

## ***Area Delegates: Job Description & Appointment Procedure***

### **Current position:**

Area Delegates are appointed to the Committee of Dressage NSW Inc (DNSW) for the following regions:

- Northern region and North Coast
- Western Districts
- South Coast & Highlands
- Southern Region (South West/South East)
- Central Coast/Hunter Region
- Metropolitan

The position and appointment of Area Delegates and an Alternate Area Delegate are nominated and confirmed by consensus of Clubs within each Region/area.

Area Delegates are appointed for a term of 12 months which is renewed after the AGM of DNSW up to the following AGM. There is currently no restriction on the period of office for an area delegate.

Each region is to notify the Hon. Secretary of DNSW by the first Committee Meeting held by DNSW of the Area Delegate and Alternate Area Delegate appointed for the following term. (See role of the Clubs on page 3).

If the Clubs can not agree on the Area Delegate to represent their regions, the nominations to the positions are to be forwarded to DNSW and the full committee of DNSW will appoint the persons to fill these positions (see page 3).

Delegates must be members of the Equestrian Australia and of Dressage NSW.

### **Area Delegate Primary Objective:**

**To represent the Clubs within the Area Delegates region and to provide a communication link between the Committee of Dressage NSW and the Clubs.**

### **Functions and Responsibilities:**

- To relay information concerning operational issues relevant to the clubs in the Delegate's area/region, which may arise during the Dressage NSW monthly meetings. These may pertain to rule changes, insurance issues, awards or special issues likely to impact upon clubs.
- Report on activities/events taking place within each region to the Committee of DNSW.
- Provide feedback to DNSW regarding issues which are impacting on clubs in the Delegates area.

- **Official Dressage Calendar:**
  - Upon request from the DNSW Secretary, obtain submissions from Clubs within their area for official event dates for the official NSW Event Calendar for the following year. **Dates are generally required in May/June for the following year's calendar.**
  - Area Delegates are to review submissions and check for any clashes of dates, within the area and against major events (eg. monthly DNSW events are held normally on the second weekend of the month (subject to availability of grounds) with CDI\*\*\*, State, National & Young Rider Championships also to be given priority).
  - Area Delegates are to liaise with other Area Delegates where clashes can sometimes occur. Area Delegates whose areas are located in border regions should also liaise with neighbouring Clubs in other States to minimise over the border clashes.
  - The Area Delegate submits the calendar of events within their respective regions to the Hon. Secretary of DNSW for approval and inclusion on the official calendar.
- Co-ordinate applications to conduct Judges Seminars/Clinics. Submissions to be sent to DNSW for forwarding on to the Judges Sub Committee for approval.
- Area Delegates (or in their absence, the Alt. Delegate) are expected to attend the monthly meetings of the DNSW (held currently on the 2<sup>nd</sup> Tuesday of the month, **7.00pm** at the offices of the Windsor Bowling Club, George St, Windsor). If unable to attend a meeting, submit apologies and a report on issues concerning club dressage in their area. These meetings may be conducted electronically, and/or attendance may be electronic.
- Area Delegates are to keep Clubs in their areas fully informed with issues discussed at the meetings and to ensure timely flow of information to the Clubs.
- From time to time, submit a report updating DNSW on the club scene in the delegate's area, covering any problems, special issues, etc.
- Area Delegates have full voting rights on the Committee of Dressage NSW but can not elect office bearers (as per the Constitution).

The section below, is an extract from the proposed changes to the Constitution of DNSW in relation to Area Delegates. **Ratified at the AGM in November 2004.**

- (b) *A member of the Committee who is a regional delegate must present a written report (containing such information as the Committee may from time to time require) to the Secretary, no later than 7 days prior to a meeting of the Committee that the delegate is unable to attend. If a delegate does not submit a satisfactory written report for, or does not attend, three consecutive meetings of the Committee, in any twelve month period, the Committee may declare the delegate's position to have been vacated and invite the region in question to nominate a replacement delegate. If the region does not do so within 60 days of such invitation, the Committee can (but need not) fill the position with its own nominee.*
- (c) *In the case of a regional delegate who resigns from that position, the region must nominate a replacement delegate. If the region does not do so within 60 days of such resignation, the Committee can (but need not) fill the position with its own nominee.*

## **Qualities and Competencies Required**

- Adequate knowledge of meeting procedure;
- Experience on a Committee of a Riding Club or equivalent experience;
- Good knowledge of EFA rules relating to dressage and administration and event organisation;
- Good oral communication skills;
- Some additional knowledge, skill or competency that will be of benefit to the Committee;
- Access to the internet as email is the method of communication between DNSW & the Delegates and Clubs;
- Ability to be objective and to consider the bigger picture.

## **Role of the Clubs & Appointment of Delegates**

- **Appointment of Area Delegates:** Clubs within a region/area are responsible for the appointment of an Area Delegate to represent them on the Committee of DNSW.
- It is highly recommended that clubs make a monetary donation towards their area delegate's travel and accommodation expenses incurred while attending meetings on an annual basis.
- Each year, after the AGM of DNSW, the Clubs are to notify the Hon. Secretary of DNSW (via their current delegate) of the Area Delegate that will represent their region for the coming year. If there is equality of votes for particular nominations within a region, then the Committee of DNSW will take a vote on the nominations at the next available Committee meeting.
- To provide constant feedback to their Area Delegate on all matters that effect their Clubs and the conduct of dressage in their areas.
- Provide Area Delegates with a copy of their Club newsletter.
- Any changes to the approved calendar of events must go through the Area Delegate who is then responsible for forwarding on to DNSW for final approval.

**It is vital that the Clubs acknowledge that for the system to work as intended that communication between Clubs and their respective Area Delegates is a TWO WAY process. The Delegates can only operate effectively if they have the information and vice a versa.**