



Traditional Archery Australia

National Committee Guidelines

September 2024



Introduction

This document provides an overview of our national management committee structure and outlines the agreed processes and member responsibilities.

Detailed legal duties are specified in our Constitution and the *Associations Incorporation Act 2009* (NSW). Office Bearers are required to read and understand the TAA Constitution and fulfil their roles accordingly.

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

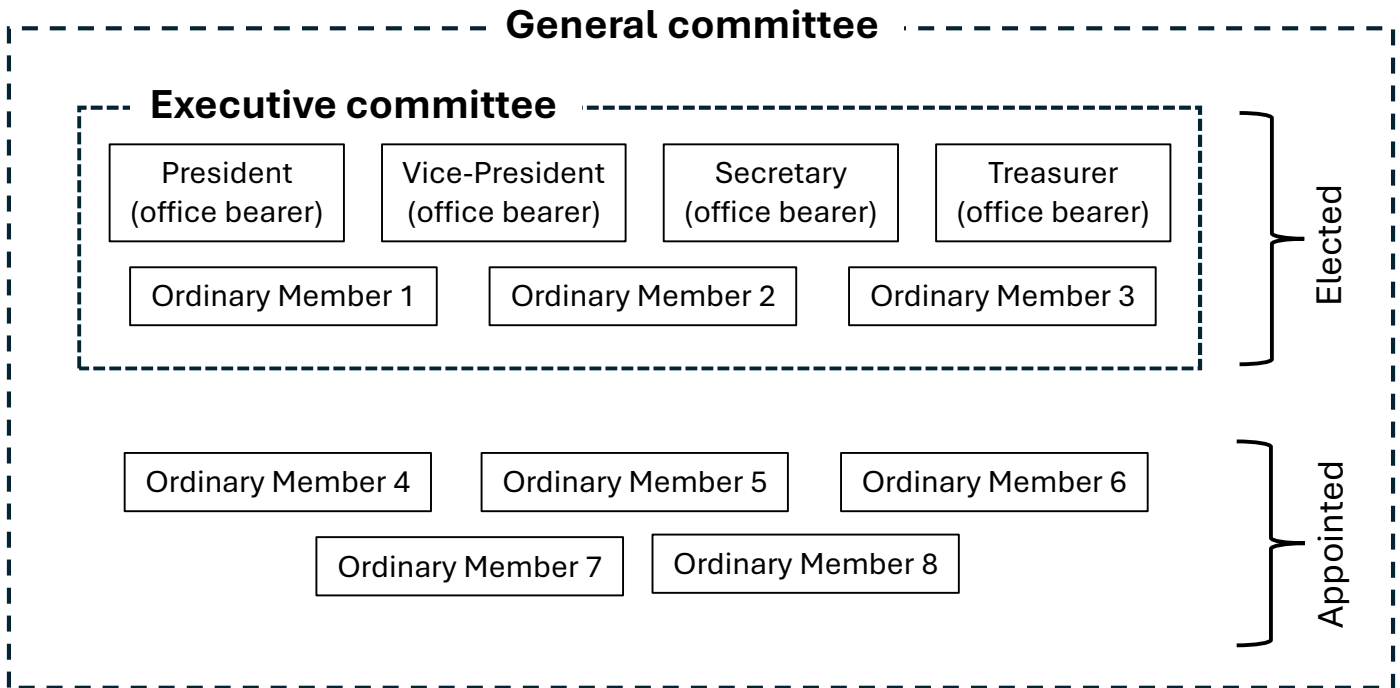
- (a) is to control and manage the affairs of the association, and
- (b) may exercise all such functions as may be exercised by the association, other than those functions that are required by this constitution to be exercised by a general meeting of members of the association, and
- (c) has power to 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.”

Our management structure and clearly defined roles are designed to ensure efficiency and prevent duplication of work. We encourage regular, positive, and creative communication for the benefit of the organisation.

Committee Member Agreement:

1. Treat all committee members with respect.
2. Discuss management issues openly within the committee and avoid discussing matters out of context with others.
3. Maintain confidentiality of committee business.
4. All communication with media, external stakeholders, and other management organisations will be through the President, assisted by the Vice-President
5. Support other committee members in their roles, while respecting their specific responsibilities. Ask first.
6. Direct all communication regarding the organisation to the President, Vice-President, and Secretary (e.g., emails, internal discussions).
7. The President will maintain relationships with other relevant organisations.
8. The President will keep the Vice-President updated on committee activities.
9. The Treasurer will update the President and Vice-President on financial matters.
10. The Membership Officer will work with the Secretary and Treasurer to process memberships efficiently.
11. The Web Content Manager will maintain the website and social media platforms.
12. All positions will work with the Web Content Manager to develop and promote content.
13. The Secretary will manage all inwards and outwards correspondence.
14. All committee members will provide updates on their duties during meetings or otherwise on request by the President.

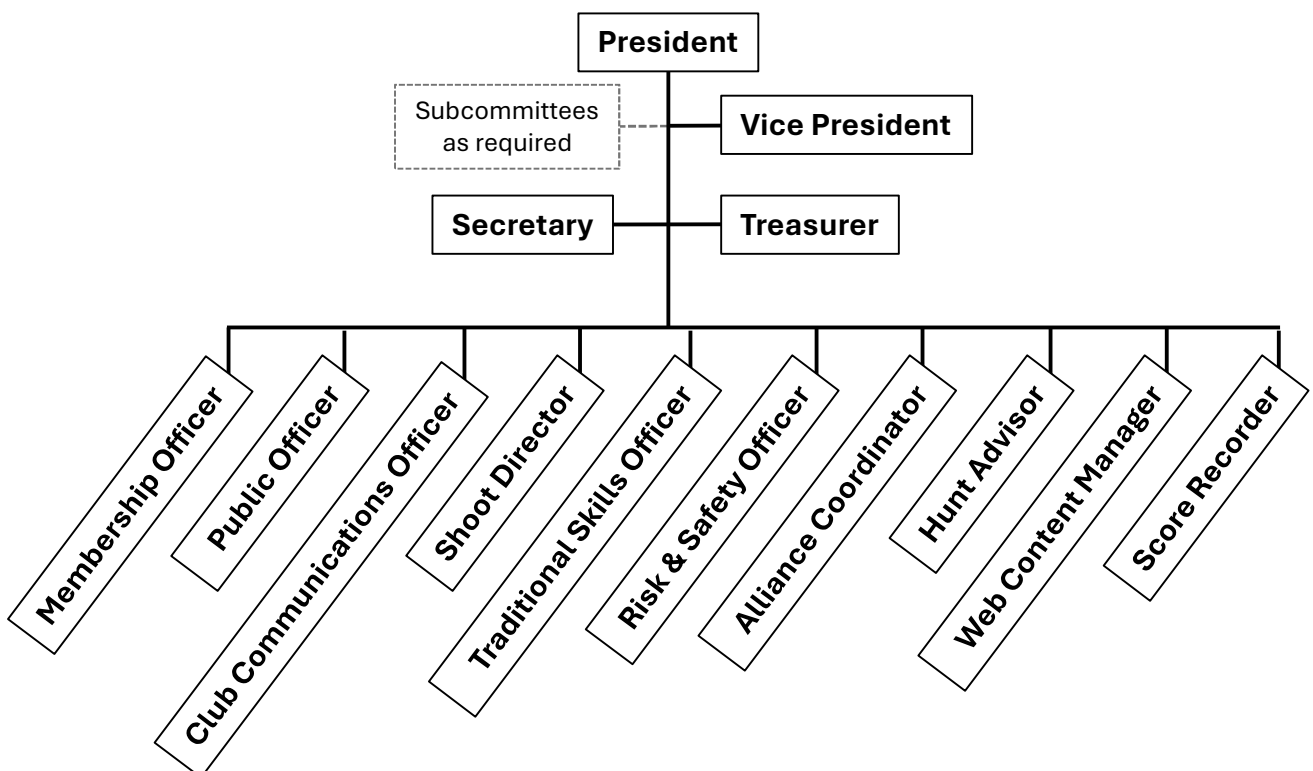
Committee Structure



Committee Roles

- *President*
- *Vice President*
- *Treasurer*
- *Secretary*
- *Public Officer*
- *Alliance coordinator*
- *Club Communications Officer*
- *Risk & Safety officer*
- *Shoot director*
- *Membership officer*
- *Traditional skills officer*
- *Coaching officer*
- *Hunt advisor*
- *Web content manager*
- *Score recorder*

Role Workflow





Role Descriptions

The following brief descriptions provide an overview of each TAA role and will be reviewed annually by the President before the AGM to ensure they align with TAA's evolving needs.

All roles are expected to participate in monthly meetings and provide a report on their activities, including member enquiries, issues, and project updates. Committee members, especially those in executive positions, should also be accessible by phone and email to handle TAA matters between meetings.

President

The President leads the organisation by guiding its vision and ensuring everything runs smoothly. They are responsible for making key decisions and steering the organisation in the right direction, both internally and externally. The President is also the primary point of contact for partnerships and relationships with other archery organisations and stakeholders. By setting the tone for the group, the President ensures that TAA's mission to promote and protect archery remains on track. This role has frequent contact with both committee and members. As an Office Bearer, the President has specific legal liabilities under the Incorporations Act, Regulation, and TAA Constitution.

Vice President

The Vice President acts as the second-in-command, stepping in whenever the President is unavailable and assisting in the day-to-day leadership of the organisation. They help oversee operations, contribute to strategic planning, and support the committee in various capacities. The role influences the future direction of TAA, while also ensuring the smooth running of events, meetings, and general operations. The Vice President is TAA's main insurance contact, and is responsible for ensuring our insurance is current, accurate, and covers all TAA activities. This role has frequent contact with both committee and members. As an Office Bearer, the Vice President has specific legal liabilities under the Incorporations Act, Regulation, and TAA Constitution.

Treasurer

The Treasurer manages the financial health of the organisation by handling budgets, paying bills, and ensuring all accounts are up to date. The Treasurer provides monthly reports to the committee, and works closely with the Membership Officer in processing membership payments. In addition to financial management, the Treasurer plays a key role in merchandise management, and securing funding for TAA, whether through grants, merchandise sales, or sponsorships. As an Office Bearer, the Treasurer has specific legal liabilities under the Incorporations Act, Regulation, and TAA Constitution.

Secretary

The Secretary keeps the committee organised by managing meeting minutes, sending out communications, and keeping all members updated on current happenings. The Secretary maintains the Constitution and other important TAA documents, as well as resolution registers, so organisation and record management is crucial. They also oversee internal communications and play a role in policy development. Unlike other organisations, TAA's lighter administrative load leaves room for creativity, allowing the Secretary to innovate in developing advertising materials and improving internal processes. As an Office Bearer, the Secretary has specific legal liabilities under the Incorporations Act, Regulation, and TAA Constitution. This includes completing and submitting annual reports and supporting the Public Officer with any incorporation compliance requirements.



Public Officer

The Public Officer ensures that TAA meets its legal obligations with NSW Fair Trading, handling all compliance and documentation. Since this role is legally required to be held by a NSW resident, it comes with a unique set of responsibilities. However, the Public Officer often wears another hat within the committee, supporting other tasks when legal matters are not in focus, making this role flexible and supportive of broader committee goals.

Membership Officer

The Membership Officer handles all membership-related tasks, from processing applications and renewals to maintaining accurate member records. This role is the busiest within the committee, as it deals with the bulk of member enquiries. This role receives frequent enquiries about membership subscriptions, requiring timely response. In addition, the Membership Officer manages TAA's post box and is responsible for printing and distributing membership cards, making them the central point of contact for all things membership-related.

Club Communications Officer

The Club Communications Officer plays a vital role in maintaining open communication between TAA and its member clubs. By sending newsletters, updates, and announcements, they ensure that everyone stays informed and engaged. They also act as a liaison for clubs to bring feedback, ideas, and concerns to the committee, ensuring that TAA remains responsive to the needs of its members. The Club Communications Officer is expected to host regular meetings with clubs and report all feedback to the TAA committee monthly.

Risk & Safety Officer

The Risk & Safety Officer ensures that all TAA events and club activities are compliant with safety regulations and insurance requirements. They review risk assessments and provide feedback to clubs, helping to foster a safe environment for everyone involved. This role is particularly rewarding for those who enjoy mentoring new clubs and helping them establish themselves safely. This role works closely with the Membership Officer by assessing club audits, Secretary by assessing off-ground audits, the Shoot Director in providing safety advice for TAA events, the Vice President through reporting insurance concerns, and independent members that submit hunt audits. The Risk & Safety Officer is responsible for maintaining incident records, a TAA risk register, and keeping abreast of Child Safety requirements.

Shoot Director

The Shoot Director is responsible for organising and overseeing all TAA events, ensuring they run smoothly and meet members' expectations. Creativity is a key part of this role, as the Shoot Director often brings new ideas to TAA's event schedule. They also manage the TAA event calendar, coordinating both current and future events, sometimes years in advance, allowing them to have a lasting impact on the organisation's activities. The Shoot Director is also responsible for developing and managing historical shoots and awards for each State, such as the Bill Baker Memorial Shoot in Queensland. The Shoot Director works closely with the Score Recorder, and is responsible for reviewing and improving TAA event related rules and guidelines.

Score Recorder

The Score Recorder manages and records the scores from TAA events, ensuring fairness and recognising top shooters. This role has a direct influence on the organisation's scoring rules and works closely with the Shoot Director to maintain accurate records and improve rules and guidelines. The Score Recorder plays a vital role in maintaining the integrity of TAA competitions. They are expected to develop web and newsletter content for event results.



Alliance Coordinator

The Alliance Coordinator is in charge of building and maintaining relationships with other archery organisations, ensuring TAA stays connected with the broader community. They create opportunities for collaboration, joint events, and partnerships that expand TAA's reach and offer members exciting new opportunities to connect with archers from around Australia.

Coaching Officer

The Coaching Officer is responsible for developing the skills of TAA members by coordinating coaching programs and ensuring instructors are appropriately certified. With TAA rolling out recently developed coaching course programs and instructor certification processes, this role has the potential to significantly influence the growth and development of archery within the organisation. The role is expected to actively work with the Club Communications Officer and clubs directly to build TAA's coaching program.

Hunt Advisor

The Hunt Advisor offers guidance on ethical hunting practices and keeps members informed about relevant regulations and safety protocols. Given the political attention surrounding bowhunting in Australia, this role also involves providing strategic advice to the President and committee on how to navigate the future of bowhunting in Australia. It's an important role for someone passionate about ensuring the sport's long-term sustainability. This role will be expected to work closely with the President to represent TAA to hunting organisations, government bodies, and other key stakeholders.

Web Content Manager

The Web Content Manager ensures that TAA's website and social media channels are always up-to-date with fresh and exciting content. They work with all committee members to publish updates, event information, and other relevant content that keeps members informed and engaged. The role requires creativity and technical skills, as the Web Content Manager helps shape TAA's online presence to reflect its vibrant community. All TAA committee members are expected to develop content for the Web Content Manager, and to actively manage their sections of TAA's website for currency and accuracy.

Traditional Skills Officer

The Traditional Skills Officer plays an essential role in preserving and promoting traditional archery techniques. They organise workshops and events that pass down ancient skills to new generations of archers. This role is perfect for anyone passionate about keeping the traditions of archery alive, and it offers opportunities to host exciting events, like archery festivals, that celebrate the sport's heritage.



Working as a Team

The TAA Committee operates in a dynamic and collaborative environment, which means regular phone calls, emails, and meetings!

General Committee Meetings are held online once a month, typically on the third Monday, though this can vary at the President's discretion. All committee members are expected to attend and to report on their monthly activities.

Executive Committee Meetings are convened as needed to address specific issues. While these meetings primarily involve executive members, the President may invite others, including ordinary members or stakeholders, if necessary.

There's no set schedule for phone calls or emails, and while timely engagement is appreciated, there's no expectation to be available around the clock—participate as you're able.

Tips for Success

- **Collaborate for Success** A successful team depends on every member contributing. Don't hesitate to ask for help when needed.
- **Utilise Subcommittees** For larger tasks, subcommittees can be formed to share the workload and make the project more manageable.
- **Respect Time Boundaries** There's no expectation to be available 24/7. This is a volunteer role, and your time is valued. Your health and family always come first.
- **Bring Your Own Style** Personalise your role while staying aligned with the organisation's constitution and strategic goals. You don't have to mimic the previous committee.
- **Grow Your Legacy** Use the position to leave your mark and contribute to the growth and success of the organisation. **Foster Innovation** TAA encourages creativity. Feel free to share new ideas and embrace opportunities for innovation.
- **Respect and Consider Other Perspectives** Value and respect others' ideas just as they will respect yours, creating a collaborative and supportive environment.
- **Maintain Transparency** Keep communication open and transparent with committee members and the broader organisation to foster trust.
- **Commit to Continuous Learning** Be open to learning new skills, whether in leadership, communication, or specific tasks related to your role. We're all new at something!
- **Embrace Flexibility** Adapt to changing needs and be open to stepping into different roles or tasks as the committee evolves. We're here to support each other in everything we do.
- **Uphold Professionalism** Maintain a professional and friendly attitude during meetings and when representing the organisation.
- **Support New Members** Help integrate new committee members by sharing your experience and offering guidance.
- **Understand Legal and Financial Responsibilities** Be aware of any legal or financial obligations tied to your role, ensuring you comply with rules and regulations.
- **Contribute to a Positive Atmosphere** Promote a positive and inclusive environment where everyone feels valued and motivated.
- **Focus on Long-Term Impact** Think about how your actions contribute to the long-term success of the organisation and its members.
- **Be Accountable** Take responsibility for your tasks and follow through on commitments, ensuring the committee stays on track. If you need help or extension, let the President know so the committee can support you.