

# AUSTRALIAN DRESSAGE COMMITTEE

## Functions of the Committee

The Australian Dressage Committee (ADC) operates under the following terms including requirements of Committees laid down in Clause 2 of the Committee By-Laws of Equestrian Australia.

## Composition

The ADC consists of five elected Members plus the Riders' Representative, selected for their experience and skills relevant to the work of the committee.

To be able to hold office they must be a current EA Member of a category other than Junior, must not be employees of EA or one of its Branches and should not be the Chair of a State Discipline Committee or Branch Board and must not hold any National Team Position (e.g. National Coach, Chef, etc.) without approval of the National Board, which would consider any conflicts between these roles before it approves this position. In order to minimise conflicts of interest and to assist their focus on National Committee functions, elected members should also not be members of their respective State Dressage Committees.

Committee members may serve a maximum of three terms of two years each before they have to step down from the committee for at least one year.

The Committee will elect a Chair from among its members.

Members should hold the position of Chair not longer than two consecutive two-year terms, after which a break of at least one year's duration should follow.

## Appointment

Applications are received from the general membership. Applicants must be current members. (Junior members are not eligible as per EA Membership & Committee By-laws).

Applicants are to complete the nomination form and attach a brief resume. Applications must be sent to the EA National Office.

Copies of all applications together with the resumes and a voting form will be sent by the EA National Office to each State Dressage Committee for voting.

Each State Dressage Committee will note their preference by placing a number beside each name with '1' being the first preference, '2' being the second preference etc. The National Office will conduct the count of votes. Places on the Committee will be filled beginning with the candidates attaining the highest number of votes provided they reach at least a simple majority (4 votes out of 6 States).

Where the final place(s) on the committee cannot be filled due to a tie or due to failure to attain a simple majority, the EA National Office will forward these candidates' names back to the State Dressage Committees for a further vote.

## Meetings

The Australian Dressage Committee will meet in person in accordance with an EA Board-approved operational plan at locations and venues that minimise the travel, accommodation, venue and catering costs. Meetings must include the EA CEO or the CEO's representative.

## Quorum

Four members present at a meeting form a quorum.

## Basic Commitment

Members of Equestrian Australia nominating for election to the Australian Dressage Committee accept that election to the Committee brings with it a range of duties and responsibilities. In general terms, Committee Members are, as members of the rule making body of the sport in Australia, committed to work for and make a substantial contribution to, the Committee to ensure that it achieves its constitutional and operational objectives. Decisions taken by the Committee must be in the best interest of the sport as a whole, rather than be unduly influenced by parochial or other special interests. It is recommended that elected members are not also members of their Branch Dressage Committee.

## Nominations

- The election will take place biannually in November/December with the term to commence from the 1<sup>st</sup> January of any year
- The position/s will be advertised on the EA website and through EA State Branches inviting applications from the membership of the EA
- Applications are to be forwarded to the EA National Office
- Applications close on **Monday 10<sup>th</sup> November 2014**

- Applications will be distributed to the State Dressage Committees for voting. State Dressage Committees are to forward their selection to the National Office within the specified time.
- The National Office will advise the successful applicants.

## **Functions and Responsibilities**

### **Key Result Areas**

#### **Overall Responsibility**

- Committee members are responsible to the general membership of Equestrian Australia for the conduct, decision-taking and performance of the Committee in achieving its constitutional objectives for the sport as a whole
- They are committed to make decisions in the best interest of the sport as a whole, rather than on the basis of State representation.
- They are also committed to show loyalty to the elected Chair and support Committee decisions even when they go against the individual's own thinking ("committee solidarity")

#### **Meetings**

- They are properly prepared for the meeting, have studied the minutes and considered possible action for agenda items
- They notify the Secretary of major items for discussion and prepare a précis of the issues so that it can be included on the agenda and help other members in their preparation for the meeting
- They attend and actively participate in Committee meetings
- They follow the meeting rules and obey instructions of the Chair

#### **Decision Making**

- Before casting a vote, they consider the interests of all EA members and in particular participants of the respective sport likely to be affected by a decision

#### **Special Projects**

- They are active and contributing in all special projects

#### **Personal Competencies**

- The ability to think strategically and in the best interest of Dressage in Australia
- Thorough knowledge of the rules pertaining to Dressage including both EA and FEI rules and procedures
- Knowledge of meeting procedures
- Experience in sport administration or event organisation
- An understanding of issues which impact on the development of the sport in Australia – or the ability to quickly acquire such knowledge
- Analytical skills
- Strategic planning or project management experience
- Innovative problem solving and decision making skills
- Proven ability to maintain confidentiality
- Good interpersonal and written communication skills with the ability to adapt to various situations.
- Administrative skills including the use of e-mail, word processing and spreadsheet applications
- Some additional knowledge, skill or competency that will be of benefit to the Committee

#### **Sponsors and other Supporters**

- They look out for potential sponsors and other supporters and encourage other members to assist in the running of the Committee or on special projects.

#### **Reporting**

- They present a report to the Committee on a half-yearly basis on activities or tasks undertaken on behalf of or for the Committee.

### ***Code of Ethics and Good Conduct***

ADC members will follow ethical conduct in all areas of their responsibilities and authority and shall:

- Act honestly and in good faith at all times;
- Act in the interests of the whole of the sport in Australia and not in a particular interest group;
- Declare all interests that could result in a conflict between personal and organizational priorities;
- Be diligent, attend Committee meetings and devote sufficient time to preparation for meetings to allow for full and appropriate participation in the Committee's decision making; Ensure scrupulous avoidance of deception, unethical practice or any other behaviour that is, or might be construed as, less than honorable in the pursuit of the EA's business;
- Not disclose to any other person confidential information other than as agreed by the Board, the Committee or as required by law;
- Act in accordance with their fiduciary duties, complying with the spirit as well as the letter of the law, recognizing both the legal and moral duties of the role;

- Abide by Committee decisions once reached notwithstanding a Committee member's right to pursue a review or reversal of a Committee decision; and
- Not do anything that in any way denigrates the EA or harms its public image.

**NCDC Members shall:**

- Make every reasonable effort to ensure that it does not raise community, supplier or stakeholder expectations that cannot be fulfilled;
- Ensure that all staff employed by the EA are treated with due respect;
- Regularly review its own performance as the basis for its own development and quality assurance;
- Carry out its meetings in such a manner as to ensure fair and full participation of all Committee members; and
- Ensure that the EA's assets controlled by the Committee are protected via a suitable risk management strategy.

***Conflict of Interests***

The Australian Dressage Committee places great importance on making clear any existing or potential conflicts of interest for Committee members.

Conflicts of interest may occur:

- When Committee members, or their immediate family or business interests, stand to gain financially from any business dealings, programmes or services provided to EA
- When a Committee member offers a professional service to EA
- When a Committee member stands to gain personally or professionally from any insider knowledge if that knowledge is used for personal or professional advantage
- Any business or personal matter that could lead to a conflict of interest of a material nature involving Committee members and their role and relationship with EA, must be declared and registered in the Register of Interest.
- All such entries in the Register shall be presented to the Committee and minuted at the first Committee meeting following entry in the records.
- All conflicts of interest must be declared by the Committee member concerned at the earliest time after the conflict is identified.
- The Committee shall determine whether or not the conflict is of a material nature and shall advise the individual accordingly.
- Where a conflict of interest is identified and/or registered, and the Committee has declared that it is of material benefit to the individual or material significance to the company, the Committee members concerned shall not vote on any resolution relating to that conflict or issue.
- The Committee member shall only remain in the room during any related discussion with Committee approval.
- The Committee will determine what records and other documentation relating to the matter will be available to the Committee member.
- All such occurrences will be minuted.
- Individual Committee members, aware of a real or potential conflict of interest of another Committee member, have a responsibility to bring this to the notice of the Committee.