

TERMS OF REFERENCE



Name of Committee | Role

Dressage New Zealand Island Riders Representatives (2)

Purpose:

To specifically represent riders at Dressage NZ Committee meetings and conference and act as rider advocate at all times during their term of office

Committee Chair: N/A

Members: N/A

Key Relationships

The Dressage NZ Board

The Dressage NZ Sport Manager

Dressage riders

Dressage officials

Scope & Authority:

- Are elected by annual riders meetings as members of the Dressage NZ Committee
- Are responsible to the Dressage NZ Board
- Are authorized to investigate any activity within their terms of reference
- Shall have access to advisors at their own discretion, but subject to funding approval from the Board if this access is subject to any financial commitment
- The Riders Reps do not have authority to enter into any formal contract without the express approval of the Dressage NZ Board

Duties & Responsibilities

- Act as advocate for riders at all times
- Be available to riders whenever practicable
- Attend Dressage NZ Committee meetings and Annual Conference
- Undertake specific tasks related to the role as requested by the Board or Committee
- Bring to the attention of Dressage NZ ideas or proposals that may benefit the sport
- Bring to the attention of Dressage NZ matters or rider issues that may be negatively impacting the sport
- Organise annual rider meetings in conjunction with respective Island Championships
- Organise election of Rider Reps at respective Island Championships by calling for nominations at least four weeks in advance of the riders meeting via the Sport Manager / ESNZ web site
- Organise agenda preparation, minute taking and distribution of minutes from riders meetings
- Prepare Annual Rider Rep report for conference

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