



Committee Name	Officiating Committee
Committee Type	<input type="checkbox"/> Standing <input checked="" type="checkbox"/> Ad-hoc
Mandate/ Purpose	<p>The Officiating Committee provides technical information, general oversight and monitoring of the delivery of the BC Archery Officiating Program and is responsible for the development of new technical components of the program as well as administrative and operational standards of the program. The role of the Officiating Program is to provide program-specific services and training that will ensure an approved, competent and consistent standard of officiating at archery competitions held in British Columbia.</p>
Key Duties/ Objectives	<ul style="list-style-type: none"> • Develop and implement plans for BC Archery Officiating Program development consistent with Association’s strategic plan. • Build administrative components of program. • Develop programs and projects which will encourage greater participation and retention of officials. • Implement officiating education and mentoring programs, resources, workshops etc. • Identify need and priorities for development of resource material related to officiating. • Liaise with the Provincial archery clubs on all issues relating to officiating education and development. • Provide input as requested to the Board of Directors on policies for officiating development. • Identify need for new or revised organizational policy for the Board of Directors. • Develop annual priorities. • Submit all program and budgetary requirements for annual budget development. • Monitor work plans to ensure agreed tasks are completed. • Liaise with committees on issues of mutual concern. • The Committee will be responsible for overseeing selection and evaluation of Provincial Judges • Perform such additional tasks as may be delegated to the Committee by the Board from time-to-time.
Authority	<ul style="list-style-type: none"> • The Committee will exercise their authority in accordance with the BC Archery Bylaws, Regulations and Policies and such additional provisions as set out in the Terms of Reference. • The Committee may develop and approve procedures/guidelines pertaining to their particular area of responsibility. • The Committee may make policy recommendations to the Board of Directors. • The Committee has no authority to contravene Board approved policies. • The Committee has no authority to approve changes to operational budgets but may recommend budget add-ons or programming initiatives with budget implications to the Executive Director.



<p>Composition</p>	<p>The Committee consists of a minimum of 4 but no more than 5 members. (excluding Executive Director)</p> <ul style="list-style-type: none"> • Judge Chairperson (Committee Chairperson) <ul style="list-style-type: none"> ○ Preside over meetings of the Committee. ○ Prepare meeting agendas focused on Committee responsibilities. ○ Ensure the Committee works effectively. ○ Ensure meetings are efficiently managed and decision-making is transparent. ○ Ensure conflict of interest issues are addressed sensitively and constructively. ○ Proof and approve the meeting minutes prior to distribution. ○ Actively put forth ideas and suggestion. ○ Complete assigned work as directed by the Committee. • VP Technical <ul style="list-style-type: none"> ○ Report to the Board of Directors ○ Act as a liaison between the Committee and the Board of Directors. ○ Actively put forth ideas and suggestion. ○ Complete assigned work as directed by the Committee. • Up to three (3) members appointed by the VP Technical. <ul style="list-style-type: none"> ○ Members to have experience; certification in judging would be preferred. ○ Actively put forth ideas and suggestion. ○ Complete assigned work as directed by the Committee. • Executive Director (non-voting). <ul style="list-style-type: none"> ○ Take meeting minutes when present. (Chairperson will appoint meeting minutes taker in the absence of the Executive Director)
<p>Term</p>	<ul style="list-style-type: none"> • The Committee term is three years. • The Board may extend the term at their discretion. • Committee members shall be appointed for a term of 3 years. • Committee members serve at the pleasure of the Board of Directors and may be removed from office at any time at the absolute discretion of the Board of Directors.
<p>Meetings</p>	<ul style="list-style-type: none"> • The Committee will determine a meeting schedule that will facilitate achievement of the Committee’s work plan, and which will include at least three meetings per year. The Committee will meet by e-mail, internet conference, telephone or in person, as required. In-person meetings must be approved in advance by the Board when travel, meals and accommodations are required (Budget issue). • Minutes that reflect all significant decisions of the Committee will be kept at all regular meetings. Minutes will be provided to the Executive Director within seven (7) calendar days of the committee meeting. • The Executive Director will provide format for meeting agenda and recording minutes required for each meeting. • The Committee shall endeavour to operate by consensus.



Reporting	The VP Technical will report to the Board in writing, at every meeting.
Resources	The Committee will receive the necessary resources from the Board of the BC Archery to fulfill their mandate.
Approval	These terms of reference were approved by the Board of Directors on March 11, 2020. The Board of Directors will review these terms periodically and at minimum annually at the first meeting following the Annual General Meeting and will make changes if warranted.