



# Dressage Queensland

## POSITION DESCRIPTION – DRESSAGE QUEENSLAND RIDERS REPRESENTATIVE

Dressage Queensland (DQ) is calling for nominations for the position of Dressage Queensland Riders Representative.

The Riders Representative will be actively involved in the sport as a competitive rider, preferably with experience competing in Dressage competition from club level through to international (FEI) level.

### Term of Office

- The DQ Riders' Representative will be elected for a term of 2 years commencing from the first DQ meeting following the appointment.
- The appointment will be decided upon following review of all applications by the DQ committee
- In the event the Riders' Representative resigns during the term, the DQ committee will select a new DQ Riders' Representative. This new Riders Rep will fill the casual vacancy until the next scheduled election.
- The maximum term to be served consecutively by a DQ Riders' Representative is 3 i.e. total of 6 years at which time they must resign and a new DQ Riders' Representative be appointed.
- In the event that the DQ Riders' Representative is absent e.g. overseas, for an extended period in excess of two months, DQ will appoint an interim Riders Representative.

### Nominations

- The position will be advertised on the DQ website and DQ- and DQ Riders Representative Facebook pages
- Nominations will be close on 30 November, 2018.

### Specific Functions and Responsibilities

The DQ Riders Representative is generally responsible for:

- Acting as a liaison between DQ and the Queensland dressage riders
- Liaising with riders to canvass their views in relation to Queensland Dressage rider issues and reporting back to DQ
- Attend regular DQ meetings (held second Wednesday of each month, 6.30pm Sports House Woolangabba QLD)
- Provide a written report to DQ biannually, following Brisbane CDI, and the QLD State Championships/Australian National Dressage Championships and at any other time deemed necessary by DQ or the DQ Riders Representative.
- Maintaining and updating the DQ Riders Representative Facebook page to keep Queensland dressage riders informed about High Performance, events and DQ news

### Skills

The Riders' Representative must demonstrate the following:

- High level communication skills, both written and oral
- High level of computer skills
- A high level of knowledge and understanding of competition requirements
- An ability to handle conflict and manage change

### Personal Attributes

- High degree of personal and professional integrity.
- A commitment to follow the principles espoused in the Officials' Code of Conduct.
- Tact and diplomacy balanced with the capacity to make decisions.
- Ability to maintain confidentiality.
- Capacity to engender respect from riders, officials, owners and others involved in the sport.
- Ability to cope with numerous tasks simultaneously and to deal with stressful situations.

### ***Code of Ethics and Good Conduct***

All EA members (including the DQ Riders' Representative) will follow ethical conduct in all areas of their responsibilities and authority and shall:

- Act honestly and in good faith at all times;
- Act in the interests of the whole of the sport in Queensland and not just for a particular interest group;
- Declare all interests that could result in a conflict between personal and organizational priorities;
- Be diligent, attend DQ meetings if necessary, and devote sufficient time to preparation for meetings to allow for full and appropriate participation in decision making; Ensure scrupulous avoidance of deception, unethical practice or any other behaviour that is, or might be construed as, less than honorable in the pursuit of DQ business;
- Not disclose to any other person confidential information other than as agreed by DQ or as required by law;
- Act in accordance with their fiduciary duties, complying with the spirit as well as the letter of the law, recognizing both the legal and moral duties of the role;
- Abide by DQ decisions once reached notwithstanding a DQ member's right to pursue a review or reversal of a DQ decision; and
- Not do anything that in any way denigrates DQ or harms its public image.

#### **The DQ Riders Representative shall:**

- Make every reasonable effort to ensure that it does not raise community or stakeholder expectations that cannot be fulfilled;
- Ensure that all EQ staff, DQ committee and subcommittee members, volunteers and Officials are treated with due respect;
- Carry out their duties in such a manner as to ensure fair and full participation of all Dressage riders



## Nomination for Election of Riders Representative

I, \_\_\_\_\_ of \_\_\_\_\_  
(Full Name) (Address)  
\_\_\_\_\_  
(Address)  
\_\_\_\_\_  
(Telephone) (E-mail Address)  
\_\_\_\_\_  
(EFA Member No.)

wish to nominate for election of DQ Riders Representative

Signed \_\_\_\_\_

Date \_\_\_\_\_

### **Declaration**

I have read the particular Position Description for the DQ Riders Representative position 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 a DQ Riders Representative, especially in terms of skills and the need to work for the good of DQ and the whole of the sport.

Signed \_\_\_\_\_

Date: \_\_\_\_\_

Please send this form and brief pertinent resume to the DQ Secretary  
[dressageqldsecretary@gmail.com](mailto:dressageqldsecretary@gmail.com) before close of business on **November 30, 2018**