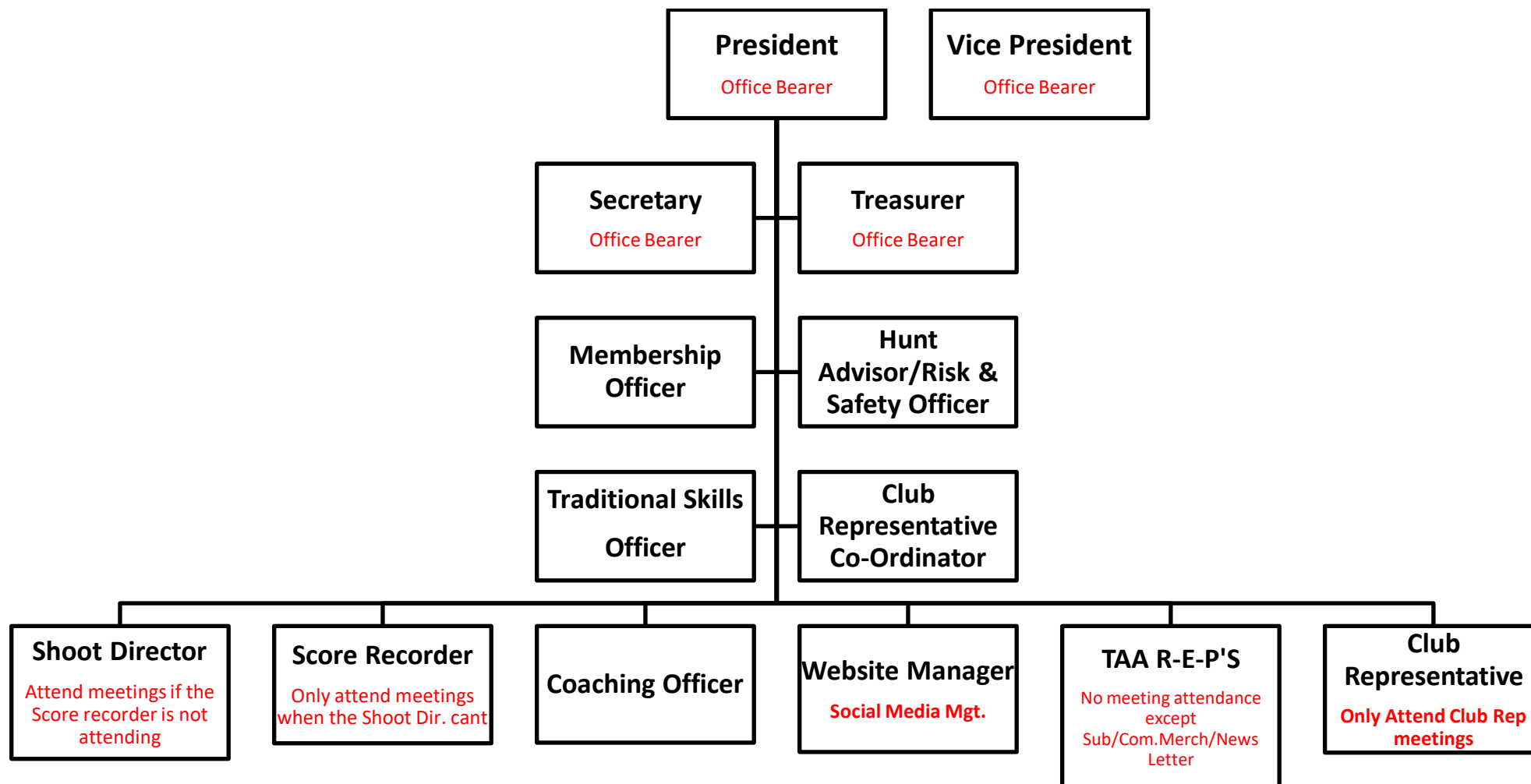




” Developing and Promoting the Profile of Traditional Archery in all Forms”

# National Executive Committee Structure and workflow





## ” Developing and Promoting the Profile of Traditional Archery in all Forms”

### Overview

This national management committee structure and overview outlines firstly our agreed management process, committee member brief of duties. A detailed legal duty outline can be found in our constitution. We encourage and advise the Office Barrers that they are legally obliged to read and understand this document and carry out their duties according to this document. This overview briefly outlines the duties of our Office Barrers, Ordinary Committee Members and TAA R-E-P's.

We the committee members and TAA R-E-P's agree to:

1. Treat all other committee members and TAA R-E-P's with respect.
2. All communication in relation to management committee issues will be openly discussed with all committee members and not discussed out of context with individual committee members, other TAA members or the public.
3. All communication with media and other management organisations will be through the President assisted by the Vice-President. In the Presidents absence.
4. Support other committee members and TAA R-E-P's in their roles. But be mindful of their individual brief of duties Ask first.
5. All communication relating to the running of TAA will also be directed to the President and Vice-President.eg. any emails within the committee and all other communication platforms.
6. The President will ensure that all communications with other Archery Organisations are developed and maintained.
7. The President will ensure that the Vice President is kept briefed on all activities by committee members.
8. The Treasurer will ensure that the President and Vice-President is kept briefed of all financial issues.
9. The Treasurer will ensure that TAA gets the best and cost-effective deals on promotional goods and that we negotiate the best deals for purchases to ensure our members get the best value for money.
10. The Website manager will actively maintain the website and other social media platforms.
11. The Membership Officer will work closely with the Secretary and Treasurer to ensure that memberships are processed in a professional and efficient manner.
12. The Secretary will ensure the efficient processing of all communications through our website contact us.
13. All committee members will keep the committee appraises on their tasks and duties at our meetings.

Our Management Structure, committee pledge and structure of duties has been put in place to ensure that all committee members have clearly defined duties to assist them and ensure their valuable time is not taken up by working on TAA business that has already been completed or done by another member. We encourage regular, positive and creative communication to benefit the organisation.

---



” Developing and Promoting the Profile of Traditional Archery in all Forms”

### ***Powers of the committee (Office Bearers)***

Subject to the Act, the Regulation and this constitution and to any resolution passed by the association in general meeting, the committee:

- (a) is to control and manage the affairs of the association, and
  - (b) may exercise all such functions as may be exercised by the association, other than those functions that are required by this constitution to be exercised by a general meeting of members of the association, and
  - (c) has power to perform all such acts and do all such things as appear to the committee to be necessary or desirable for the proper management of the affairs of the association.”
- 

### ***Composition and membership of the committee***

(1) The committee is to consist of:

- (a) the office-bearers of the association, and
- (b) at least 3 ordinary committee members, each of whom is to be elected at the annual general meeting of the association under clause 15.

(2) The total number of committee members is to be at least 7.

(3) **The office-bearers of the association are:**

- (1) President
- (2) Vice-president
- (3) Treasurer
- (4) Secretary.

**The Ordinary Committee Members are:**

- (5) Membership Officer
- (6) Hunt Advisor/Risk and Safety Officer
- (7) Traditional Skills Officer

**Committee Appointed**

- (8) Shoot Director
  - (9) Score Recorder
  - (10) Coaching Officer
  - (11) Website Manage
  - (12) TAA R-E-P's
  - (13) Sub-Committees
-



**” Developing and Promoting the Profile of Traditional Archery in all Forms”**

## **President**

Refer to your legal liability duties under the **TAA Constitution and the incorporations act. NSW.**

Our President will be responsible for managing all committee members' activities according to this agreed workflow procedures. He/she will ensure that all activities are carried out to develop and maintain the integrity of the committee to improve and maintain our image to members, other similar groups, and the public.

Preside over general, committee and AGM meetings. Attend all special events and speak on behalf of the TAA committee and members.

Maintain communication and attend meetings with similar associations. Archery Alliance, Australian Bow Hunters Association, Archery Australia, 3D AAA and the Australian Hall of Fame.

Overall to develop our profile and maintain a professional line of communication with all Archery organisations. Work to ensure our members are protected and encouraged to be involved and proud of their organisation.

---

## **Vice President:**

Refer to your legal liability duties under the **TAA Constitution and the incorporations act. NSW.**

Attend all Executive Committee meetings. On Zoom.

Support and assist the President in all his activities. Attend meetings and if the President is not available to speak on behalf of TAA Committee and General Members at special meetings or functions.

Communicate on a regular basis with the President and be aware of current and planned activities of all committee members.

The main contact person for our insurers. Supported by the President and Membership Officer.



**” Developing and Promoting the Profile of Traditional Archery in all Forms”**

### ***Treasurer***

Refer to your legal liability duties under the **TAA Constitution and the incorporations act. NSW.**

Attend all Executive Committee meetings. On Zoom.

Maintain all financial records to comply with our legal liability to our members. Prepare quarterly financial statements for the committee.

Work closely with the President and Vice-President to develop and maintain our financial budget for two / five and ten years projection.

Maintain the TAA Bank account, credit card etc.

Manage the payments and receipt process.

Assist the Secretary with financial information for the annual return.

---

### ***Secretary***

Refer to your legal liability duties under the **TAA Constitution and the incorporations act. NSW**

Attend all Executive Committee meetings. On Zoom.

Process all website emails through contact us.

Prepare and manage the agendas and minutes for meetings.

Assist where possible and requested to complete TAA official letters and other communications under the direction of the President and Vice President.

Prepare all official AGMs and voting processes for these meetings according to the constitution.

Ensure the annual incorporation return is submitted to Fair Trading NSW. (Note the returning officer must be a resident of NSW).

---



” Developing and Promoting the Profile of Traditional Archery in all Forms”

### **Membership Officer**

Attend all Executive Committee meetings. On Zoom

Ensure that Club and member applications are processed.

Prepare accurate membership information for the committee. Current members, overdue members. Special attention to club memberships.

Assistance: Vice-President (Insurance) , Treasure (Finances), Secretary (Clerical)

---

### **Traditional Skills Officer**

Attend all Committee Zoom meetings online.

Develop the identity of our crafter members, promote these members working with our website manager. Skills classes and identifying highly skilled crafters using our current TAA promotion of members. TAA Medal, R-E-P's and Sub-Committee.

**Score Recorder assisting to get this system in place.**

---

### **Club Representative Co-Ordinator**

Attend all Committee Zoom meetings online.

This person is responsible to ensure there are regular zoom meetings with our club representatives. The meetings are kept light hearted, comfortable and a friendly environment for good positive communication of information between the attendees. With constructive feedback and general information to be passed onto our executive committee.

Executive committee to be invited individually. Brief info and questions.

---



**” Developing and Promoting the Profile of Traditional Archery in all Forms”**

### **Hunt Advisor/Risk and Safety Officer**

Attend all committee meetings.

This role is vital to support our members that hunt. The guidelines TAA have in place will need to be updated if required.

All stakeholders within and part of governing or making laws in relation to Bow Hunting in Australia need to be identified and regular communications with these organisations need to be maintained.

Any changes to insurance, guidelines or laws, state or national need to be communicated with our committee and members.

---

### **Shoot Director**

Attend all Committee Zoom meetings online.

Actively work with clubs to ensure we have host clubs to run our shoots two years in advance.

Remotely manage the State and National Shoots.

Actively develop existing historical shoots. Bill Baker Memorial Shoot QLD. Rejuvenate the Longbow Muster QLD

Actively work to develop new memorial shoots. One for each state.

Work closely with the score recorder reporting your progress back to the committee. Develop a Sub-Committee with approval from the committee to achieve these tasks.

---



**” Developing and Promoting the Profile of Traditional Archery in all Forms”**

### **Score Recorder**

Attend all executive committee meetings if the Shoot Director is unable to.

Actively work with the Shoot Director to assist him/her in their role.

Ensure that an accurate record is kept of all shoot scores and Shoot records are posted on the website and promoted within social media outlets under the direction of the Website Manager.

Assist the Craft Skills Officer to develop and maintain a data base of TAA Crafters in Australia.

Assist the Website Manager with a Sub-Committee to manage Social media and develop the profile of TAA using social media.

---

### **Coaching Officer**

Attend all Executive Committee meetings. On Zoom.

Maintain the coaching documents. Lesson Plan for Coaches. (Assess and implement as required) Committee must approve any changes.

Maintain communication with all coaches. And clubs utilising social media under the direction and assistance of the Website Manager.

Maintain an accurate list of all TAA coaches.

Work remotely to ensure TAA clubs are promoting safe coaching practices.

Develop and promote TAA.s coaching program. (This might have to be implemented by the next coach).

Document: NationalExecutiveComSTworkF26-11-2022 1





” Developing and Promoting the Profile of Traditional Archery in all Forms”

Working with kids checked.

---

### **Website Manager**

Attend all Executive Committee meetings. On Zoom

Manage the TAA Website and all social media related to TAA. As directed by the committee.

Develop the Website and all available social media outlets to promote TAA. Facebook, Twitter, YouTube, Podcasts using a Sub-Committee to develop and grow our social media footprint.

Contact is the President, Secretary, Treasurer, Merchandise and Newsletter Officer.

Comply with all legal responsibilities.

---

### **TAA R-E-P Merchandise Officer and Newsletter Editor will be a nominated Sub-Committee**

This position covers all ordering, posting and sales of our TAA merchandise. Promotion, editing and distribution on our newsletter Sticks and Strings This person will be a nominated member of our TAA R-E-P's group.

Attend the Committee Zoom meeting when required. Contacts are, President, Treasurer and Secretary.

---



**” Developing and Promoting the Profile of Traditional Archery in all Forms”**

## **Sub-Committees**

They are to be formed with the Executive Committee approval and documented at an EC meeting. They will have a designated person responsible and have to report back to the EC.

Initially there will be: TAA R-E-P under Leslie White, Social Media under Pera Thongjaj, and Crafters under Perry Jackson and Liane Gordon.

---

### **TAA R-E-P's**

These special positions are offered to long serving Snr. Members of the organisation. A currently serving committee person can nominate a TAA member for this special and honoured roll. The committee then can appoint this person. The President will advise the person of their appointment and arrange their shirt or badge identifying them as a TAA R-E-P.

The R-E-P will have no official duties but to promote traditional archery within TAA clubs, other archery clubs and the local community. Support and promote TAA and traditional archery especially to younger interested people.

Also assist the nominated R-E-P with the Newsletter, Sticks and Strings and Merchandise.

The R-E-P will be issued with a certificate from the executive and a special R-E-P badge and name tag to be worn with pride amongst archers wide and fare.

The R-E-P must be of good character and have a positive friendly demeanour. This person is very special to our organisation to promote the original traditional spirit of traditional archery and fun.



**” Developing and Promoting the Profile of Traditional Archery in all Forms”**

## **Club Representatives**

Our club representatives are a vital part of our communication with our members. We ask that each club has a suitable person attend regular zoom meetings. At these meetings we encourage good positive feed back and flow of information from our committee.

We ask that the rep makes sure that their club members are aware of this person’s role. This is a communication stream directly to the executive committee. “You have a voice in running our organisation”. This is the best method of communicating between the members and executive committee.

---

**This brief of duties will be reviewed by the President on at least a twelve-month basis. Changes will only be proposed with the executive committee’s agreement and the person concerned at a special or monthly management meeting and duly noted in the meeting minutes. This document may not cover all duties of each committee member but an overview of their basic duties agreed to.**

---