



Equestrian Australia

Members of the EA National NCAS Committee

Position Description

Functions and Responsibilities

Key Result Areas

Overall Responsibility

- Committee members are responsible to the EA National Board for the conduct, decision-taking and performance of the NCAS Committee in achieving its objectives for the sport as a whole.
- The Committee will contribute to the EA's four-year strategic plan in its area of responsibility and will develop annual operational plans on that basis.
- They are committed to make decisions in the best interest of the sport as a whole, rather than on the basis of individual or Branch representation

Meetings

- They are properly prepared for the meeting, have studied the minutes and considered possible action for agenda items
- They notify the EA NCAS representative of items for discussion and prepare a overview 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 EA disciplines likely to be affected by a decision

Special Projects

- They are active and contributing in all special projects

Personal Competencies

- Experience in sport administration or event organisation
- An understanding of issues which impact on the development of the NCAS / Coaching scheme 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

The Chair is responsible for preparing reports for the EA Board twice a year and for the EA Annual report.

Code of Ethics and Good Conduct – National Committees

National Committees follow ethical conduct in all areas of their responsibilities and authority.

National Committee Members shall:

1. Act honestly and in good faith at all times.
2. Act in the interests of the whole of the sport in Australia and not a particular interest group.
3. Declare all interests that could result in a conflict between personal and organisational priorities.
4. 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.
5. Ensure scrupulous avoidance of deception, unethical practice or any other behaviour that is, or might be construed as, less than honourable in the pursuit of the EA's business.
6. Not disclose to any other person confidential information other than as agreed by the Board, the Committee or as required under law.
7. Act in accordance with their fiduciary duties, complying with the spirit as well as the letter of the law, recognising both the legal and moral duties of the role.
8. Abide by Committee decisions once reached notwithstanding a Committee member's right to pursue a review or reversal of a Committee decision.
9. Not do anything that in any way denigrates the EA or harms its public image.

The Committee shall:

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

Conflict of Interests

National Committees place 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.*

1. 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.
2. All such entries in the Register shall be presented to the Committee and minuted at the first Committee meeting following entry in the records.
3. All conflicts of interest must be declared by the Committee member concerned at the earliest time after the conflict is identified.
4. The Committee shall determine whether or not the conflict is of a material nature and shall advise the individual accordingly.
5. 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.
6. The Committee member shall only remain in the room during any related discussion with Committee approval.
7. The Committee will determine what records and other documentation relating to the matter will be available to the Committee member.
8. All such occurrences will be minuted.
9. 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.

EA National Coaching Accreditation Scheme (NCAS) Committee

Functions of the Committee

1. The EA NCAS Committee operates under the following terms including requirements of Committees laid down in Clause B of the EA Membership and Committee By-Laws.

The NCAS Committee is primarily responsible for contributing to the development of policy and the monitoring of policy implementation for NCAS-related matters and areas. These include:

- Development of coaches from junior to international level in all disciplines
- Development / review of Australian Sports Commission NCAS courses
- Education, assessment and accreditation of coaches of all disciplines
- Development of Community Education programs
- Recognition of Current Competency (RCC) applications
- Assistance in the development and implementation of the EA NCAS operational plan
- Assistance in the conduct of National and International forums / seminars for Coaches, Coach Educators, Skill Specific Trainers and Assessors and Community Education programs

Composition

2. The NCAS is skills-based and consists of five elected members selected for their experience and skills relevant to the work of the Committee.
3. To be able to hold office they must be an EA Member of a category other than Junior or Recreational and must not be employees of EA or one of its Branches. A NCAS Committee member cannot also continue to be:
 - The Chair of a Branch NCAS Committee or
 - Be a member of one of the EA National Sport Committees

4. Three members present at a meeting form a quorum.
5. Members will elect a Chair from among the Committee's members for a term of two years. The Chair cannot be elected to the position for more than three consecutive two-year terms, after which a break of at least one year's duration must occur.
6. 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, except for the Chair, will draw for the following initial terms: Two members for a term of one year and two 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. Terms of office will be counted from the initial appointment to the skills-based non-representational committee.
7. Committee members should have the following background:
 - a) Thorough knowledge of NCAS Accreditation scheme
 - b) Understanding of the coaching requirements for the EA sports disciplines (Dressage, Eventing, Jumping, Carriage Driving, Reining, Show Horse and Vaulting)
 - c) Administrative skills including the use of e-mail and word processing and spreadsheet applications Analytical skills
 - d) The ability to think strategically and in the best interest of the NCAS Nationally

Elections

8. For elections to the Committee, the following procedure is followed:
 - a) 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 membership to fill the forthcoming vacancies.
 - b) Any member meeting requirements listed above may nominate or be nominated for election.
 - c) EA will form an Appointment Panel on the following basis:
 - d) One member appointed by the National Board of EA
 - e) One member for and appointed by each EA Branch NCAS Committee / Council.
 - f) After the closing date for nomination, the Appointment Panel elects the number of nominees required to fill the vacancies.
 - g) A resignation of sitting Committee members before the end of their term creates a casual vacancy.
 - h) Where the number of remaining members is not less than three, the Committee may decide not to fill this vacancy until the next scheduled elections. If the casual vacancy is to be filled, the procedure outlined in steps a) to c) above is followed.

Meetings

9. The NCAS will meet twice a year in person in accordance with an EA Board-approved operational plan and budget at locations and venues that minimise the travel, accommodation, venue and catering cost to EA.
10. Meetings must include either, the EA National Education Manager, EA CEO or the CEO's representative.