

## **JOB DESCRIPTIONS**

### **COMMITTEE**

#### **1. PRESIDENT**

The President's role is to ensure that the Association is run efficiently administratively, financially and socially.

##### **Responsibilities and duties**

- 1.1. Will manage NZCDS committee meetings both regular, special and AGM's.
- 1.2. Will set overall annual committee agenda.
- 1.3. Will prioritise committee goals.
- 1.4. Will oversee the setting of the date's for NZCDS Championship's 18 months in advance.
- 1.5. Will present an annual report at AGM detailing previous year's activities, outstanding achievements and future endeavours.
- 1.6. Will sign the minutes as a true and correct record and return to the Secretary and Treasurer.
- 1.7. In the event of a tied vote has an additional casting vote.
- 1.8. Will have a good working knowledge of effective meeting procedure, the constitution, Association rules and duties of officeholders.
- 1.9. Will contribute regularly to Association's magazine.
- 1.10. Will preside at official club functions e.g. be available to welcome, congratulate and present at functions.
- 1.11. Act as liaison / publicity spokesperson with umbrella groups, i.e. FEI, NZ Equestrian Federation and any other local and overseas contacts.
- 1.12. No member may hold the office of President for more than three consecutive years. If any person holds the office of President for three years he or she is deemed to have resigned on the expiry of three years, and is ineligible for re-election to that office for one calendar year after the date of resignation.

#### **2. VICE PRESIDENT**

The 2 Vice Presidents (1 x North Island, 1 x South Island) are there to support the President with his/her responsibilities and thus ensure that they are carried out at a national level

##### **Responsibilities and duties.**

- 2.1. Chair appropriate Island meetings
- 2.2. Liaise with President and Secretary
- 2.3. Pass on all relevant information to Councillors and Delegates
- 2.4. Attend Club meetings by invitation
- 2.5. Act as mediator where appropriate, and report back to Executive.
- 2.6. Will assume the duties as above of the President if he/she is unable to continue in the role due to ill health, or resignation.
- 2.7. Will assume the duties of President if incumbent are unable to attend the meeting/function.
- 2.8. Will attend meetings as a committee member.
- 2.9. Co-ordinate with the Island Councillor in compiling a Events calendar prior to the AGM.

#### **3. IMMEDIATE PAST PRESIDENT**

- 3.1. The Immediate Past President holds this position as a committee member and as an advisor, where required, to the incoming President.

#### **4. COUNCILLOR**

The 2 Councillors (1 x North Island, 1 x South Island) are there to represent their respective islands and thus ensure that they are carried out at a national level

- 4.1. Corordinate with the Island Vice president in compiling a Events calendar prior to the AGM.

#### **5. TREASURER**

- 5.1. The Treasurer's role is to be carried out in accordance with NZCDS Rules

Responsibilities and duties.

- 5.2. Will maintain a record of all Members of NZCDS and forward updates to Secretary and Editor on receipt.
- 5.3. Will receive, receipt and bank all monies due to the Association and deposit to the Bank appointed by the Committee.
- 5.4. Will pay all monies owed by the Association by Cheque signed by two Members.
- 5.5. Will keep a record of all monies spent and received.
- 5.6. Will reimburse monies as and when situation occurs that this becomes necessary.
- 5.7. Will reimburse Members for appropriate expenditure spent on behalf of the Association.
- 5.8. Will report to the committee on a biannual basis with sufficient detail of the Association's financial position.
- 5.9. Will distribute the biannual treasurer's report via E-mail to all committee members prior to the meeting.
- 5.10. Will present an annual financial report for the AGM. This report will be distributed via e mail to all members prior to the AGM
- 5.11. Will report to the Incorporated Societies' our annual financial report and will inform them of any change of officers within the Association.

**6. SECRETARY**

Responsibilities and duties.

- 6.1. Will prepare an agenda for the committee meetings in consultation with the President.
- 6.2. Will take accurate notes of the meetings that include date, time, venue, committee members and other guests present. An accurate notation of all motions and their mover will need to be kept and the result of the vote on the motions. An accurate but brief record of reports presented (if given verbally), events and discussions will need to be kept.
- 6.3. Will inform all committee members via email of the date, time and venue and agenda of the next meeting.
- 6.4. Will distribute the previous meeting minutes report via email to all committee members prior to the meeting.
- 6.5. Will assist the President during the meeting by writing the motions stated and restating the motion if necessary.
- 6.6. Receive, read and date all inward correspondence directed to the Association and write letters from our Association on behalf of our Association as requested to do so.
- 6.7. Will collect and file written reports from officeholders.
- 6.8. Call for and receive nominations for committees and other positions for the AGM. Nominations must be advertised at least 40 days before the AGM currently at the beginning of June thus needing the advertisement to be published in the March / April Swingletree.
- 6.9. Check nominations to ensure that they comply with Art. 14 and 15c of the Society's Rules.
- 6.10. Call for nominations for the Humphrey Topham Award at least 60 days before the AGM. Currently advertisement in the March / April Swingletree.
- 6.11. Advertise AGM 28 days before meeting, currently done in the March / April Swingletree and ensure the Agenda for the AGM is posted to all members 14 days before the meeting.
- 6.12. Maintain register of committee members, their phone numbers and E-mail details, committee responsibilities past and current and a list of life member's details as above.
- 6.13. Maintain file of legal documents such as NZCDS Constitution, Rules, committee job descriptions, Incorporated Society information and documentation.
- 6.14. As is required by the Privacy Act, the Secretary will fulfil the position as Privacy Officer of our Association.
- 6.15. To provide secretarial services to the Executive, Council and Rules committee which includes minutes and correspondence.

- 6.16. Carry out functions as requested by Executive and / or Council.
- 6.17. To oversee the running of the Society by keeping the President and / or Executive up to date with any matters that may need attention prior to Council meetings.
- 6.18. To liaise with the Australian Driving Society and other Societies from time to time regarding events, etc., and other breed societies prior to AGM each year.
- 6.19. To book travel for overseas instructors and make internal bookings should it be necessary.
- 6.20. To organise the printing of ribbons for all NZCDS championship events

**7. North / South Island Councilor**

- 7.1. Co-ordinate all annual competitions within the Association.
  - 6.1.1 Combined Drive points prize
- 7.2. Be the representative of all Members who do not have an Area or Club Delegate
- 7.3. Communication between members, council and executive.
- 7.4. Attend to any queries or complaints raised by members concerning the Societies affairs
- 7.5. Attend all executive and council meetings
- 7.6. Assist with the organisation of the appropriate Island mid winter seminar and Island meetings, liaising with the organising Club.

**8. Area Delegates**

- 8.1. Represent the Club Members within the areas they are elected for.
- 8.2. To vote on behalf of Club members at appropriate times.
- 8.3. To keep NZCDS ideals and values to the forefront with Club members
- 8.4. Inform Members of all Council decisions.
- 8.5. Provide a means for Club members to express their opinions on decisions and raise points of query or disagreement
- 8.6. Encourage the achievement certificate as something the NZCDS has to offer all members

## **APPOINTMENTS**

### **9. WEBMASTER**

- 9.1. The Webmaster manages and updates the NZCDS website in consultation with the Web committee and provides an annual report to the AGM

### **10. SWINGLETREE EDITOR**

- 10.1. The Council of the New Zealand Carriage Driving Society of New Zealand has established the position of Editor of the Swingletree, who is required to publish a two-monthly magazine/newsletter for members of the Society.
- 10.2. The Swingletree will contain information and news covering, but not limited to, the following items:
- 10.3. Lists of Officers of the Association, and of Delegates from driving associations throughout New Zealand.
- 10.4. Reports from President, Secretary and Editor. Also reports from Area Delegates (who may need reminding) and updated Calendar of Events, ideally from both Islands
- 10.5. Letters to the Editor.
- 10.6. Members News including President's blurb.
- 10.7. Information.
- 10.8. Carriage driving in New Zealand (and as appropriate) overseas
- 10.9. Photographs and Information about equines/donkeys used for carriage driving
- 10.10. Advertising related to driving in New Zealand equines and carriages, for sale, or sought for purchase
- 10.11. Forward information about upcoming driving competitions and other driving events
- 10.12. Results of competitions
- 10.13. Posting of Newsletter to all Financial Member's.
- 10.14. To compile, from information supplied by the Secretary and Treasurer, the booklet for the Annual General Meeting, and to dispatch the same to all financial members.

#### **Publication Notes**

- Produce the Swingletree at prescribed intervals – currently every two months, beginning in February to avoid having an issue at Christmas
- Have assiduous and pedantic proof reader to prevent as far as possible typos, spelling and grammar mistakes (including apostrophes!) This matters.
- Remember Hawke's Bay, Western Bay. Even the delegates get them wrong.
- Be proactive. Approach likely people and ask for contributions. Modest and reticent people will sometimes respond to a direct request. Chase up people you see taking photographs.
- Acknowledge contributions as they come in.
- In the case of controversial submissions (such as sideswipes at individuals etc.)
- Contact writer and discuss concerns. If there is no satisfactory conclusion, clear your concerns with the President and the Secretary before publishing or censoring.
- Distribution: Pre-stamped envelopes and printed labels save a lot of time. If there is an event early in publication month, handing them out unpackaged to those attending saves a lot of money.
- Print five extra copies. There are often requests for them.
- As Editor you will sometimes score extra jobs such as updating the NZCDS hand-out pamphlet and getting it printed and distributed. This is an extra privilege and part of the job.

### **11. TROPHY OFFICER (S)**

- 11.1. The Trophy Officers are responsible for maintaining a list of trophies and trophy holders and collecting the trophies together at the start of each calendar year so that they can be presented at the National Show

## **SUB COMMITTEES**

### **12. NORTH & SOUTH ISLAND CD COMMITTEE**

- 12.1. Each Island will appoint a Combined Drive Committee to oversee their Island Combined Driving Trials and DODs.
- 12.2. Will consist of three members who will
- 12.3. Check all schedules and applications to run CD's

### **13. NORTH & SOUTH ISLAND DRESSAGE COMMITTEE.**

The Dressage Committee of the N.Z.C.D.S. will consist of the collegiate membership of the North and South Island Dressage sub-committees. These Island sub-committees will consist of no more than five members each and be appointed by the first post AGM meetings of Island members in each Island. The Dressage Committee will meet on the Friday immediately prior to the AGM, appoint their convener/chairman and deal with such matters relevant to Driven Dressage in New Zealand and make recommendations where necessary to Council.

- 13.1. Will consist of five members who will
- 13.2. Select the appropriate dressage tests for each Classes' for the forthcoming CD season
- 13.3. Select the appropriate dressage tests for the POD's
- 13.4. In consultation with the Organising Committee select the dressage tests for the Dressage Champ's
- 13.5. Review other dressage tests for inclusion within NZCDS Rules.

### **14. DRESSAGE GRADING OFFICER**

- 14.1. Each Island will appoint a Dressage Grading Officer.
- 14.2. Only N.Z.C.D.S. members can register their horses for graded dressage.
- 14.3. The Dressage Grading Officer on application by a driver will issue dressage grading cards for an individual horse or pony.
- 14.4. Grading cards must be returned to the Dressage Grading Officer at the end of each season to be checked and signed off for the coming season.

### **13 TRAINING CO-ORDINATOR**

### **14. SHOW SUB COMMITTEE**

The Show Sub Committee is made up of NZCDS members willing to run an annual National Show (held in alternate years in the North and South Islands respectively).

The Show Sub Committee is responsible for:

- 14.1. Preparing a budget for the forthcoming show.
- 14.2. Looking for Sponsorship where possible from a range of Trusts, Businesses and Individuals
- 14.3. Ensuring accounts for the show, including all receipts and invoices, are kept and provided to the Treasurer.
- 14.4. Forwarding show results to the Editor and Trophy Officers.
- 14.5. Preparing a show report for the AGM.

## ***EVENTS***

**15. CHIEF SCORER**

A Chief scorer is to be appointed to hold a master copy of the scoring programme  
Master copy is to be upgraded as required to keep penalties up to date.  
Copies to be provided to scorers as requested.

**16. SCORER**

**17. CONVENOR**

**18. COURSE DESIGNER**

**19. CONE COURSE DESIGNER**

**20. TECHNICAL DELEGATE**

As per FEI Guidelines

**21. CHIEF JUDGE**

As per FEI Guidelines

**22. GROUND JURY**

As per FEI Guidelines