

Title:	Position Description	Subject:	Youth Development Committee Member
No:	4000-PD-07	Version:	01
Approved Date:	15/08/2025	Replaces:	New
Review Date:	15/08/2027	Pages:	2

Position Description – Youth Development Committee Member

1. Position Title: Youth Development Committee Member

2. Purpose of the Position: The Youth Development Committee serves as a vital link between the Archery Victoria Board and the parents and junior archers within the community. The committee's primary objective is to enhance junior participation in archery across Victoria by facilitating communication, organizing initiatives, and providing recommendations to the Board.

3. Key Responsibilities:

- **Communication Facilitation:** Act as a conduit between the Archery Victoria Board and the junior archery community, ensuring that information, concerns, and feedback are effectively exchanged.
- **Program Development:** Collaborate to design and implement programs aimed at increasing junior involvement in archery throughout Victoria.
- **Meeting Participation:** Attend and actively contribute to a minimum of four committee meetings annually, engaging in discussions and decision-making processes.
- **Event Support:** Assist in the planning and execution of events and activities that promote junior archery participation and development.
- **Reporting:** Provide regular updates and reports to the Archery Victoria Board on committee activities, progress, and recommendations.

4. Desirable Attributes:

- **Experience in Coaching and Development:** Demonstrated experience in developing and implementing development and coaching programs or projects, preferably within archery.
- **Project Management Skills:** Ability to plan, organize, and manage projects from start to finish, including setting goals, developing timelines, and managing resources.
- **Communication and Interpersonal Skills:** Excellent communication and interpersonal skills to effectively engage with diverse stakeholders, including children and young people, people with disabilities, their families, and archery club committees.
- **Stakeholder Engagement:** Proven ability to build and maintain relationships with a range of stakeholders and work collaboratively to achieve shared goals.

5. Selection Criteria:

- **Experience:** Demonstrated involvement in archery, particularly within junior development or coaching capacities.
- **Communication Skills:** Strong interpersonal and communication abilities to effectively liaise between the Board, parents, and junior archers.
- **Commitment:** Willingness to dedicate time to attend meetings and actively participate in committee initiatives.
- **Teamwork:** Ability to work collaboratively within a team environment to achieve common goals.
- **Junior Member:** For the junior position, candidates should be under 21 years of age and be active or have past participation in archery activities.

6. Other Relevant Factors:

- Current first aid training is preferred.
- Background checks: Current Working with Children Check is mandatory.
- Complete and sign the Member Protection Declaration and return it to secretary@archeryvic.org.au.

7. Appointment Details:

- **Composition:** The committee will consist of up to five members: three adult members and 2 Junior members.
- **Term:** Members will serve a term of 12-24 months, with the possibility of reappointment based on performance and committee needs.
- **Meetings:** The committee will convene at least six times per year, with additional meetings scheduled as necessary.

Title:	Position Description	Subject:	Youth Development Committee Member
No:	4000-PD-07	Version:	01
Approved Date:	15/08/2025	Replaces:	New
Review Date:	15/08/2027	Pages:	2

8. Reporting Structure: The Youth Development Committee reports directly to the Archery Victoria Board. The committee chairperson will be responsible for presenting reports and recommendations at any time and is responsible to report to the Board after each meeting (on a quarterly basis).

9. Performance Review: Committee performance will be reviewed annually by the Archery Victoria Board to assess effectiveness in meeting objectives and to identify areas for improvement.

10. Confidentiality: Members are expected to maintain confidentiality regarding sensitive information discussed within the committee and in communications with the Board.

11. Code of Conduct: All members must adhere to Archery Victoria's Policies and Codes of Conduct, demonstrating professionalism and respect in all interactions.

12. Application Process: Interested candidates should submit an application addressing the selection criteria to secretary@archeryvic.org.au. Shortlisted candidates may be contacted for an interview.

Applications for the committee to include;

- Name;
- Club;
- Archery Experience; and
- What do you hope to achieve in the role.

This position description is subject to review and amendment by the Archery Victoria Board as necessary.