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SUB-COMMITTEES POLICY

1. Policy Scope

The purpose of this policy is to define the process to form and operate Sub-Committees, as stated in the DNAA Constitution 05.1 'The management and property of the Association shall be vested in an Executive Committee. Sub-Committees may be appointed by the Executive Committee to deal with special projects, e.g. County Championship meetings, and demonstrations.'

- 1.1. This policy applies to all Elected officers of the County.
- 1.2. This policy applies to all DNAA members.

2. Definitions

DNAA - Durham and Northumberland Archery Association, the County.

Executive Committee - The elected Executive Officers as per the Constitution 06.1.

Full Committee - Those eligible to vote at a County meeting as per Constitution 07.1.

3. Procedure

3.1. Decision to Form a Sub-Committee

- 3.1.1. The Executive or Full Committee should be presented with the information and reasons why a Sub-Committee should be formed. The proposal to form a Sub-Committee will be voted on by the Executive or Full Committee and the decision decided by simple majority.
- 3.1.2. The Executive Committee will then decide on the following -
 - 3.1.2.1. The purpose and scope of the Sub-Committee.
 - 3.1.2.2. The number of members.
 - 3.1.2.3. The duration or term of the Sub-Committee.

3.2. Selection of Sub-Committee Members

- 3.2.1. Members will be recruited to the Sub-Committee either by
 - 3.2.1.1. Personal invitation from recommendations of the Executive Officers.

Or

3.2.1.2. Appealing for volunteers. This may be through the County website & Social Media, email, or at County meetings.

3.2.2. One of the Members will be appointed as Lead of the Committee.

3.3. Operation of Sub-Committee

- 3.3.1. The appointed Committee Lead will be provided with contact details of all members of the Sub-Committee and will be responsible for communications.
- 3.3.2. The Sub-Committee may meet in person or online (County can provide Teams meetings) on the agreement of all members of the Sub-Committee.
- 3.3.3. When arranging meetings the Committee Lead must first seek to arrange a date and time that is convenient for all Sub-Committee members. If that is not possible within a reasonable timescale then they may arrange a meeting that is convenient for at least 75% of the members (rounded up to the next whole number).
- 3.3.4. The Sub-Committee is free to propose and decide on any action that does not incur a cost. Any member of the committee may make a proposal and it will be carried with simple majority agreement.
- 3.3.5. Proposals that would incur a cost must be raised, via the County Secretary, with the Executive Committee for approval.
- 3.3.6. The Committee Lead will take notes of each meeting and send a report to the County Secretary who will update the Executive Committee.
- 3.3.7. The progress of the Sub-Committee will be reported at each meeting of the Full Committee and any questions or suggestions relayed back to the Sub-Committee.
- 3.3.8. The Executive Committee may vote to dissolve the Sub-Committee at any point if necessary, requiring a simple majority to do so.

4. References

This policy was developed with reference to the County Constitution

5. Document History

Drafted on 5/5/2025

Approved on 19/05/2025