgeable regarding rules and regulations of our internal structure (committee policies and procedures), those of our governing bodies (Archery GB and BBS) and the international rules and status.
- i) To ensure that when representing the committee, they are representing the decisions of the committee and not their personal opinions.
- j) To ensure that they inform the executive of any conflict or issue that may bring BBS-AS into disrepute.
- k) To have the interests of archery as a priority when representing BBS-AS, and not to confuse the interests of archery with the interests of their own particular group, club or governing body.
- l) It is in BBS-AS interests to ensure the smooth running of archery, the development of the sport both home and abroad, and to ensure that the membership is treated equally and fairly.
- m) Any other tasks that arise related to the role.

3. Resignation from the Committee

A clear resignation procedure for committee members is required. In order to ensure that the BBS Archery sport committee is certain at every stage who is and who is not entitled to be notified of and participate in a committee meeting, and who bears responsibility for committee decisions jointly with the other members.

- a) Any resignation from the committee must be confirmed in writing to the Chairperson. The resignation will take effect from the date of the written confirmation.
- b) If a committee member announces verbally their intention to resign, they must either confirm this in writing or withdraw their resignation in writing, within three days.
- c) If three days after a verbal resignation, neither a written confirmation nor a letter withdrawing the resignation has been received by the

Chairperson, the Chairperson will write to the member to explain that their expected letter has not yet been received. The Chairperson will state that if no letter withdrawing the resignation has been received within a further seven days, the committee will conclude that the verbal resignation stands, and the resignation will take effect from the date seven days hence.

- d) If any member of the committee declares their resignation during a committee meeting, that person will immediately withdraw from the meeting and will not participate further in any committee activity, unless they withdraw their resignation in writing.
- e) Anyone who resigns from the committee is eligible to stand again for a committee position at the next AGM.

4. Document History

March 2019 Created from a number of prior documents.
March 2022 Term "Safeguarding Officer" replaced by "Safeguarding and Wellbeing Officer" and VI and non-VI roles merged into one. Clarification of how committee roles are decided added. Situation of committee members resigning part way through a year added.