



BC Archery Position Descriptions

July 2024

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General Responsibilities of the Board of Directors

The Board of Directors is comprised of the following 7 (seven) persons:

- President
- VP-Administration
- VP-Finance
- VP-Technical
- VP-Athlete Development
- VP-3D & Bowhunting
- Director-at-Large

Responsibility of all Directors:

- Attend all meetings of the Board of Directors. Directors are expected to maintain 75% attendance at Board meetings in a 12-month period
- Prepare for each Board meeting by reviewing previous meeting minutes and reading reports and documents circulated in advance of meetings
- Place the interests of the Society as a whole ahead of affiliations within the organization when making decisions or participating in discussion by acting honestly and in good faith
- Exercise the care, diligence, and skill of a reasonable prudent person, in exercising their powers and performing their duties as a Director
- Listen to others' views, respectfully advocating one's own views, identify common interests and alternatives, and be open to compromise
- Ensure adherence to the Society's bylaws, policies, and procedures
- Attend and participate in the Annual General Meeting and any Special meetings of the Society
- Develop, contribute to the development of, your portfolio's budget
- Professionally represent the Society when dealing with external partners and stakeholders
- Be an ambassador for BC Archery and the sport of archery
- Sign/provide any necessary documentation:
 - Consent to Act as Director (at beginning of term)
 - Criminal Records Check (as needed)
 - Conflict of Interest (at beginning of term)
 - Commit To Kids certification (viaSport requirement)
 - Any other documentation as decided annually

President

In addition to the General Responsibilities of the Board of Directors as listed above, the President is responsible for the general affairs of the Society and the supervision of the Directors and Officers. The President shall:

- a) Lead and steward the Board of Directors
- b) Act as an Officer and have general supervision over the affairs of the Society, subject to the authority of the Board of Directors
- c) Act as a signing officer of the Society for financial instruments and contracts
- d) Chair meetings of the Board of Directors
- e) Be the reporting contact and supervisor for the Executive Director
- f) Represent the Society at meetings with funders, sponsors, and other partners, or delegate this responsibility to another Director or the Executive Director
- g) Represent the Society at competitions and events, or delegate this responsibility to another Director or a member of staff
- h) Work with Directors to build Board capacity through professional development opportunities and learning partnerships with other organizations
- i) Conduct and document evaluations of the Executive Director in accordance with the employee's contract, BC Archery's Employee policies, and the Employment Standards requirements of the province
- j) Report the activities of the Board to the membership at general meetings and other times throughout the year as appropriate

Budgets

The President is responsible for the following budgets:

- Staff salaries, travel and benefits
- Special Events (SportBC President Awards and other award ceremonies)
- Championship & Tournament Program
- Meetings
- Board Development

All reasonable administrative expenses will be paid by the Society.

VP - Administration

In addition to the General Responsibilities of the Board of Directors as listed above, the VP-Administration shall:

- a) Perform the duties of the President during the absence or inability of the President
- b) Oversee and lead the creation of the Strategic Plan
- c) Lead the advancement of the Strategic Plan, support those accountable regarding timely delivery of Action Items
- d) Act as Chairperson for the Risk Management Committee and follow the Terms of Reference as stipulated for the committee

Budgets

The VP-Administration is responsible for the following budgets:

- General administrative items and the promotion of the Association
- All reasonable administrative expenses will be paid by the Society.

VP – Finance

In addition to the General Responsibilities of the Board of Directors as listed above, the VP-Finance shall:

- a) Be an Officer of the Society
- b) Act as a signing officer of the society for financial instruments
- c) Be responsible for financial accountability to the Board and membership
- d) Develop and maintain appropriate Financial Policy and Procedures for approval by the Board
- e) Ensure that financial requests are appropriate and approved by the Director responsible for the portfolio unless already allocated in the Budget
- f) Act as primary liaison with the auditor
- g) Lead the development and presentation of the budget, including collection of required information from the Directors and committees of the Society
- h) Support the Executive Director in the preparation of periodic financial reports for presentation to the Board of Directors
- i) Report to the membership on the Reviewed Financial Statements

VP – Technical

In addition to the General Responsibilities of the Board of Directors as listed above, the VP-Technical shall be responsible for establishing and supervising:

- a) the Coach Chair
- b) the Judge Chair
- c) committees for Coaching and Officials, and actively participate on those committees, following their specified Terms of Reference

Budgets

The VP-Technical is responsible for monitoring expenditures of committees under their portfolio, and is responsible for the following budgets:

- Coaching Program
- Judging Program

All reasonable administrative expenses will be paid by the Society.

VP – Athlete Development

In addition to the General Responsibilities of the Board of Directors as listed above, the VP-Athlete Development shall be responsible for the following, and/or establishing and supervising committees for the following:

- a) Junior Olympian Program
- b) Team Selection
- c) Targeted Athlete Program
- d) Athlete Assistance / High Performance Funding
- e) High Performance Training
- f) Para-Archery Program
- g) Act as a member ex-officio on all committees in this portfolio
- h) Promote/Develop clinics/camps including those from external partners
- i) Ensure programming aligns with Archery Canada LTAD and High-Performance programs
- j) Share information with partners/stakeholders and develop programming as needed (ie. Archery Canada, BC Games Society, CSI/PacificSport, etc.)

Budgets

The VP-Athlete Development is responsible for monitoring expenditures of committees under their portfolio, and is responsible for the following budget areas:

- Junior Olympian Program
- Performance Program (Target Nationals)
- High Performance Program

All reasonable administrative expenses will be paid by the Society.

VP – 3D & Bowhunting

In addition to the General Responsibilities of the Board of Directors as listed above, the VP-3D & Bowhunting shall be responsible for the following, and/or establishing and supervising committees for the following:

- a) Liaise with the Archery Canada 3D Committee and suggest national rule revisions
- b) Review and suggest Provincial 3D Rule variances
- c) Provincial 3D Championships & Provincial 3D Team (Nationals Team)
- d) Organize the ordering and distribution of 3D Team Jersey's yearly
- e) Lobbying the Government for Bowhunting licensing and hunting zones and meeting with Ministers in charge of these government portfolios
- f) Act as a member ex-officio on all committees in the portfolio
- g) Establish a Bowhunting Records Book
- h) International Bowhunter Education Program and assess needs for IBEP clinics
 - a. Maintain a list of IBEP Course Conductors
 - b. Organize, promote and direct IBEP Course Conductors throughout the province
 - c. Organize and promote IBEP clinics
 - d. Communicate with the National and International IBEP Coordinators

Budgets

The VP-3D & Bowhunting is responsible for monitoring expenditures of committees under their portfolio, and is responsible for the following budget areas:

- 3D & Bowhunting Program
- 3D Team Program (Nationals)

All reasonable administrative expenses will be paid by the Society.

Director-at-Large

In addition to the General Responsibilities of the Board of Directors as listed above, the Director-at-Large shall be responsible for special projects which may arise as determined by the Board of Directors.

Some examples of past projects are:

- Guest Insurance policy
- Range Safety policy
- Purchase and outfit tournament trailer
- Sport Chair for the America's Masters Games
- Design and procurement of new Championship medals

This Director shall also assist other Directors with projects, when requested.

Budgets

The Director-at-Large is responsible for monitoring expenditures of projects and committees under their portfolio.

All reasonable administrative expenses will be paid by the Society.

Executive Director

Accountability

- Develop and maintain an ongoing work plan with the President of the BC Archery Association
- AGM, Board & Committee Meetings
 - Co-ordinate, attend, record and maintain minutes for all BC Archery AGM, Board meetings and selected Committee meetings
 - Submit a written quarterly report to the Board of Directors
 - Collect all committee meeting minutes and reports (when not in attendance)
 - Collect and compile all Director reports and documents for the AGM
- Reporting
 - Ensure all ViaSport, BC Registry Services, CRA, and associated reports and filings are completed and submitted on time

Communication

- Maintain timely ongoing communication with the President about project progress and issues
- Be the main point of contact for the Association from the general public, membership, NSO and Partner Organizations
- Communicate to and with the membership
- Respond professionally and with comprehensive explanations to email enquiries regarding information and services
- Distribute relevant national and provincial program information to BC Archery membership
- Participate in conference calls with Member Clubs and Partner Organizations and disseminate information as required
- Attend meetings with Partner Organizations (SportBC, ViaSport, etc.) as required
- Assist in managing pre- and post-event communications and promotion
- Monthly newsletter creation and distribution
- Maintain website and social media (through Webmaster where necessary)

Risk and Issues Management

- Develop, maintain and update policies and procedures
- Act as liaison for all policy procedures and issues as they arise
- Ensure compliance with Archery Canada policies as they pertain to BC Archery

Office Management and Administration

- Membership Registration
 - Accurate record keeping and invoicing of membership
 - Process membership registration within the province and with Archery Canada
 - Collection of Officials and Coaches designation information from Chairs responsible for those areas and appropriately record such information
- Take on the responsibilities of the Bookkeeper, reporting to the VP-Finance
- Maintain corporate documents and security of electronic documents
 - Organize and maintain electronic documents in a cloud-based file sharing service
 - Add / delete users for folders in cloud-based file sharing service
 - Backup data on a periodic basis to maintain system integrity

- Distribute and maintain Society email addresses, assist users to set up on personal devices and ensure they understand related policies (privacy, anti-spam, confidentiality, etc)
- Consultants / Advisors
 - With Board Approval, retain the services of any consultants or advisors required for programs and services as needed (ie. Webmaster)

Fundraising: Sponsorships and Grants

- Research, prepare and submit applications for grants and sponsorships administered by such entities as the Gaming Association, ViaSport or any other funding agencies or opportunities
- Ensure compliance with administration of application of grants once awarded

Programs – in collaboration with appropriate Directors and Chairs

- Be available for out of province seminars, clinics or conferences as requested
- Assist Directors and Chairs with administrative aspects of their programs
- Assist Directors and Chairs to review and update, and create if necessary, the following general packages as required:
 - Registration: individual and club membership, event registration
 - Officials
 - Technical documentation
 - Para Archery Technical
 - LTAD, Skills
 - BC Winter Games
 - Canada Winter Games
 - Provincial Teams attending Nationals
 - Other programs as they arise and are developed
- Competitions and Events
 - Oversee setting of annual competition calendar
 - Maintain the annual Records for the BC Indoors and BC Outdoors Championships
 - Take on the responsibilities of the BCWG Provincial Advisor, including
 - Communicate with BC Games Staff, Sport Chair, Officials Chair and Zone Coaches
 - Solicit volunteers for coaches for each of the Zones
 - Ensure participant data is communicated to the Games correctly and timely
 - Take on the responsibilities of the Tournament and Awards Chair
 - Ensure adequate inventory of Championship medals
 - Receive bid documents for all BC Championships
 - Maintain communication with Host Clubs after award of event
 - Assist Host Clubs where necessary
- Awards and Recognition
 - Develop and maintain new and current award criteria and assist with selection

Website

- Is responsible for the management and development of the BC Archery website
- Works with the Board and membership to provide relevant, interesting, and up-to-date information
- Creates and updates website, makes recommendations for improvements.
- Replies to user feedback
- Monitors traffic through the site
- Maintains a back-up of the site, in case it is compromised
- Looks for ways to promote the website
- Ensures that Web-based information is archived for future needs and reference
- Evaluates performance of the Internet Service Provider and makes recommendations to the

board if necessary.

Tournament & Awards

1. Ensure that an adequate inventory of BC Archery Championship medals are available for the events
 - a. BC Indoor Championships
 - b. BC Outdoor Championships
 - c. BC 3D Championships
2. Solicit bids for all BC Championships, including JOP Indoor & Outdoors
 - a. Review all received bid documents
 - b. Compile list of bids and prepare for submission to the Board
 - i. Review bids and ensure Clubs conform with requirements as set out in the Hosting Manual
 - ii. Make recommendation as to which club(s) should be awarded the event, list bids in order of recommendation
3. Maintain communication with Host Clubs and ensure all necessary documents are sent/received
 - a. Once the event has been awarded by the Board, send a Tournament Agreement to the Host Club. Ensure Tournament Agreement is received back from the Host Club within 30 days
 - b. Send Medal Request form to the Host Club and ensure receipt back at least 2 weeks prior to the event
 - c. Send requested medals to the Host Club in time for the event
 - d. Ensure any extra medals are returned to inventory after the event
4. Assist the Host Club with the following:
 - a. Review Organizing and Planning section of the Hosting Manual and offer assistance where necessary
 - b. Send copies of logos, scorecards, registration forms and registration/results software where possible
 - c. Arrange rental of BC Archery Tournament Trailer, if needed by the Host Club
 - d. Notify the Judge Chair if the club needs assistance finding Judges
 - e. If the Host Club is unable to do so, and if the tournament qualifies, register the tournament with Archery Canada and/or World Archery

Other

- Other related duties which may arise in the ordinary course of business, as reasonably agreed upon by both parties

General Responsibilities of Chairpersons and Program Coordinators

Responsibility of all Chairpersons and Program Coordinators:

- Report, in a timely manner, to the Director in charge of your program area
- Attend meetings upon request of the Board of Directors and/or your supervising Director
- Place the interests of the Society as a whole ahead of affiliations within the organization when making decisions or participating in discussion
- Listen to others' views, respectfully advocating one's own views, identify common interests and alternatives, and be open to compromise
- Ensure adherence to the Society's bylaws, policies, and procedures
- Provide the following documents as requested
 - Criminal Records Check (as needed)
 - Conflict of Interest forms (annually)
 - Commit to Kids certification (if required for the position)
- Professionally represent the Society when dealing with external partners and stakeholders
- Be an ambassador for BC Archery and the sport of archery

Coaching Chair

Qualifications: Recommended to be Certified as a Learning Facilitator

In addition to the General Responsibilities of Chairpersons and Program Coordinators as listed above, the Coaching Chair shall:

- a) Develop and maintain a schedule to offer coaching clinics throughout the province
- b) Identify and recruit Learning Facilitators and Coach Evaluators
- c) Maintain a list of active coaches and their qualifications
 - i) communicate the latest developments in coaching
 - ii) provide updates to webmaster for published list of BC coaches
 - iii) enter CAC Locker updates as necessary
- d) Develop programs to encourage athletes work with qualified coaches
- e) Liaise with the National Coaching Chair
- f) Act as Chairperson to the Coaching Committee and follow the specified Terms of Reference
- g) Assist with Coach selections for Teams and Games (ie. BC/Canada Winter Games coaches)
- h) Identify value-added training opportunities for professional development
- i) Promote and teach the Responsible Coaching Movement and Safe Sport guidelines to Coaches, Clubs and participants

Meetings

As requested by the Board and/or the VP-Technical

Reporting

To the VP Technical

Judge / Officials Chair

Qualifications: Recommended to be a Certified Provincial Judge

In addition to the General Responsibilities of Chairpersons and Program Coordinators as listed above, the Judge / Officials Chair shall:

- a) Organize, promote and direct a program to instruct and educate judges and officials in BC
- b) Organize and promote clinics for the certification and instruction of judges and officials
- c) Organize, promote and direct, through the Judges in BC, an information program for the members as to the correct interpretation of shooting rules
- d) Maintain a list of active officials and their qualifications
 - a. communicate the latest developments in judging
 - b. provide updates to webmaster for published list of BC officials
- e) Communicate with championship event organizers to ensure adequate facilities and event set up
- f) Organize and arrange for the attendance of judges and officials at sanctioned championships, including, but not limited to:
 - BC Indoor Championships
 - BC Outdoor Championships
 - 3-D Championships
 - BC Winter Games
 - JOP Indoor & Outdoor Championships
- g) Prior to any BC Archery sanctioned championships/games, inspect and approve target ranges and field courses for compliance with the shooting rules and general safety requirements (This can be delegated to another official.)
- h) Act as Chairperson to the Officials Committee and follow the specified Terms of Reference

Meetings

As requested by the Board and/or the VP-Technical

Reporting

To the VP Technical

Junior Olympian Program Coordinator

In addition to the General Responsibilities of Chairpersons and Program Coordinators as listed above, the JOP Coordinator shall:

- a) Organize, promote and direct an effective Junior Olympian Program
 - i. Communicate with clubs hosting the program about program changes and details
 - ii. Ensure clubs have met program qualifications prior to issuing awards to participants
 - iii. Maintain and suggest updates to the JOP Manual
- b) Organize JOP Championships – solicit host clubs, provide event information, compile & publish results, distribute awards
- c) Track statistics of JOP participants, including achievements, results and records
- d) Annually assess program results and suggest changes / improvements
- e) Maintain adequate inventory of awards: achievement awards, championship pins, event ribbons

Budgets

All reasonable expenses will be paid by the Society, as approved by the VP-Athlete Development

Meetings

As requested by the Board and/or the VP-Athlete Development

Reporting

To the VP-Athlete Development

55+ Games Coordinator

In addition to the General Responsibilities of Chairpersons and Program Coordinators as listed above, the 55+ Games Coordinator shall:

- a) Respond to Government concerns regarding 55+ Games
- b) Communicate with the President and the Board
- c) Lobby Government for the inclusion of Archery in the BC 55+ Games
- d) Communicate with neighboring provinces regarding their policy with 55+ Games
- e) Maintain open communication with the BC Seniors Games Society and the Society of the Host City
- f) Assist with recruiting a local Sport Chair to attend meetings of the Host Society
- g) Assist with recruiting local Officials, in conjunction with the Judge Chair
- h) Attend annual planning and development meetings with the BC Seniors Games Society

Budgets

All reasonable expenses will be paid by the Society as approved by the President.

Meetings

As requested by the Board and/or the President

Reporting

To the President

Archery Canada Representative

This position shall be represented by the President, Executive Director, or other Director as determined by the Board of Directors.

In addition to the General Responsibilities of Chairpersons and Program Coordinators as listed above, the Archery Canada Representative shall:

- a) Ensure clear and accurate communication between the provincial and national organization
- b) Communicate BC goals, needs and issues to Archery Canada and vice versa
- c) Keep BC Archery Board Members apprised of national level information appropriate to their portfolios

BC Winter Games Provincial Advisor

In addition to the General Responsibilities of Chairpersons and Program Coordinators as listed above, the BC Winter Games Provincial Advisor shall:

- a) Maintain the BC Winter Games Archery Technical Package, to be ratified by the Board, with the assistance of the VP-Athlete Development, and following LTAD.
- b) Set rules and rule variances for the event, following LTAD and AC/WA rules for the event-type, with the assistance of the VP-Athlete Development and the Judge Chair
- c) Communicate with the Provincial BC Games Staff
- d) Communicate with the BC Games Society
- e) Select and Communicate with the Host City Sport Chair
- f) Communicate with the Judge Chair regarding Judging needs for the tournament
- g) Select Zone Coaches and maintain ongoing communication with regard to requirements for Trials, and all other information necessary to accompany a Team to the event, and as may be provided by the Games
- h) Communicate to the Zone Head Coaches the "Role of the Head Coach" as determined by the BC Games Society
- i) With the assistance of the VP-Athlete Development, select the Zone Teams from the Trials results, following the team composition criteria as determined by the BC Winter Games Archery Technical Package and the process laid out in the Zone Team Selection document
- j) Attend the Games as a Representative of the Association and manage the operation of the event
- k) Ensure the event, from planning through competition, is run in compliance with the policies and standards expected of BC Archery and the BC Games Society

Budgets

All travel and accommodation expenses related to the actual Games event are covered by the BC Games Society.

All other reasonable administrative expenses will be paid by BC Archery as may be determined by the President.

Meetings

With the BC Archery Board as-requested by the Board and/or the President.

With the BC Games staff / host society as needed.

Reporting

To the President

Performance Team Coordinator

In addition to the General Responsibilities of Chairpersons and Program Coordinators as listed above, the Team Selection Coordinator shall:

- a) Establish program criteria for the selection of athletes to teams supported by BC Archery
 - i. Teams may include Nationals, Canada Winter Games, etc
- b) Have criteria ratified by the Board
- c) Publish the criteria in the newsletter and on website
- d) Collect scores, based on established criteria, from athletes for the compilation of statistics used in the selection processes of teams and Athlete Funding programs
- e) Maintain and publish appropriate shooting achievements of our competitors
- f) Provide details of monetary recipients to High Performance Funding Coordinator to assist with Funding calculations
- g) Organize the ordering and distribution of Team Jersey's yearly

Budgets

All reasonable administrative expenses will be paid by the Society, as approved by the VP-Athlete Development

Meetings

As requested by the Board and/or the VP-Athlete Development

Reporting

To the VP-Athlete Development

Para-Athlete Coordinator

In addition to the General Responsibilities of Chairpersons and Program Coordinators as listed above, the Para Athlete Coordinator shall:

- a) Communicate with government agencies and relevant sport associations regarding para athlete issues
- b) Assess clubs' needs for provisions for para athletes
- c) Correspond with the Archery Canada Para-Athlete Coordinator and maintain open line of communication
- d) Recruit para-athletes
- e) Develop appropriate athlete programming
- f) Determine information / education to be provided to coaches to support the successful development and training of para-archers
- g) Work with the VP-Athlete Development and Targeted Athlete Program Coordinator to develop TAP criteria for para-athletes

Meetings

As requested by the Board and/or the VP-Athlete Development

Reporting

To the VP-Athlete Development

High Performance Funding Coordinator

In addition to the General Responsibilities of Chairpersons and Program Coordinators as listed above, the High-Performance Funding Coordinator shall:

- a) Work with the VP-Athlete Development to develop criteria for the selection of athletes for the program
- b) Have criteria ratified by the Board
- c) Publish the criteria in the newsletter and on website
- d) Communicate with the Team Selection Chair to get relevant scores and other eligibility criteria
- e) Receive and process applications from athletes, verifying criteria, eligibility, and submitted information
- f) Calculate amounts to be awarded to applicants and submit list for approval and processing to the VP-Athlete Development. Once approved, submit summary of recipient information and disbursements to the VP-Finance for processing.
- g) Correspond with applicants regarding submitted information and respond to general questions about the program. Any specific questions/challenges should be referred to the VP-Athlete Development

Time Commitment: it is important to note that the deadline for funding applications is January 31st. The majority of this role is focussed on processing the applications at the beginning of February, with most correspondence with applicants occurring in January. Other responsibilities occur throughout the year (developing/amending criteria, collecting data, etc).

Reporting

To the VP-Athlete Development

Targeted Athlete Program Coordinator

In addition to the General Responsibilities of Chairpersons and Program Coordinators as listed above, the Targeted Athlete Program Coordinator shall:

- a) Under the supervision of the VP-Athlete Development, and assisted by the Para-Athlete Coordinator, develop criteria for the selection of athletes and coaches for the program
- b) Have criteria ratified by the Canadian Sport Institute (the administrators of the program)
- c) Publish the criteria in the newsletter and on website
- d) Communicate with the Team Selection Chair to get relevant scores and other eligibility criteria
- e) Receive and process applications from athletes, verifying criteria, eligibility, and submitted information
- f) Notify athletes and coaches of their successful selection to the program and publish this information in the newsletter and on the website

Time Commitment: it is important to note that the deadline for program applications is October 31st. The majority of this role is focussed on processing the applications in November, with most correspondence with applicants occurring in October and November. Other responsibilities occur throughout the year (developing/amending criteria, collecting data, etc).

Reporting

To the VP-Athlete Development

Athlete Representative

The role of the Athlete Representative is as a spokesperson for high performance archers in the province, ensuring their views, comments and opinions reach the BC Archery Board and Athlete Development committee.

In addition to the General Responsibilities of Chairpersons and Program Coordinators as listed above, the Athlete Representative shall:

- a) Act as an ombudsman on behalf of the athletes
 - Communicate with high performance archers, coaches and BC Archery membership in general
- b) Correspond with the Archery Canada Athlete Representative to establish an improved line of communication between the athletes, BC Archery, and Archery Canada
- c) Attend meetings as required or as requested by the Board
- d) Submit an annual report to the Board for presentation at the AGM
- e) Report to / communicate with the Executive Director to ensure that athlete comments/concerns are directed to the appropriate directors/chairs

Reporting

To the Executive Director