

# ***TERMS OF REFERENCE***

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## **Name of Committee | Role**

### **Dressage New Zealand NEC Representatives (2)**

#### **Purpose:**

**To provide an active means of communication between the Dressage NZ Board & the ESNZ NEC Committees in each island**

**Appointment:** The Dressage New Zealand NEC Representatives (2) will be appointed by the Board **annually**

**Members:** N/A

#### **Key Relationships**

The Dressage NZ Board

The Dressage NZ Sport Manager

The respective NEC Committee

**Scope & Authority:** The Dressage NZ NEC Representative

- Is a Dressage NZ appointed member of the ESNZ NEC committee
- Is responsible to and reports directly to the Dressage NZ Board
- Is authorized to investigate any activity within its terms of reference
- The NEC representatives do not have authority to enter into any formal contract directly related to Dressage NZ without the express approval of the Dressage NZ Board but may vote as an NEC committee member regarding NEC contracts.

#### **Duties & Responsibilities**

- Attend all NEC meetings representing Dressage NZ
- Advise the NEC on dressage specific matters
- Liaise between Dressage NZ and the NEC on dressage specific matters
- Provide written reports to Dressage NZ following each NEC meeting
- Forward NEC Minutes and Financial reports to Dressage NZ following each meeting

#### **Related Policies | Procedures**

- Code of Conduct Documents (ESNZ General, DNZ Committee, ESNZ Coach Code of Ethics)
- Social Media Policy
- Expense Claims Declaration of Conflict of Interest
- Health & Safety Policy
- Risk Management & Crisis Plans