



DRESSAGE DEVELOPMENT COMMITTEE ADMINISTRATOR POSITION DESCRIPTION

TITLE OF POSITION	Administrator for the Development Committee (DC) This is a Volunteer Po
TERM OF POSITION	From 1 August 2023 until 1 August 2024 with review in June 2024 and consideration of extension for a further year
REPORTS TO	Development Committee Chair
KEY SUPPORT	<ul style="list-style-type: none"> ➤ Dressage Development Committee ➤ Dressage NZ Sport Manager
KEY RELATIONSHIPS	<ul style="list-style-type: none"> ➤ Development Committee ➤ Dressage NZ Sport Manager
EXPENSES	<ul style="list-style-type: none"> ➤ As approved by Development Committee Chair ➤ Pre-agreed out-of-pocket expenses incurred in fulfilling the role will be covered. See Appendix B.

PURPOSE
<p>Dressage NZ is committed to establish and provide a National Development Program and is seeking the appointment of an Administrator to assist the Development Committee (DC) in a proactive manner by recording and communicating the decision-making process of the DC.</p> <p>Key responsibilities</p> <ol style="list-style-type: none"> 1. Provide administrative support for the Development Committee under the direction of the DC Chair. 2. Communicate with the stakeholders of DNZ as directed by the DC Chair.

Role Requirements

The DC Administrator shall:

- Prepare budgets and meeting agendas in conjunction with the DC Chair.
- Act as secretary and take minutes for DC meetings unless otherwise instructed.
- Assist and take responsibility for communication on closed FB group, publicity and promotion releases, as approved by the DC Chair.
- Attend DC Zoom or in personal meetings when required.
- Support DC committee with administration and reporting requirements when required.
- Assist the DC and project Convenors re the organisation of DC educational and training projects eg Rider Camps
- Assist with Dressage NZ Board reporting.

Relationships responsibility

- Proactively raise/direct any issues and or risks to delivery of DC programmes to the DC Chair.
- Disclose and record any potential or actual Conflict of Interest relevant to the role.

Approximate time commitment

- It is envisaged up to 8 hours per week, which will vary depending on activities being undertaken.
- Some travel may be required to support activities.

General and Key Attributes

DNZ is seeking a committed and enthusiastic person with a real interest in the Development of Dressage, and with a willingness to learn and grow as this position develops.

- Positive communicator with administrative planning, organising and delivery skills.
- Proven good judgement, discretion and ability to maintain confidentiality.
- Proven ability to work well within a team.
- Proven ability in developing new systems, processes, and planning.
- Proven proficiency and ability to use Microsoft Office 365 Applications effectively and efficiently.
- Ability to communicate with the Development Committee on a regular basis, via email.
- A commitment to supporting and assisting Dressage New Zealand realise its goals.
- Commitment to always conduct themselves in a manner which will always reflect positively on ESNZ and DNZ.

KEY CONTACTS

If any further information is required, please contact Andrea Raves tetch@xtra.co.nz 021474609 or the Dressage NZ Sport Manager dressage@nzequestrian.org.nz 027 240 2702

SCHEDULE A:**PRIMARY OBJECTIVES:**

The responsibilities, objectives and tasks are outlined in Pages 1-4 of this document

SCHEDULE B:**EXPENSES**

Approved expenses will be reimbursed on 20th each month unless otherwise agreed prior.

Expense claims should be made on the Dressage NZ expense claim form and forward by 10th of each month to the DC Chair for approval.

Travel must be approved by the DC Chair.

Any flights must be approved by the DC Chair and booked via the Sport Manager.

Mileage will be paid at the rate of 70c per kilometre.

Other incidental expenses such as office consumables should be accompanied by a receipt.

SCHEDULE C

Code of Conduct and Confidentiality

Core Values of ESNZ

- Welfare of the Horse
- Integrity
- Excellence
- Unity
- Fairplay
- Respect

No information regarding any matters connected with this role including any athlete information may be divulged to any persons that are not connected with the implementation of the programme

This role requires that all ESNZ policies be adhered to whilst undertaking the role, including but not limited to:

- Code of Conduct
- Social Media Policy
- Drug & Alcohol Policy

All ESNZ policies can be found here

<https://www.nzequestrian.org.nz/esnz/rules-regulations/esnz-rules/>

SCHEDULE C

Acceptance of Role

Name:

Date:

I have read and understood the conditions of the Administrator for the Development Committee document and agree to the terms and conditions

Signed: