

TERMS OF REFERENCE

NSW Dressage Rider's Representative

Dressage NSW provides for a Riders' Representative to represent the riders of NSW on the Committee of Dressage NSW.

The Rider Representative position is a co-opted member of the Dressage NSW Committee.

In general terms, a Co-opted Committee Member is one that is appointed to fulfil a specific role or function on behalf of the Committee. They commit to work for and make a contribution to the Committee of DNSW to ensure that it achieves its constitutional and operational objectives.

The Riders Representative will be actively involved in the sport as a competitive rider, preferably with experience at regional club level as well as attending competitions at Clarendon and NSW State Championships.

Term of Office

- Co-opted committee members are appointed for a 12-month period to be renewed after the AGM each year.
- Nominations for the position of Rider's representative will take place at the NSW Rider's Forum held in conjunction with the NSW Dressage Championships each year.
- The person elected to the position will begin their term of office immediately after endorsement by the Committee of Dressage NSW at the first meeting held after the AGM of Dressage NSW.

Nominations

- The position will be advertised on the Dressage NSW web site leading up to the State championships.
- Nominations will be called for from the floor of the NSW Riders Forum.
- The Committee of Dressage NSW will endorse the position.

Specific Functions and Responsibilities

- The functions and responsibilities of the Rider Representative is the same as for any co-opted position to the Committee of DNSW, namely:
- Is responsible and answerable to the Committee for a set task or area of responsibility;
- Is properly prepared for meetings and presents regular updates and reports on activities associated with their area of responsibility, either verbally or in writing to the Committee. Notifies the Secretary of major items so that they can be included on the agenda;
- Attends and actively participates in Committee meetings;
- Follows the rules of the meeting and obeys instructions of the President;
- Considers the interests of all members likely to be affected by a decision;
- Offers any special knowledge, skills and competencies to the Committee;
- Complies with the Code of Conduct established for DNSW Committee members;
- Works within a Terms of Reference established for their function or role if applicable.
- Maintains close contact with the Executive.

The Riders Representative specific responsibilities:

- Arranging a riders' forum in conjunction with the NSW Dressage Championships each year.
- Arranging for minutes of each meeting to be taken and such minutes to be forwarded to Dressage NSW to be published on the website.
- Liaise with riders of all levels to canvass their views in relation to rider issues and reporting back to Dressage NSW.

Qualities and competencies required.

- Good communication skills, both written and oral
- A high level of knowledge and understanding of competition requirements
- Adequate knowledge of meeting procedure;

Personal Attributes

- High degree of personal and professional integrity
- Ability to maintain confidentiality.
- Capacity to engender respect from riders, officials, owners and others involved in the sport.
- An ability to work as part of a team and also to exercise initiative when required

Other

- Co-opted members must be members of Dressage NSW and Equestrian NSW.
- Reimbursement claims for out of pocket incidental expenses incurred can be claimed from the Treasurer in a timely manner (ideally bi-monthly).
- In addition, in the event that the Riders Representative cannot make a meeting, the current official Riders Representative will nominate a replacement. In the event the nominated person cannot attend, the Riders will not be represented. The nominated person should be a rider.

DNSW Constitution (18.g)

The Committee may co-opt additional members, not more than four in number, for particular functions or purposes. Co-opted Members must be members of the Association or be formally admitted to Honorary Membership of the Association for the duration of their appointment as Co-opted Committee Members. Co-option for a particular event will end automatically when the event has been completed and a report has been prepared. Co-option for an on-going function will end automatically at the next Annual General Meeting of the Association. Co-opted Members have the status of other Committee members in all respects but have no rights to vote at a Committee meeting or to become an Office bearer.