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1. Purpose

1.1 The purpose of this policy is to ensure that Archery Victoria has a transparent, consistent, and merit-based process for selecting, appointing, and inducting Elected Board Members, Appointed Board Members, and Appointed Officers.

1.2 This policy supports strong governance, organisational capability, and compliance with legislated and standards governance requirements.

1.3 This Policy enters into force and applies to Archery Victoria, Clubs and Members as of 30 November 2025. It will be reviewed on or before 30th November 2027. Unless required by changes to legislation, changes to the Rules Archery Victoria or Archery Australia policies, or as determined necessary by the Archery Victoria Board.

1.4 Copies of all documents can be obtained from the Archery Victoria website. Additional information is available from the Secretary, Archery Victoria.

2. Scope

2.1 This policy applies to:

- Elected Board Members
- Appointed Board Members
- Appointed Officers (e.g., Coaches Administrator, Officials Administrator, Badges Administrator, Committee Chairs, Project Officers, or any person appointed under delegation of the Board)
- Any individuals involved in selection or induction processes.

2.2 This policy does not apply to club committee members or volunteers within affiliated clubs.

3. Principles

3.1 All recruitment, election support, appointment and induction processes must be guided by the following principles:

1. Candidates are selected based on skills, experience, values, and capacity to contribute to Archery Victoria's strategic needs.
2. Processes, criteria, and decisions must be documented and available to members.
3. All candidates are treated equitably, and conflicts of interest are managed appropriately.
4. Archery Victoria seeks Board and officer representation that reflects its membership, community and Balance the Board guidelines.
5. Recruitment processes align with the Associations Incorporation Reform Act 2012 (Vic), Sport & Recreation Victoria governance requirements, and Sport Integrity Australia expectations.

4. Definitions

Elected Board Member: A Board Member elected by the voting membership at the Annual General Meeting.

Appointed Board Member: A Board member appointed by the Board to fill a skills gap or vacancy.

Appointed Officer: An individual appointed by the Board to perform an official organisational function.

5. Selection and Appointment Processes

5.1 Skills-Based Governance Framework

Each year, the Board will review and approve a Skills Matrix identifying competencies required for effective governance, including:

- Finance and risk
- Governance and legal
- Strategic planning and policy
- High-performance and participation pathways
- Marketing and communications
- Member engagement and stakeholder management
- Technology, digital systems, and data
- Human resources and organisational development

Gaps identified in the Skills Matrix will inform:

- Elected Board candidate information
- Appointed Director recruitment
- Appointment of Officers
- Succession planning

5.2 Elected Board Members – Selection and Election Support Process

5.2.1 Pre-Election Planning

- The Board shall review the required skills for the Board using the Skills Matrix.
- Position descriptions and required competencies for each vacant role shall be published and distributed to affiliated clubs at least 60 days prior to the Annual General Meeting.
- A Call for Nominations is issued through Archery Victoria communication channels and Assemble Sports.

5.2.2 Nomination Requirements

Candidates must provide:

- Nomination form (as required by the Constitution)
- Current CV
- Declaration of conflicts of interest
- Confirmation they meet eligibility requirements

Eligibility criteria include:

- Alignment with Archery Victoria's values
- Capacity to attend meetings and complete duties
- Good standing with Archery Victoria and Archery Australia
- Not disqualified under relevant legislation (e.g., ACNC governance standards)

5.2.3 Candidate Review

- The Board shall review all nominations for eligibility.
- Review CVs and conduct interviews
- Confirm eligibility and integrity requirements (e.g., Working with Children Check if required, conflict of interest declarations)
- The Board may contact nominees for clarification or a short interview.
- Ineligible nominations will be communicated privately with reasons.

5.2.4 Election

- Candidate statements are distributed with voting forms/proxy forms prior to elections at the Annual General Meeting.
- Member voting occurs according to Archery Victoria Rules at the Annual General Meeting
- Results are announced at the Annual General Meeting and published.

5.3 Appointed Board Members

5.3.1 When Appointments Are Used

Appointments may be used to:

- Fill a casual vacancy
- Add specific skills required by the Board
- Improve diversity or representation
- Strengthen governance capability

5.3.2 Recruitment and Vetting

The Board will:

- Conduct targeted recruitment or advertisement
- Review CVs and conduct interviews
- Confirm eligibility and integrity requirements (e.g., Working with Children Check if required, conflict of interest declarations)

5.3.3 Appointment

- The Board approves appointments by resolution.
- Appointed members serve until the next Annual General Meeting or as defined in the Archery Victoria Rules.

5.4 Appointed Officers

5.4.1 Appointment Criteria

Appointed Officers are selected based on:

- Relevant technical skills
- Demonstrated experience
- Capacity to meet role requirements
- Alignment with Archery Victoria values and integrity standards

5.4.2 Appointment Process

- Role description developed and approved by the Board
- Expression of interest or targeted recruitment
- Assessment by the Board at any relevant Board meeting
- Appointment made by Board resolution

5.4.3 Term

Terms may be:

- Three years with a maximum of nine.
- Project-based
- Interim until next Annual General Meeting

6. Induction Process

6.1 Purpose of Induction

Induction ensures that every Board Member or Officer:

- Understands their responsibilities
- Clearly knows Archery Victoria's governance structure and operations
- Is aware of compliance and integrity obligations
- Can contribute effectively from the start

6.2 Induction Requirements

All Board Members and Officers Must Receive Access to:

- AV Board Handbook
- Rules of Archery Victoria Incorporated 2019
- Governance Charter or Board Operations Manual
- Code of Conduct and Integrity Policies
- Conflict-of-Interest Policy and Register access
- Strategic Plan
- Last Annual Report
- Risk Register overview
- Meeting schedule and expectations
- IT access and communication protocols

Mandatory Briefings

Within the first 60 days, new appointees must complete:

- Governance briefing with the President
- Organisation overview with the Secretary
- Finance and risk induction with the Treasurer
- Integrity and safeguarding induction (Sport Integrity Australia, Member Protection, Child Safe Standards) with the Secretary

Recommended Online Training

- Play by the Rules – Governance
- Sport Integrity Australia mandatory modules
- Child Safe Standards

7. Ongoing Support and Performance Review

7.1 Mentoring

New Board Members may be paired with an experienced Board Member for 3 to 6 months.

7.2 Annual Board Performance Review

Each year the Board will:

- Conduct a Board self-assessment
- Review individual Board Member performance
- Update the Skills Matrix for succession planning

8. Conflicts of Interest

All Directors and Officers must:

- Declare conflicts of interest on appointment
- Update any new declarations at each Board meeting and review conflicts register annually
- Excuse themselves from discussions where a conflict exists

9. Records and Documentation

Archery Victoria will maintain:

- Nomination forms
- Appointment decisions
- Induction completion records
- Training and development history
- Governance compliance documentation

All records are stored securely via Archery Victoria's designated document management system.