

NATIONAL JUMPING COMMITTEE

Functions of the Committee

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

Composition

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

Experience and Skills relevant to the work of the committee can comprise of:

- Organising Committees
- Officials
- Coaches
- Vets

To be able to hold office they must be a current EA Member of a category other than Junior. Applicants must not be an employee of EA or one of its Branches and should not be the Chair or a member of a State Discipline Committee or Branch Board. Applicants must also not hold any National Team Positions (e.g. National Coach, Chef, etc.).

If an applicant holds any of these positions the National Board would consider any conflicts between these roles before it approves this position.

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 no longer than two consecutive two-year terms, after which a break of at least one year's duration should follow.

Appointment

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

- At least two months before the implementation of the Committee, the National Office will call for nominations from the general EA Membership to fill the committee as outlined in Clause 5.2 of the EA Committee Bylaws
- Any member meeting the requirements stated in the nomination documentation may nominate, or be nominated for appointment to the committee
- EA will form an Appointment Panel on the following basis:
 - o One Member Appointed by the EA Board
 - o One Member For and Appointed by each EA State Committee
 - o The Current Chair of the National State Based Jumping Committee (where appropriate) may sit on the panel in an advisory role only but is not entitled to a vote
 - o After the closing date for nominations, the Appointment Panel selects the nominees required for the committee. Each Panel Member has one (1) vote

Meetings

The National Jumping 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. The EA CEO should be advised of the meeting schedule well in advance and be provided the opportunity to attend or send a representative.

Quorum

Four members present at a meeting form a quorum.

Basic Commitment

Members of Equestrian Australia nominating for election to the National Jumping 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 State Jumping Committee

Nominations

- The nominations will open in December 2016 with the term to commence from the 1st March 2017
- The positions 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 **Tuesday 3rd January 2017**
- The National Office will advise the successful applicants.
- Once successful applicants have been advised, each committee member will be required to read and sign a Committee Confidentiality Undertaking.

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 Jumping in Australia
- Thorough knowledge of the rules pertaining to Jumping 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

NJC 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.

NJC 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 Jumping 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.