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Introduction

The purpose of the Regional Committee is to support the members of Archery GB across Northern Ireland, in whatever form of archery they may participate in whether, as a club member or individual, encourage participation by new archers of all ages and abilities, and fully support the Sport Development Officer (SDO) and other staff of Archery GB. Support to do this will be provided regionally by AGB staff, and also from the Head Office of AGB upon request, or where considered necessary.

This booklet lists the management committee roles determined by the Constitution of Northern Ireland Archery, which is a regional group within Archery GB (the National Governing Body), and forms a basic introduction to the various Executive and Non-executive roles, as determined by the Constitution, and is based upon similar structures in use by the other regions of Archery GB, thereby providing equity and fairness to all. In the event of any concerns, issues or queries, the SDO or Head of Clubs and Membership should be contacted in the first instance.

Each role on the management committee is voluntary, and attracts no remuneration, other than reimbursement of reasonable expenses, which should be directed to the Treasurer. Records, including receipts of any expenses incurred and reimbursed, must be retained by the Treasurer.

There is substantial responsibility inherent upon each role, whether Executive or Non-executive. The Regional Committee is responsible for fulfilling all aspects of the roles, fairly, honestly and with the best interests of the sport of archery in all its forms across Northern Ireland, and in full compliance with the rules of Archery GB. It is vital that all members of the Regional Committee operate in a manner that is respectful of each other, reflecting the fact that there will be differences of opinion, and of the membership the committee is there to serve and support.

Personal liability applicable to all Committee members

Liability

The Management Committee is ultimately accountable for the organisation. They are therefore responsible or liable for the consequences of actions taken or not taken by the organisation, its volunteers and other Management Committee members. What this means is that the Management Committee may be held responsible for making good any loss or damage (financial or otherwise) to the organisation or to third parties and may be held personally responsible, where relevant. However, it's important to keep this in perspective. Very few Management Committee members who act honestly and diligently in carrying out their responsibilities suffer any financial loss as a result of their involvement. Nevertheless, it

is important for all members to be aware of the extent of their potential legal liabilities and how their personal risks can be minimised.

Where do liabilities arise?

The Management Committee may have legal liabilities arising from:

- Contracts (e.g. with suppliers, funders, staff or landlords)
- Statutory obligations (i.e. as dictated by legislation relating to health and safety, child protection, staff conditions etc.)
- Duty of Care (i.e. the responsibility to take reasonable steps to ensure that others do not suffer loss or damage through what you do or fail to do)
- Should the organisation, its staff, volunteers or Management Committee members fail to meet their obligations in any of these areas, the Management Committee may be held to account by any external individual or body

Are you likely to be held personally liable?

As Northern Ireland Archery (NIA) is a fully affiliated member of Archery GB (AGB), the committee is covered by appropriate insurance in respect of its governance, provided it is compliant with standard processes and its policies, and acted appropriately.

In many cases, the financial implications of this liability will be carried by the organisation, but in others Management Committee members can be held individually responsible and obliged to cover any loss from their own resources.

The key factors in this are:

- The legal structure of the organisation or of incorporated organisations
- Whether the Management Committee members acted reasonably, honestly and with due diligence
- If the Management Committee or its members have not acted responsibly, they can potentially be held individually and collectively responsible, regardless of the legal structure or any insurance provisions

Should the committee become a limited company in order to provide protection to the Committee or members?

The Companies Act 2006, and associated legislation does provide certain limited protections, such as personal financial liability in the event of failure of the organisation. However, similar protections are provided by AGB, provided the Constitution of NIA and the rules of AGB are followed. Registration as a limited company is NOT required or necessary and is not supported by AGB.

Access NI/DBS checks for committee members

AGB reserves the right to require all committee members to have a valid Access NI/DBS check. Costs associated with such checks will be covered by the committee from regional funds.

Executive Committee Role Descriptions

1. The Management Committee, a brief introduction

The management committee's role is to manage the group it is associated with. It is very important to note that regardless of how the committee is known, the responsibilities and roles of its members are equal, in terms of group management, finances etc. The composition of the Management Committee is determined either by the establishing group (at the outset), by the group's constitutional document, or by some other agreed means. The means of determining the composition of the committee, terms of office both for all members and the appointed officers, as well as the Terms of Reference (the operational direction and restrictions) of the committee has been set down in a formal, binding document – the NI Archery Constitution.

Regardless of role, ALL members of a management committee share equal rights and responsibilities; appointment as an officer (Chair, Secretary, Treasurer etc.) bring additional specific tasks and responsibilities.

2. Main duties and responsibilities for all committee members

Regardless of title, every member of a Management Committee has certain, clear responsibilities. Candidates for a Management Committee should be aware of these from the outset, and prior to applying for or nomination to the committee. These responsibilities include:

- Acting in the best interests of the organisation at all times
- Maintaining an awareness of the organisation, its aims, purpose, goals and operational methodology
- Regularly attending and taking a full, constructive part in meetings
- Monitoring the financial position and ensuring that it operates within its means and that there are clear lines of accountability for financial management
- Maintaining confidentiality about any sensitive or confidential information received in the course of committee duties
- Actively contributing to setting a clear, positive strategic direction, recognising any third party commitments such as affiliation with Archery GB
- Taking responsibility for own learning and development – though ongoing training related to committee work or specific roles is always advisable
- Awareness and understanding of the group's management documentation, such as the Constitution, rules, policies and procedures or other relevant documents

3. Personal skills and qualities for all committee members

- Willingness to act effectively and in the best interests of the organisation over and above personal interest, as part of a team (the committee)

- Commitment and availability to attend meetings
- Effective communication skills and willingness to participate appropriately in discussion whilst respecting other people, their own comments and opinions
- Willingness to gain knowledge of local needs and resources
- Ability to understand and accept responsibilities and liabilities as committee members
- Good numeracy skills, to the extent required to understand your accounts with the support of an appointed Treasurer or other person with suitable financial experience
- Willingness and ability to learn, develop and examine own attitudes of the Organisation

Role Profiles

Chairperson

An effective chairperson will enable the committee to demonstrate its leadership of the organisation. The chairperson needs to be diplomatic, charismatic and have an ability to lead, whilst respecting the equality of all committee members. The chairperson will lead meetings, ensuring that everyone who wishes to has a reasonable chance to speak and take part, without dominating the meeting or conversation.

The chairperson should manage conflict in a diplomatic but decisive manner. They should be able to listen to and understand a wide range of views, present information clearly and concisely and get clarification of relevant points, thus enabling the committee to make effective decisions.

Main duties and responsibilities

It is advisable that, in some cases, these are delegated to or shared with other committee members – one person cannot do everything!

- Planning the annual cycle of committee meetings, chairing or designating a chair and facilitating these to ensure their smooth running
- Planning the agenda for meetings with the secretary
- Developing membership of the committee to ensure that it contains the diverse range of skills, experience and knowledge needed to operate effectively, with due consideration for organisational or member representation
- Ensuring that successors for key posts – chair, treasurer etc. are identified and inducted in good time
- Ensure committee members receive induction and ongoing relevant training to enable them to fulfil their roles and responsibilities
- Monitor the calibre, level of commitment and attendance of all committee members
- Ensure that the committee reviews its own work and how effectively it checks that decisions taken at meetings are being implemented
- In conjunction with the treasurer, ensure proper management, control and reporting of finances

- Providing or arranging for support and supervision for staff (where applicable), including annual appraisal
- Representation in the community at public events
- Representation in relationships with funders and negotiating for funds
- Ensuring that the committee plans for the recruitment and turnover of volunteers

Personal skills and qualities

Items marked * are ideal – though opportunity to develop should always be present and encouraged:

- An active listener, able to listen to and heed comments, opinions, criticism and able to 'read the room'
- Tact and diplomacy
- Leadership skills
- Facilitation skills
- Excellent communication and interpersonal skills, impartiality, fairness and the ability to respect confidence
- Knowledge of the type of work undertaken by the organisation and a willingness to keep ahead of the changes to the organisation that take place
- Experience of chairing meetings and committee work *

Vice Chairperson

Similar to the Chairperson, and often considered to be the Chairperson designate, i.e. the natural successor to the current chair. Not all vice-chairs wish to adopt the role of chair, which is to be respected.

Main duties and responsibilities

- Carrying out the chair's duties in their absence, with the acknowledgement of the committee as being capable and suitable to do so
- Providing support and assistance to the chair in carrying out their responsibilities, acting as a 'critical friend' and sounding board
- Taking on specific responsibilities from the chair, such as inducting new committee members
- Being open to approaches, where appropriate, from other committee members about the work or judgement of the chair. The vice-chair will then diplomatically discuss any issues arising with the chair

Personal skills and qualities

- An active listener, able to listen to and heed comments, opinions, criticism and able to 'read the room'
- Tact and diplomacy
- Leadership skills
- Facilitation skills
- Experience of committee work *

- Excellent communication and interpersonal skills
- Impartiality, fairness and the ability to respect confidences
- Knowledge of the type of work undertaken by the organisation and a willingness to keep ahead of the changes to the organisation that take place

Secretary

The secretary is the administrative officer of the organisation, the person who calls, administers and minutes the committee and general meetings, and is the first point of contact for all admin purposes.

Main duties and responsibilities

- Ensure committee members are correctly appointed according to the Constitution and all relevant checks are made and recorded
- Arrange and administer meetings, prepare and circulate agendas, ensuring the meetings are properly convened, constituted and quorate according to the articles of association/Constitution or other governing document (as appropriate)
- Ensure all necessary documentation is completed and securely recorded within relevant deadlines set
- Keep minutes and ensure that proper records are kept
- Confirm what decisions and actions have been made and record their implementation, ensuring the relevant committee officers are aware
- Provide committee members with additional information to facilitate adequate, informed discussion and decision-making
- Ensure that insurance requirements are fulfilled
- Develop and implement a periodic 'legal health check' to monitor the articles, and other mandatory documentation
- Ensure that stationery, invoices and other documents include all details required

Treasurer

The role of the treasurer is to ensure that all finances and the supporting financial control systems are kept in order. The treasurer may be the bookkeeper. He/she holds, maintains or oversees the financial records, but does not have sole access to or control of the organisation's finances. The treasurer should be a co-signatory to any bank accounts, as well as any payments made on behalf of the organisation.

Main duties and responsibilities

- Guiding and advising the committee in the approval of budgets, accounts and financial statements, within a relevant financial policy framework
- Keeping the committee informed about its financial duties and responsibilities
- Advising on the financial implications of the organisation's strategic plans and key assumptions in the operational plan and annual budget
- Ensuring that all committee members have a clear understanding of the accounts presented at meetings and any implications that they reveal

- Understanding the accounting procedures and key internal controls to be able to assure the committee that NIA's financial integrity is sound
- Understand and apply any relevant external financial requirements such as AGB requirements where relevant, and ensure full compliance

President

The president's role is to provide overall leadership and direction for the organisation, ensuring its smooth operation and success. This includes representing the organisation to external bodies. The president also fosters a positive and inclusive environment for all members. Whilst primarily an honorary and 'ceremonial' role, the president does hold a voting right at Committee meetings.

Main duties and responsibilities

Leadership and Governance:

- Provides the principal leadership and responsibility for the region/regional committee
- Works with the committee to develop and implement the strategic plan
- Chairs the annual general meeting, and ensures effective communication
- Ensures the organisation operates according to its rules and legal requirements

Committee Management:

- Supports and empowers committee members in their roles
- Monitors progress and provides guidance to ensure the committee works cohesively

External Relations:

- Represents the organisation at official functions and events
- Acts as the primary spokesperson for the organisation
- Builds and maintains positive relationships with external stakeholders, such as clubs, associations, and local authorities

Member Engagement:

- Fosters a welcoming and inclusive environment for all members
- Promotes the organisation and its activities
- Ensures member feedback is considered and acted upon

Financial Management:

- Works with the chairperson and the treasurer to develop and manage the organisation's budget

Overall Management:

- Ensures the organisation is well-organised and operates efficiently
- Promotes the organisation's values and encourages participation in all activities

Non-Executive Committee Role Descriptions

Membership Secretary

Role Purpose

To manage and support the membership function within the region, ensuring accurate records, effective communication, and a positive experience for all members. The role plays a key part in growing and retaining membership, supporting clubs, and aligning with national membership strategies.

Key Responsibilities

Membership Administration:

- Maintain accurate and up-to-date membership records using the organisation's database or CRM system
- Process new member applications, renewals, and transfers in a timely manner
- Ensure compliance with data protection and confidentiality policies

Communication and Support:

- Act as the first point of contact for membership queries within the region
- Liaise with clubs and members to provide guidance on membership processes and benefits
- Distribute membership communications, updates, and newsletters

Reporting and Analysis:

- Provide regular reports on membership numbers, trends, and demographics to the regional committee
- Identify areas for growth and retention improvement

Collaboration:

- Work closely with the national membership team to align regional efforts with national strategies
- Support regional events, meetings, and initiatives that promote membership engagement

Promotion and Engagement:

- Help promote the benefits of membership to potential new members and clubs
- Encourage member feedback and contribute to improving the overall membership experience

Skills and Experience

- Strong administrative and organisational skills
- Excellent communication and interpersonal abilities
- Competence in using digital tools and databases
- Ability to work independently and as part of a team
- Knowledge of the sport and its structure is desirable but not essential

Regional Welfare (Safeguarding) Officer

A Regional Welfare (Safeguarding) Officer is responsible for promoting and ensuring the safety and welfare of children and adults in sport across a defined geographical area. This role supports local clubs, coaches, and welfare officers by providing expert guidance, training, and oversight on safeguarding matters.

Key Responsibilities

- Act as the main point of contact for safeguarding concerns within the region
- Support and advise Club Welfare Officers on safeguarding procedures and best practices
- Develop and implement safeguarding policies in line with national standards
- Deliver or coordinate safeguarding training and awareness sessions
- Liaise with statutory agencies (e.g. Local Authority Designated Officers, PSNI) when necessary
- Monitor and evaluate safeguarding practices across clubs and organisations
- Promote a culture of safe sport and welfare for all participants
- Contribute to national safeguarding campaigns and initiatives

Skills and Experience Required

- Strong knowledge of safeguarding legislation and procedures
- Experience working with children and/or vulnerable adults in a sport or community setting
- Excellent communication and interpersonal skills
- Ability to manage sensitive information and handle concerns appropriately

Desirable

- Experience in training delivery and policy implementation
- Recognised qualification in safeguarding, preferably safeguarding manager or above

Regional Junior Manager**Role Purpose**

To manage and support junior archery, ensuring a safe, inclusive, and development-focused environment for young athletes. The role involves coordinating team activities, supporting athlete progression, and acting as a key liaison between athletes, parents, coaches, and the regional governing body.

Key Responsibilities**Team Management and Support:**

- Lead and support juniors at competitions, training, and events
- Provide pastoral care and ensure the well-being of all junior athletes
- Act as the main point of contact for parents and guardians

Planning and Logistics:

- Organise junior team activities in conjunction with clubs, AGB and the SDO
- Ensure all safeguarding, health and safety, and welfare policies are strictly followed
- Work closely with coaches to align on athlete development and training plans

Athlete Development:

- Foster a positive, respectful, and encouraging culture
- Support athletes in understanding personal development goals
- Promote progression through the talent pathway and celebrate achievements

Communication and Administration:

- Maintain clear communication with parents, coaches, and regional officials
- Provide feedback and reports after events and activities
- Attend relevant meetings and contribute to regional planning for junior development

Person Specification**Essential:**

- Experience working with young people in a sports or educational setting
- Strong organisational and communication skills
- Knowledge of archery and youth development principles
- Commitment to safeguarding and child protection (Access NI/DBS check required)

Desirable:

- Coaching or officiating experience in archery
- First aid and safeguarding certifications
- Experience managing groups of young athletes

Regional Senior Team Manager**Role Purpose**

To lead, support, and manage the regional archery team, ensuring athletes are prepared, motivated, and well-supported in training and competition environments. The role is pivotal in fostering a high-performance culture and ensuring athlete welfare and development.

Key Responsibilities**Team Leadership and Management:**

- Lead the regional team at competitions, training camps, and events
- Act as the primary point of contact for athletes, coaches, and parents
- Coordinate with coaches to ensure alignment on athlete development plans

Planning and Coordination:

- Organise and oversee team logistics including travel, accommodation, and schedules
- Ensure all safeguarding, health and safety, and welfare protocols are followed
- Liaise with regional and national governing bodies to align with strategic goals

Athlete Support and Development:

- Foster a positive and inclusive team environment
- Monitor athlete well-being and performance, providing support or referrals as needed
- Encourage athlete progression through the performance pathway

Communication and Reporting:

- Maintain clear and timely communication with stakeholders
- Provide feedback and reports post-events to regional and national leads
- Represent the region at relevant meetings and forums

Person Specification**Essential:**

- Strong leadership and organisational skills
- Experience in team management or athlete support roles
- Knowledge of archery competition formats and athlete development
- Excellent communication and interpersonal skills
- Commitment to safeguarding and athlete welfare

Desirable:

- Coaching or officiating experience in archery
- First aid and safeguarding certifications
- Experience working with youth or performance athletes

Regional Coaching Advisor**Purpose of the Role**

To lead, support, and develop coaching across the region by acting as the key liaison between Archery GB, County Coaching Organisers (CCOs), and local clubs. The advisor ensures the delivery of high-quality coaching and promotes continuous professional development for coaches.

Key Responsibilities**Strategic Leadership:**

- Develop and implement a Regional Coaching Development Plan aligned with Archery GB's national coaching strategy
- Translate national coaching objectives into regional actions and initiatives

Communication and Liaison:

- Act as the main point of contact for coaching matters within the region
- Facilitate regular meetings with CCOs and other coaching personnel to share best practices and updates
- Represent the region at national coaching conferences and report on regional coaching activities

Coach Development and Support:

- Oversee the organisation and quality assurance of coaching courses
- Support the renewal and licensing process for coaches, ensuring compliance with Archery GB standards
- Promote and support CPD opportunities for coaches across the region

Quality Assurance:

- Ensure all coaching activities and courses are delivered by qualified tutors and meet national standards
- Monitor coaching delivery and provide feedback or intervention where necessary

Dispute Resolution:

- Act as the first point of arbitration for coaching-related disputes within the region

Promotion of Coaching:

- Advocate for coaching within the archery community and with external partners (e.g., schools, community groups)
- Encourage the development of inclusive and accessible coaching environments

Skills and Experience

- Strong knowledge of archery coaching frameworks and qualifications
- Excellent communication and organisational skills
- Ability to lead and inspire a network of volunteer coaches
- Experience in planning and delivering coach education
- Commitment to continuous improvement and inclusivity in sport

Regional Coaching Organiser (RCO)

Role Purpose

To lead, coordinate, and support the development of archery coaching within the region, ensuring high standards of coaching practice, promoting coach education, and fostering a strong coaching community.

Key Responsibilities

Coach Development and Support:

- Act as the primary point of contact for coaches within the region
- Provide guidance, mentoring, and support to new and existing coaches
- Promote continuous professional development (CPD) opportunities

Coach Education:

- Coordinate and facilitate coaching courses (e.g., Level 1, Level 2)
- Liaise with national governing bodies to ensure alignment with national coaching frameworks
- Identify regional training needs and organise relevant workshops or seminars

Communication and Engagement:

- Maintain regular communication with clubs, counties, and coaches
- Promote coaching initiatives and share best practices
- Represent the region at national coaching meetings or forums

Strategic Planning:

- Contribute to the regional development plan with a focus on coaching
- Monitor and evaluate coaching activity and impact across the region
- Work with other regional officers to align coaching with participation and performance goals

Safeguarding and Compliance:

- Ensure all coaching activities comply with safeguarding policies and procedures
- Promote safe and inclusive coaching environments

Skills and Experience

- Qualified archery coach (minimum Level 2 or equivalent)
- Strong organisational and communication skills
- Experience in coach education or mentoring
- Knowledge of national coaching structures and development pathways
- Ability to work collaboratively with volunteers and stakeholders

Regional Records Officer**Role Purpose**

To maintain accurate and up-to-date records of archery scores and achievements within the region, ensuring recognition of record-breaking performances and supporting the development of archery through data integrity and transparency.

Key Responsibilities**Record Management:**

- Maintain a comprehensive database of regional records across all bow styles, age groups, and gender categories
- Verify and process record claims submitted by archers or clubs
- Ensure records are updated promptly and accurately following competitions

Communication and Liaison:

- Liaise with club records officers and tournament organisers to collect and confirm results
- Communicate record updates to the regional committee and publish them on the regional website or newsletter

Governance and Compliance:

- Ensure all record claims comply with Archery GB rules and regional guidelines
- Maintain historical records and ensure data is securely stored and backed up

Promotion and Recognition:

- Promote awareness of regional records and encourage participation in record-setting
- Coordinate with the regional committee to recognise and celebrate record achievements (e.g., certificates, awards)

Reporting:

- Provide regular updates to the regional committee on record activity and trends
- Assist in compiling statistics for regional development and performance analysis

Skills and Experience:

- Strong attention to detail and accuracy
- Good organisational and administrative skills
- Competence in using spreadsheets or database software
- Ability to work independently and communicate effectively with clubs and officials

Regional Tournament Organiser**Role Purpose**

To plan, coordinate, and deliver high-quality archery tournaments within the region, ensuring they are inclusive, safe, and in line with national governing body standards. The role supports the development of archery by providing competitive opportunities for archers of all levels.

Key Responsibilities**Tournament Planning and Delivery:**

- Organise and oversee regional archery tournaments, including indoor and outdoor events
- Secure venues, equipment, and officials (e.g., judges, scorers)
- Develop and publish tournament schedules, entry forms, and results

Compliance and Safety:

- Ensure all events comply with national and regional archery regulations
- Implement safeguarding and health and safety protocols
- Maintain accurate records of risk assessments and incident reports

Communication and Promotion:

- Liaise with clubs, coaches, and archers to promote events and encourage participation
- Coordinate with the regional committee and national governing body
- Use digital platforms and social media to publicise tournaments and share results

Volunteer and Official Coordination:

- Recruit, brief, and support volunteers and officials
- Ensure all personnel are appropriately trained and accredited

Budgeting and Reporting:

- Manage tournament budgets, entry fees, and expenses
- Provide post-event reports and feedback to the regional committee

Skills and Experience:

- Strong organisational and time-management skills
- Experience in event planning or sports administration (preferably in archery)
- Knowledge of archery rules, formats, and tournament structures
- Excellent communication and interpersonal skills
- Ability to work with volunteers and manage multiple stakeholders

Desirable Qualifications:

- Archery GB Tournament Organiser accreditation (or willingness to obtain)
- First Aid and Safeguarding training
- Familiarity with scoring software (e.g., Ianseo, Archery OSA)

Judge Representative**Role Purpose**

The Regional Judge Representative serves as the primary liaison between judges within their designated region and the national or governing body. They are responsible for ensuring consistent application of judging standards, supporting judge development, and representing the interests and concerns of regional judges at a national level.

Key Responsibilities**Leadership and Representation:**

- Act as the voice of regional judges in national meetings and forums
- Promote the values and integrity of the judging body within the region

Communication and Coordination:

- Facilitate regular communication between judges and the national body

- Disseminate updates on rules, policies, and judging criteria

Training and Development:

- Organise and support training sessions, workshops, and certification programs
- Mentor new judges and support ongoing professional development

Quality Assurance:

- Monitor judging standards and practices to ensure consistency and fairness
- Address concerns or disputes related to judging within the region

Event Support

- Assist in the recruitment and assignment of judges for regional events
- Provide on-site support and oversight during competitions or assessments

Key Skills and Attributes:

- Strong knowledge of judging standards and procedures
- Excellent communication and interpersonal skills
- Ability to lead, mentor, and support a diverse team of judges
- High level of integrity and impartiality
- Organisational and problem-solving skills

Qualifications and Experience:

- Certified judge
- Previous experience in a leadership or mentoring role is desirable
- Familiarity with regional and national competition structures