

DRESSAGE NEW ZEALAND – BOARD POSITION



NAME OF POSITION:

CHAIR (CHAIRPERSON)

OVERALL OBJECTIVE

The Chair is elected by the Dressage NZ Committee

The overall objective of the position of “Chair” is to assume responsibility for chairing the Board of Dressage NZ the provision of leadership and advice to the Board and Committee of DNZ .

DUTIES AND RESPONSIBILITIES

- To ensure that Dressage NZ pursues its purpose; protects its assets; conforms to the law; regulations and its governing documents
- To provide leadership in ensuring that the Board of DNZ fulfils its responsibilities for the governance of the sport
- To lead the process of the Board’s appointment, management and appraisal of the Sport Manager
- To lead and support the Sport Manager ensuring that the sport is run in accordance with its governing documents, appropriate legislation and the decisions of the Board
- To lead the Board and Sport Manager in the development of the strategic plans for the sport
- To liaise with the Sport Manager on the planning and timing of regular Board meetings, to lead discussions and to ensure that the business is covered efficiently and effectively in these meetings, while seeking consensus, resolving any conflict and balancing the need for full debate on key issues
- To institute and implement procedures for board induction, development and training, with the support of the Sport Manager and the Appointment Panel
- To ensure a good working relationship between the Board, the Sport Manager & the Committees
- To be a member of all sub-committees ex –officio (Rules & Judges)
- To be a member of the Performance Committee
- To represent Dressage NZ on the Board of ESNZ and undertake any roles delegated by that board on their behalf & MUST be on at least one ESNZ sub-committee
- Have available sufficient time for preparation work and reading of ESNZ & Dressage NZ agendas and any support papers for meetings to be able to have considered input
- Must understand the roles of the other board positions

- Must have an understanding of the sport and be available to answer general email and phone enquiries from members, committee & board that may be directed to the chair, and deal with or delegate complaints, reports as required
- Must understand the roles of the other board positions

Personal Specification

The Chairman should be an experienced leader who has a genuine commitment to, and sympathy with Dressage NZ's objects, maintaining its ethos and providing vision, and ideally have the following skills and attributes:

Demonstrable leadership, management and organisational skills, including fairness and impartiality and openness to new ideas and information

The ability to think and operate strategically

The ability to work closely with Board, DNZ & ESNZ staff members and volunteers, building positive working relationships in a constructive and consultative environment, looking for and acknowledging the contribution of others and making them feel like valued members of the team at the same time as confronting and resolving inadequate performance in a respectful way

The ability to influence stakeholders positively in order to achieve results that are in the best interests of the sport

The commitment, and ability, to devote sufficient time to the role

Estimated time Required

6 X 1 Day Dressage Board meetings

4 X 0.75 Day Dressage Performance Meetings

1 x 1 Day Conference

3 x 1 Day Committee Meetings

6 X 1 Attendance at Dressage NZ Events & other Functions, projects , eg FEI Forum, NCH, WDC

6 x 1 Day ESNZ Board Meetings plus any other ESNZ Board requirements

Expenses

Board Authorised Travel, Accommodation and meal expenses may be claimed or paid direct by Dressage NZ

Car Travel when using own vehicle - 70c per km to maximum equivalent value economy air fare