



Nomination for Election to Dressage Queensland Officials Sub-Committee

(Full Name)

(Address)

(Address)

(Telephone)

(E-mail Address)

(EA Member No.)

wish to nominate for election to the Dressage Queensland Officials Sub Committee

Signed _____

Date _____

Declaration

I have read the Position Description for the Dressage Queensland Officials Sub-Committee and understand the commitment in time and contribution I will be expected to make. I also confirm that I meet the other requirements to be an Officials Sub-Committee Member, especially in terms of skills and the need to work for the good of the whole of the sport.

Signed _____

Date: _____

Please send this form and completed resume to Chair Dressage Queensland, manager@equestrianqld.com.au by close of business **Friday 30th November 2018** with the aim to have the new Committee in place from 1/1/19

Résumé Template (for hand-writing or typing)

for use by **Nominees** for **Election to the DQ Officials Sub-Committee**

Nominees for election to the DQ Officials Sub-Committee must use this template to give information on their background and their commitment to serve on the Committee.

Full Name			
Address	Street No. & Name		
	Suburb/City		Postcode
Tel No		Fax No	
Mobile		E-mail	

"Sport Governance" Skills and Experience	(Membership of committees, sub-committees, etc.)
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Sport Knowledge and Involvement	(Achievements and standard as participant: rider, official, event manager/operative, volunteer at events or in projects, etc.)
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Related Skills and Experience	
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Other Relevant Information	
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Have you been a member of the DQOSC in the past? If so, please provide details of periods/terms	
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Why do you want to be a member of the DQOSC and what can you bring to the committee?	
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Are you available to contribute time to the committee by email in a timely manner on issues which arise between meetings? (E.g. Review of documentation for the Committee and the work that flows from it; participation in projects; attending meetings, follow-up action from meetings etc.)	(Average hours per week)
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Date	Signature
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DRESSAGE QUEENSLAND

OFFICIALS SUB-COMMITTEE (OSC)

Statement of Functions and Responsibilities

Functions of the Committee

The Dressage Queensland Officials Sub-Committee (DQOSC) reports to Dressage Queensland (DQ). This Sub Committee is responsible for:

- Education, assessment and accreditation examinations of judges in Queensland
- Dealing with issues related to technical judging and judges conduct at events
- Developing an annual calendar of seminars and workshops in Queensland
- Conducting educational programmes for all Queensland judges and prospective judges on an annual basis
- Conducting a Dressage Forum annually
- Providing support programmes and assistance to judges in Queensland
- Ensuring that the compulsory upgrading units are available for judges to attend
- Conducting upgrading exams annually
- Developing programmes for encouraging new judges to become part of the Judges Education System
- Submitting an annual budget at the beginning of each calendar year to DQ for judge education
- Conducting educational programs for stewards at National & FEI level for reaccreditation & upgrading purposes

Composition:

- Members must be a current financial member of EA and should be current and active National A, B or C level Dressage judge
- The DQOSC will consist of at least 5 and no more than 7 current judges who are appointed annually by DQ, selected for their experience and skills relevant to the work of the Committee
- Committee members will be appointed for 3 years. The initial appointment (from January 2009) to be staggered by drawing straws 1 x 1 year and 1 x 2 years and 3 x 3 years. Thereafter each appointment will be for a 3 year term
- Judges will be required to apply in writing
- The Convenor of the OSC shall be elected from those appointed
- Wherever possible members should not be a member of another sub-committee of DQ

Selection/Appointment

DQ to call for expressions of interest in October each year from all A, B & C level judges and at any time there is a vacancy.

Meetings

The DQOSC will meet in person on at least four occasions in a calendar year. It is imperative the DQOSC members attend these meetings. Meetings are held mid week (in the afternoon) at the EQ office. Business arising between meetings is usually dealt with via email.

Secretary

In the event that an elected member does not take on the secretarial role the DQOSC may co-opt a person to take on this role. Such person will not be eligible to vote.

Quorum

Three members present at a meeting form a quorum.

Basic Commitment

Members of the DQOSC accept that appointment to the Committee brings with it a range of duties and responsibilities. In general terms, members should be committed to work for, and make a substantial contribution to, the Committee to ensure that it achieves its operational objectives. Decisions taken by the members must be in the best interest of the judges and the sport as a whole.

Functions and Responsibilities

Key Result Areas

Meetings

Members should:

- Be properly prepared for the meeting, i.e. have studied the minutes and considered possible action for agenda items
- Notify the Secretary of major items for discussion and prepare a précis of the issues so that it can be included on the agenda and help other members in their preparation for the meeting
- Attend and actively participate in Committee meetings

Personal Competencies

- Thorough knowledge of the rules pertaining to Dressage and judging and procedures
- Sound knowledge of technical matters related to judging dressage
- Knowledge of meeting procedures
- Experience in sport administration or event organisation
- An understanding of issues which impact on the development of judges – or the ability to quickly acquire such knowledge
- Analytical skills
- Strategic view of the sport
- Ability to maintain confidentiality
- Good interpersonal and communication skills
- Ability to be contacted via e-mail
- Ability to devote time to the matters of the Committee

Reporting

- After each DQOSC meeting a written report will be provided to DQ for approval
- A copy of any correspondence sent out by the DQOSC must be forwarded to the Secretary of DQ so it can be recorded
- Judges upgrading must be approved by DQ before results of the exam are released
- Occasional attendance at DQ meetings in person by a member of the OSC would be beneficial

Code of Ethics and Good Conduct

DQOSC members will follow ethical conduct in all areas of their responsibilities and authority