

Index

Policy Statement.....	1
1. Introduction: Appreciating Our Volunteer Committee.....	1
2. Overview of Principles of Conduct of Committee Members.....	2
Selflessness.....	2
Integrity.....	2
Objectivity.....	2
Accountability.....	2
Openness.....	2
Leadership.....	2
3. Additional Guidelines:.....	2
3.1. Attendance and Participation:.....	2
3.2. Resigning or Pausing Membership of Committee.....	3
3.3. Resolution of Differences and Difficulties.....	3
3.4. Confidentiality:.....	4
3.5. Professionalism:.....	4
3.6. Committee Discussion and Decisions:.....	4
Committee and Members Responsibilities.....	4
4. Committee Support for its Members.....	4
5. Committee Member Roles and Responsibilities.....	4
Appendix 1. Personal Interests.....	5
Memorandum of Understanding.....	6
Memorandum of Understanding for Committee Operations.....	6
What the Club does for the Committee Members.....	6
Committee Structure and Voting:.....	6

Policy Statement

1. Introduction: Appreciating Our Volunteer Committee

- 1.1. Wymondham Archers committee comprises dedicated volunteers who contribute their time and skills to support our membership and Club's governance. This commitment and effort are integral to the Club's success.
- 1.2. As volunteers, the Committee embodies a spirit of community and service, supporting the Club. Being part of Wymondham Archers Committee is hugely appreciated. By its combined effort and contribution the Committee forms part of the future of Wymondham Archers.

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Approved Date 31/12/2024		Review Due - 12/2027	
Page 1 of 6			

- 1.3. As a Committee Member of Wymondham Archers, it is imperative to uphold the highest standards of conduct and integrity. Our actions and decisions must reflect the values of the club and contribute positively to its mission. To guide our behaviour, we adhere to the Nolan Principles of Selflessness, Integrity, Objectivity, Accountability, Openness and Leadership.

2. Overview of Principles of Conduct of Committee Members

Principle	Behaviour
Selflessness	To act in the best interests of Wymondham Archers, prioritising the club's welfare over personal interests .
Integrity	Demonstrate honesty and transparency in all dealings related to the club. To avoid conflicts of interest and uphold ethical standards.
Objectivity	Make decisions based on merit and fairness, considering all viewpoints without bias or prejudice.
Accountability	Take responsibility for our actions and decisions as committee members. Be answerable to the club membership, the committee, the affiliating body, local associations, sporting partners and other stakeholders.
Openness	Foster a culture of openness and communication within the committee and with club members. Share information transparently and proactively.
Leadership	Leading by example, inspiring trust and confidence among club members. Provide direction and support for the club's growth and development.

3. Additional Guidelines:

3.1. Attendance and Participation:

Committee members will always be full members of the Club.

Committee members are expected to attend and actively participate in

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Approved Date 31/12/2024		Review Due - 12/2027	
Page 2 of 6			

club meetings, events, and activities, contributing constructively to discussions and decision-making processes.

3.2. Resigning or Pausing Membership of Committee

The voluntary role of Committee Member can be a challenging experience. Life can place pressures on Members of the Committee that were not expected at the time of taking up the role. Should a Committee Member decide that they cannot continue in their role, their contributions should be acknowledged, alongside an effort to provide support with taking back projects and work the Committee member may have been involved with.

- 3.2.1. Resigning or pausing from membership of the committee constitutes standing down from all committee duties and may involve changes to roles and responsibilities in the Members absence.
- 3.2.2. A committee member wishing to resign or pause their active participation in the Committee must submit written notification to the Chair along with the anticipated duration.
- 3.2.3. The Chair will contact the resigning or pausing Committee Member to ascertain any welfare or other concerns; taking opportunity to reflect on the Member's contributions.
- 3.2.4. The Chair will inform the Club Secretary who will, as soon as possible, gain control of any functional email addresses that may be associated with the Committee Members role.
- 3.2.5. In the case of pausing membership, the Committee retains the right to fill any vacant post until the next AGM, to ensure business continuity.
- 3.2.6. Should the pausing or resigned Committee Member indicate their wish to continue some or all of any allocated projects, the Committee alongside the former Member will decide the appropriate actions.
- 3.2.7. Paused or Resigned committee positions are temporary as all posts run until the following AGM. Pause or Resigned members may rejoin the committee, by vote, at the next AGM as per the WA constitution.

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Approved Date <i>31/12/2024</i>	Review Due - <i>12/2027</i> <div style="text-align: right;">Page 3 of 6</div>

3.3. Resolution of Differences and Difficulties

In cases of differences or difficulties, as defined in the Club procedures, found on the [Club's document pages](#), Committee members may be asked to support these processes.

3.4. Confidentiality:

Respect the confidentiality of sensitive club information discussed during committee meetings or related to club operations. Avoid disclosing confidential information without proper authorisation.

3.5. Professionalism:

Maintain a professional demeanour and conduct oneself in a manner that upholds the reputation and values of Wymondham Archers, the Club and the Committee, both within and outside the club.

3.6. Committee Discussion and Decisions:

Wymondham Archers committee, through logic, critical thinking, feedback and discussion works to make the most robust decisions on behalf of its members. At Committee meetings decisions are made based on a simple majority vote, used at either a physical meeting, online through a polling system or via email. Each member is entitled to one vote. In the event of a tie, the Chairperson will have a casting vote. Once decisions are made Committee members must abide by those decisions even if they may not align with personal preferences.

By adhering to these principles and guidelines, committee members of Wymondham Archers are able to demonstrate their commitment to fostering an inclusive and positive environment, ensuring successful committee member participation alongside the Club's continued success and growth.

Committee and Members Responsibilities

4. Committee Support for its Members

- 4.1. The Committee will endeavour to plan a full 12 months ahead rolling forward from each Committee meeting. This supports the nature of our Volunteer lead organisation enhancing planning whilst providing sufficient space between

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Approved Date <i>31/12/2024</i>		Review Due - <i>12/2027</i>	
		Page 4 of 6	

meetings to enable allocated work to be completed successfully.

5. Committee Member Roles and Responsibilities

- 5.1. The roles and responsibilities of the Committee may change from time to time. An accurate description of these roles can be found on the [Wymondham Archers Website](#).

Appendix 1. Personal Interests

In this document, 'personal interests' refers to any financial or other benefits an individual may gain for themselves, family or their close associates through their actions as a Committee post-holder. These interests must be declared and resolved to ensure that decisions and actions are taken impartially and solely in terms of the Club interest.

Upholding the principle of selflessness involves acting without regard for personal gain, physically, financially or socially, and prioritising the welfare of the Club and its members. It is essential for Committee Members to maintain integrity, objectivity, accountability, openness, honesty, and leadership, aligning their conduct with the Club's values and standards.

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Approved Date <i>31/12/2024</i>		Review Due - <i>12/2027</i>	
		Page 5 of 6	

Memorandum of Understanding

Date: [] (Valid until next AGM)

Memorandum of Understanding for Committee Operations

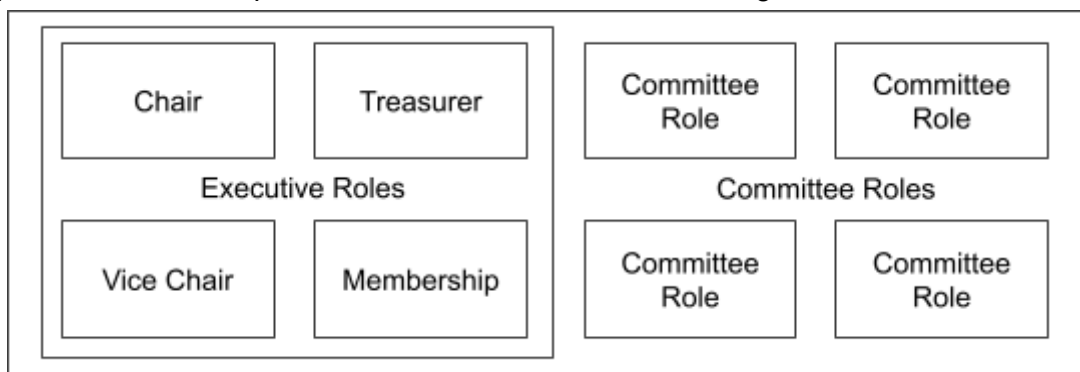
This Memorandum of Understanding (MOU) is between you and the Committee of Wymondham Archers. It references the principles and procedures governing the operations of the Committee of Wymondham Archers, (the Committee) as well as the roles and expectations of its members towards the Committee and the Club towards the Committee Members. By fulfilling its purposes, the Committee plays a vital role in creating and sustaining a vibrant and inclusive environment for the Club and its members.

What the Club does for the Committee Members

The Committee will endeavour to plan a full 12 months ahead rolling forward from each Committee meeting. This supports the nature of our Volunteer lead organisation supporting planning whilst providing space between meetings to enable allocated work to be completed successfully. The Committee's approach uses objective and critical thinking, feedback and constructive discussion in support of the members of Wymondham Archers, Archery Club.

Committee Structure and Voting:

Committee is structured to best support the needs of the Club. Roles are described on our website. Decisions are approved by majority vote. As a Committee member you agree to support the Committee processes and ensure a unified message of Committee outcomes.



By signing below you agree to abide to Committee Members Conduct and Responsibilities

Name (printed)	Signed

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Approved Date 31/12/2024		Review Due - 12/2027	
Page 6 of 6			