



Equestrian Australia Para Dressage Committee Charter

1. Purpose

The Equestrian Australia Para Dressage Committee (EAPDC) appointed by the Equestrian Australia (EA) Board assists the Board in fulfilling its oversight responsibilities relating to the promotion and development of Para Dressage in Australia. The purpose of the EAPDC is outlined in the EA Committee Bylaws.

The EAPDC must also recognise and preserve the integrity of Para Dressage through common goals and a shared commitment to constructive and cooperative relationships.

2. Authority

The Board has authorised the EAPDC, within the scope of its duties and responsibilities set out in this charter to:

- perform the activities required to address its responsibilities and make recommendations to the Board;
- have access via EA staff to management, employee and Para Dressage information it considers relevant to its responsibilities under this charter.

3. Membership

The EAPDC appointed by the Board is a Skills Based Committee and shall comprise of five (5) elected Members plus a Riders' Representative.

The EAPDC Members shall be required to meet the criteria of a Skills Based Committee as outlined in the EA National Discipline Committee Appointment and Procedures Policy.

4. Chair

The main role of the Chair is to lead and ensure effective governance of the EA Para Dressage Committee.

The Chair of the EAPDC will be elected by a method outlined in the EA National Discipline Committee Appointment and Procedures Policy.

The EAPDC Chair must not be the Chair of a State Dressage or Para Dressage Committee or be the Riders' Representative.

Should the EAPDC Chair be absent from a meeting, the EAPDC Members present must appoint a Chair for that particular meeting, who should not be the Chair of their State Dressage or Para Dressage Committee.



The EAPDC Chair will ensure that the EA Committee Liaison Manager is immediately informed of matters that may have a significant impact on Para Dressage or the reputation of EA.

The Chair must fulfil the duties as outlined in the EA National Discipline Committee Appointment and Procedures Policy.

The Chair must maintain a timely correspondence with the EA National Office on Para Dressage matters.

5. Meetings

The EAPDC will meet in a manner agreed to by the members of the EAPDC.

The EAPDC Chair, any EAPDC Member or the EA Committee Liaison Manager may call a meeting of the EAPDC.

EAPDC members must do all things reasonably necessary to attend and participate in all meetings and acknowledge that commitment is fundamental to the effective operation of the EAPDC.

Any person may be invited by the EAPDC to attend meetings, but not necessarily for the full duration.

Meetings will adhere to the EA National Discipline Committee Appointment and Procedures Policy.

6. Quorum and Voting

A quorum must consist of four (4) members of the EAPDC.

7. Decision Making

All decisions of the EAPDC are to be made by a simple majority of votes cast by the Members present at the meeting.

All Members are entitled to one (1) vote each.

In the case of an equality of votes, the EAPDC Chair will have the casting vote.

8. Minutes

The EA Committee Liaison Manager or delegate must prepare the minutes of the EAPDC within seven (7) working days after the meeting. The minutes are to be promptly approved by the EAPDC Chair and then circulated to all EAPDC members and EA CEO. A meeting summary update will be prepared and



placed on the EA website once the minutes have been reviewed by all committee members.

9. Confidentiality

All EAPDC members will be privy to sensitive and confidential information. At no stage should this information be publicly referred to, disclosed or discussed to any third party outside of the EAPDC. If the matter is escalated to the EA Board members of the EAPDC may discuss the issue at the Board's request only.

Should an EAPDC member pass on any confidential information to any external third party that member may be required to stand down from the EAPDC.

10. Review

EA will review this Charter at least annually and recommend to the Board its approval including any appropriate amendments.

11. Sub-Committees & Working Parties

The EAPDC has the authority to create Sub-Committees and/or Working Parties as required. Any funding required for the operation of these groups will come from the overall EAPDC budget. Additional funding will not be provided.

12. General Responsibilities

The EADC will be responsible for, but not limited to, the following:

- Developing whole-of-sport strategies to support Para Dressage in Australia
- Maintaining the National Para Dressage Rules and staying abreast of FEI rule changes
- Maintaining the National Calendar, including FEI Events
- Communicating with State Dressage or, where they exist, Para Dressage Committees
- Informing EA of any contact changes
- Addressing any issues and considering thoughtfully agenda items put forward
- Managing the EAPDC budget appropriately to ensure no overspend
- Promoting Para Dressage positively at all times
- Liaising with the FEI (via EA staff) where necessary
- Developing and managing any sub-committees as necessary