

THE IRISH FOUNDATION FOR ARCHERY AND MENTORSHIP

BOARD OF DIRECTORS' RESOLUTION

Resolution Number: 003/2026

Resolution Title: Establishment of the Safety Officer Role

Meeting Date: 28 July 2026

Meeting Format: Online Meeting

At a duly convened online meeting of the Board of Directors of **The Irish Foundation for Archery and Mentorship (TIFAM)**, held on **28 July 2026**, the Board considered the establishment of a Safety Officer role within the organisation.

Following discussion, the resolution was submitted to the directors for a vote through electronic means.

All directors present and entitled to vote supported the resolution. The resolution was therefore carried unanimously.

The Board of Directors resolved as follows:

1. Establishment of the Role

The Board hereby establishes the position of **TIFAM Safety Officer**.

The Safety Officer position shall operate as a non-committee role. Appointment to the position shall confer neither membership of the Board of Directors nor membership of any TIFAM committee.

2. Appointment

The Safety Officer shall be appointed by resolution of the Board of Directors.

The Board shall appoint a person who possesses suitable knowledge, experience, judgement, and personal suitability to support safe practices throughout TIFAM's activities, programmes, training sessions, and events.

3. Term of Office

The Safety Officer shall serve for a period of **two years** from the effective date of the appointment.

Following completion of the two-year term, the Board may reappoint the Safety Officer for a further term by resolution.

The Safety Officer may resign by providing written notice to the Board of Directors.

The Board may remove the Safety Officer from the position by resolution where it considers such action appropriate for the governance, safety, or proper administration of TIFAM.

4. Responsibilities

The Safety Officer shall:

1. promote safe practices throughout TIFAM's activities, training sessions, programmes, and events;
2. advise the Board of Directors on safety concerns, procedures, and recommended actions;
3. assist with the preparation, review, and implementation of TIFAM safety policies and procedures;
4. identify hazards and report safety concerns promptly to the Board;
5. support the recording and review of accidents, incidents, near misses, and safety concerns;
6. encourage compliance with TIFAM safety policies, approved procedures, insurance requirements, and applicable legal obligations;
7. provide safety guidance to directors, mentors, coaches, volunteers, members, participants, and other persons involved in TIFAM activities; and
8. provide reports or recommendations to the Board whenever requested.

5. Reporting Arrangements

The Safety Officer shall report directly to the Board of Directors.

The position shall carry advisory, monitoring, reporting, and safety-support responsibilities.

Executive, financial, contractual, disciplinary, and policy-making authority shall remain with the Board of Directors unless a defined authority is granted to the Safety Officer through a separate written resolution.

6. Immediate Safety Concerns

Where the Safety Officer identifies an immediate risk of injury or harm during a TIFAM activity, the Safety Officer may recommend that the relevant activity be paused until the concern has been reviewed by the responsible activity leader or the Board of Directors.

7. Vacancy

Where the Safety Officer position becomes vacant before the end of the two-year term, the Board may appoint another person by resolution.

The term of the replacement Safety Officer shall be stated in the relevant appointment resolution.

8. Role Description

The Board shall approve and maintain a written role description for the Safety Officer.

The role description may include further provisions relating to duties, reporting arrangements, access to relevant records, confidentiality, training, conduct, and operational procedures.

9. Effective Date

This resolution took effect on **28 July 2026**.

The resolution shall remain in force until amended or revoked by the Board of Directors.

10. Voting Record

The resolution was considered at an online meeting of the Board of Directors and voted upon through electronic means.

All directors present and entitled to vote voted in favour.

Resolution 003/2026 was carried unanimously on 28 July 2026.