

AUSTRALIAN CARRIAGE DRIVING COMMITTEE

Functions of the Committee

The Australian Carriage Driving Committee operates under the following terms including requirements of Committees laid down in Clause 2 of the Committee By-Laws of Equestrian Australia.

Composition

The NCDC must be skills-based and consist of four or five members, selected for their experience and skills relevant to the work of the Committee. To be able to hold office they must be a Member of a category other than Junior or Recreational, must not be employees of EA or one of its Branches and should not be the Chair of a Branch Committee. Four members present at a meeting form a quorum.

Committee members may serve a maximum of three terms of two years each before they have to have a break of at least one year, except that on initial establishment of the Committee, members will draw for the following initial terms: Two members for a term of one year and three members for a term of two years. Each of these initial terms will count as a full term of two years for the purposes of Committee rotation.

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

For elections to the Committee, the following procedure is followed:

At least two months before the end of the term of sitting Committee members, the National Office will call for nominations from the general EA memberships to fill the forthcoming vacancies.

Any member meeting requirements stated in the nomination documentation may nominate or be nominated for election.

EA forms an Appointment Panel on the following basis:

- one member appointed by the National Board of EA
- one member for each EA Branch Driving Committee / Councils, appointed by the respective EA Branch Driving Committee / Council.

After the closing date for nomination, the Appointment Panel elects the number of nominees required to fill the vacancies. Each Panel member has one vote.

A resignation of sitting Committee members before the end of their term creates a casual vacancy.

Where the number of remaining members is not less than three, the Committee may decide not to fill this vacancy until the next scheduled expiry of terms of Committee memberships and the subsequent elections. If the casual vacancy is to be filled, the procedure outlined in steps above is followed.

Meetings

The Australian Carriage Driving 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 Carriage Driving 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.

Nominations

- The election will take place biannually in November with the term to commence from the 1st 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 **Friday 28th October 2016**
- Applications will be distributed to the Branch Carriage Driving Committees for voting. Branch Carriage Driving 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

- To make rules for and control the sport of Carriage Driving in Australia, including the approval of the calendar of Combined Driving events. Note: Carriage Driving members participating in Official competition must be Senior members of EA.
- To adopt and vary, where deemed necessary for National competition, the Rules of the FEI that concern Combined Driving.
- To assist in the establishment of Branch Carriage Driving Committees in States where they do not as yet exist, or devise other strategies for the management of the sport in these States.
- To set the terms and conditions for the appointment and promotion of officials and to approve the promotion of officials to the FEI List of Officials.
- To further develop the Carriage Driving components of the National Coaching Accreditation Scheme and assist with the development of other educational resources.
- To select and nominate, either directly or through a panel of appointed selectors, drivers for International competition.
- To develop an annual development and events plan with the support of the National CEO or a designated Branch EO. The plan, together with an annual expenditure budget, should be submitted to the National CEO for inclusion in the EA annual business plan and budget. The Committee is accountable to the EA CEO for the management of this budget, once approved.
- To develop a four-year Strategic Plan for the sport of Carriage Driving for inclusion in the EA Strategic Plan.

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.
- 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 Carriage Driving in Australia
- Thorough knowledge of the rules pertaining to Carriage Driving including both EA and FEI rules and procedures
- Knowledge of meeting procedures
- Experience in sport administration or event organisation
- Analytical skills
- 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

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

NCDC 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 National Carriage Driving 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.