

Dressage NSW Committee Member

1. Basic Commitment

A member of the Council nominating for election to the Council Committee accepts that election to the Committee brings with it a range of duties and responsibilities. In general terms, a Committee Member is, as a Director of Dressage NSW committed to work for and make a substantial contribution to, the Council to ensure that it achieves its constitutional and operational objectives.

2. Functions and Responsibilities

1. Is responsible, as a Director of the Council, to the membership for the conduct, decision-taking and performance of the Council in achieving its constitutional objectives.
2. Is properly prepared for the meeting, ie. has studied the minutes and considered possible action for agenda items. Notifies the Secretary of major items so that they can be included on the agenda.
3. Attends and actively participates in Committee meetings.
4. Follows the rules of the meeting and obeys instructions of the President.
5. Considers the interests of all members likely to be affected by a decision before casting a vote.
6. Is an active and contributing participant in either: a sub-committees, and/or on a special project.
7. Offers any special knowledge, skills and competencies to the Council
8. Looks out for potential sponsors and other supporters and encourages other members to assist in the running of the Council or on special projects.
9. Presents regular reports as required on activities or tasks undertaken on behalf or for DNSW
10. Attends and assists with the running of regular events held at Clarendon on; at least two occasions per year for Sydney members and at least one occasion per year for intrastate members.
11. Complies with the Code of Conduct established for DNSW

3. Qualities and Competencies Required

(It is, of course, not possible to force members of the Council to only nominate or vote for candidates for Committee membership who have the qualities and competencies listed below. The list may, however, help members to decide whether or not they wish to take on the onerous task of Committee Member.)

- Adequate knowledge of meeting procedure
- At least two years experience on the Committee of a Riding Club or has equivalent experience.
- Good knowledge of EFA rules relating to Dressage and administrative and event organisation.
- Good oral communication skills.
- Some additional knowledge, skill or competency that will be of benefit to the Council.

Executive of the Council

1. Membership:

President, Vice Presidents, Hon. Secretary, Hon. Treasurer

2. Primary Objective:

Prepares the Council's business for the next meeting of the General Committee.
Handles routine business within Council policy and within its span of authority between meetings of the General Committee.

3. Functions and Responsibilities:

1. Meets once before General Committee meetings unless there is insufficient business to justify a meeting. In these cases, urgent matters must be discussed by phone involving **all** members of the Management Committee.
2. Handles routine Council business between meetings in accordance with the policy of the Council.
3. Examines new policy issues as they arise and makes recommendations to the General Committee.
4. Refers new matters not already approved to the General Committee.
5. May commit, make or approve non-routine expenditure up to \$1000 per item but totalling not more than \$2,000, between meetings. For individual items costing \$500 or more, a majority of at least two thirds of the Management Committee is required. For amounts below \$500, a simple majority is sufficient. All expenditure decisions have to be formally reported to, and ratified by, the General Committee.
6. Reports all actions and decisions taken to the General Committee for ratification.
7. May invite any member of the Committee, the Council or the general public for advice or other assistance.

4. Appointment:

The Executive is appointed by the Committee of DNSW each year as soon as possible after the AGM

President

1. Primary Purpose of the Position

Heads and represents the Council and chairs the meetings of the General Committee and the Executive.

2. Functions and Responsibilities

1. Approves agenda prepared by the Secretary.
2. Attends and chairs the meeting:
 - Controls the meeting to achieve objectives of the agenda ensuring that the Council's mission statement and guiding principles are followed.
 - Does not take part in the discussion of agenda items except to summarise or to correct points made, or to draw attention to other aspects not as yet considered, before a decision is made. [The President should guide discussion of agenda items to a point where a vote can be taken or action determined](#)
 - Rules on points of order.
 - Does not exercise a vote except his/her casting vote and then only when a decision is required urgently. Otherwise defers to next meeting.
3. Reviews draft minutes before they are distributed.
4. Follows up action items arising out of the meeting.
5. Represents the Council to other equestrian bodies, the media and the general public.
6. Maintains contact and consults with the State Branch and the Chairman of the National Dressage Committee.
7. Participates in the policy-making and planning processes of the sport.
8. Formally reports to the General Committee on activities undertaken on behalf of the Council between meetings.
9. May take part as ex officio member on all sub-committees.
10. Takes an interest in, and checks on progress of, business of sub-committees.

3. Qualities and Competencies Required

- Good knowledge of meeting procedure
- Experience in chairing meetings at higher than club level.
- A sense of fairness and impartiality.
- Can communicate effectively
- Is well informed of all organisation activities
- Is aware of the future directions and plans of members
- Has a good working knowledge of the constitution, rules and the duties of all office holders and sub-committees
- Is a supportive leader for all organisations members.

Vice President

1. Primary Purpose of Position

Acts in the role of President when the President is not present or when nominated to this role by the President or the General Committee.

2. Functions and Responsibilities

These are the same as the President's when acting in that role. To be able to do this effectively, however, a Vice President must keep up-to-date with the business of the Council.

Refer also to role of the Executive

1. Assists the President and stands in for him/her as requests.
2. Assists Office Bearers in their specific roles.
3. Participates in the policy-making and planning processes of the sport.
4. Participants in activities undertaken on behalf of the Council between meetings.
5. Assists and takes an interest in the business of sub-committees.

3. Qualities and Competencies Required

- Good knowledge of meeting procedure
- Experience in chairing meetings at higher than club level.
- A sense of fairness and impartiality.
- Can communicate effectively
- Is well informed of all organisation activities
- Is aware of the future directions and plans of members
- Has a good working knowledge of the constitution, rules and the duties of all office holders and sub-committees
- Is a supportive leader for all organisations members.

Hon. Secretary

1. Primary Objective

Manages the Council Office within the policy of the Council, handles correspondence and prepares and meeting minutes of the General Committee and Executive following agreed procedure.

2. Functions and Responsibilities

1. Manages the office generally which includes:
 - Staff supervision
 - Staff training
 - Staff hire
 - Approves wages for Admin Secretary & Events Secretary
2. Prepares and administers operating procedures for routine office processing matters.
3. Establishes guidelines for staff to follow enabling them to deal with other matters.
4. Handles routine enquiries from members and the public but refers any matters requiring policy decisions outside normal or approved practice to the full Committee. In cases of urgency, the Management Committee (Executive) will arrive at a decision.
5. Formally reports to the General Committee on activities undertaken on behalf of the Council between meetings and keeps the Management Committee informed of issues between meetings.
6. Reports on correspondence received and correspondence out. For this purpose, supplies a listing of all correspondence to every Committee Member for the meeting. Has complete set of correspondence ready for inspection at the meeting.
7. Ensures that membership and horse registration data bases are kept up to date, backed up and maintained and reports on membership numbers and horse registrations.
8. Conducts special investigations and studies to determine comparative cost of existing or proposed membership benefits.
9. Supervises the maintenance and alteration of office areas and equipment as well as layout, arrangement, efficient use, costing and housekeeping of office facilities.
10. May, in consultation with the Hon. Treasurer, commit, make or approve routine office expenditure not exceeding \$200 per order and not exceeding \$500 per month. Any expenditure has to be reported to, and ratified by, the General Committee.

3. Qualities and Competencies Required

- Good knowledge of meeting procedure.
- At least three years experience in office and/or business management.
- Good oral & written communication skills.
- Is well organised and can delegate tasks
- Can maintain confidentiality on relevant matters
- Has a good working knowledge of the Constitution

Hon. Treasurer

1. Primary Objective

Prepares the Budget of the Council, controls expenditure and reports on all financial matters concerning the Council.

2. Functions and Responsibilities

1. Controls all expenditure transaction.
2. Prepare yearly budget forecasting receipts and expenditures and a balance for the year.
3. Drafts and administers approved bookkeeping practices in the Council.
4. Directs staff so that all financial data entries are made correctly and in time for monthly reporting.
5. Communicates with banks and other bodies connected with the financial management of the Council.
6. Ensures that the annual financial statements are prepared in time for Committee consideration before publication with the notice of the Annual General Meeting.
7. Must be given prior notice of discussion of all financial matters with an impact of more than \$500 before they are committed. In these cases, the matter must be shown separately on the agenda for the next meeting.
8. Calculates wages, superannuation and taxation payments and prepares group certificates.
9. Maintains awards and related records concerning statutory employment matters.
10. Is authorised to make routine payments for the running of the Council (wages, stationery, franking machine, telephone, federal levies, etc.).
11. Presents a written report on the balances of all accounts of the Council, all cheques written since the previous report, a comparison of actual transactions with budget and a new estimate for the year's result.

3. Qualities and Competencies Required

- At least three years experience in office and/or business management.
- Adequate knowledge of employment law and the PAYE system.
- Adequate knowledge of accounting/book-keeping procedures and the use of computerised spreadsheets and other reporting and management tools.
- Good oral & written communication skills.
- Well organised
- Able to allocate regular time periods to maintain the accounts
- Able to keep good records
- Able to work in a logical orderly manner
- Aware of information which is needed to be kept for annual audit