



SHOW HORSE NSW COMMITTEE

TERMS OF REFERENCE

Version 2



1. PURPOSES

The purposes for which the Show Horse NSW Committee (the Committee) is established and maintained are:

- a) promoting and developing Show Horse from junior to national level in NSW and implementing Equestrian Australia policy and rules applicable to the discipline;
- b) establishing a strategic plan for the discipline within guidelines provided by the Equestrian NSW (ENSW) Board from time to time;
- c) appointing organising committees to stage major events and clinics;
- d) recruiting, training and retaining adequate numbers of qualified officials, who must be members of ENSW;
- e) appointing suitable representatives to serve on the Equestrian Australia Show Horse Committee;
- f) drafting and providing an annual budget, subject to the approval of the Board,
- g) drafting and providing detailed event budgets, subject to the approval of the CEO;
- h) conducting Committee meetings, either face-to-face or virtual, at least six times per year or as directed by the Board;
- i) conducting a virtual annual meeting, with ENSW members, to report financial performance and significant events;
- j) providing copies of approved meeting minutes as soon as reasonably practical following the meeting;
- k) drafting and providing an annual report to the Board, including a finance report and detailing significant events.;
- l) appointing two or three representatives to attend an open forum with the Board at least annually.

2. GOVERNANCE

- a) The Show Horse NSW Committee is a subcommittee of ENSW and as such is governed under the ENSW Constitution.
- b) Committee Members shall comply with the Equestrian NSW Subcommittees - Code of Conduct.
- c) The ENSW Board may, at any time, remove Committee Members for serious breaches of the ENSW Subcommittees Code of Conduct, having provided natural justice and procedural fairness.

3. TERMS OF REFERENCE REVIEW

These Terms of Reference will be reviewed every three years.

4. COMPOSITION OF THE COMMITTEE

- a) The Committee shall consist of seven Members, with voting rights, who shall be appointed in accordance with Clause 8.
- b) Final appointment of Committee members will be subject to the approval of the NSW Board.
- c) A Committee President, Vice President, Treasurer and Secretary shall be elected annually by the Committee, from amongst its Members.
- d) The Committee Members shall be current financial Members of NSW and live in NSW.

5. TERM OF COMMITTEE MEMBERS

- a) Committee Members shall serve two-year terms.
- b) In each two-year interval, three Committee Members will be appointed in the first year and four in the second year.
- c) Committee Members may serve a maximum of three consecutive terms (ie a total six years).
- d) Any Committee Member that has served the maximum term shall be eligible to return to the Committee following an absence of not less than 12 months.

6. APPOINTED COMMITTEE MEMBERS

- a) Up to two people, with specific skills, may be appointed by the Committee as non-voting Committee Members.
- b) Appointed Committee Members shall serve a maximum term of one year.

7. CASUAL VACANCIES

- a) If any Committee Member resigns or is removed mid-term, the Committee may elect to:
 - i. not fill the vacant position; or
 - ii. call for nominations to fill the position; or
 - iii. appoint a co-opted Committee Member.
- b) Any Committee Member filling a casual vacancy shall serve up to the end of the term of the Committee Member they are replacing.

8. APPOINTMENT OF COMMITTEE MEMBERS

- a) The CEO shall call for nominations in accordance with Clause 5b.
- b) The NSW Board Nominations Committee will determine the preferred skills and experience for Members to be appointed each year.
- c) All Committee positions will be advertised through NSW communication networks and any developed by the Committee.
- d) If nominations exceed the number of vacancies on the Committee, current adult NSW members, who have Show Horse as an interest on their MyEA profile will be eligible to vote using the platform determined by the NSW Nominations Committee.

9. QUORUM FOR MEETINGS

- a) The quorum for Committee meetings shall be at least four Members of the Committee, with each Member having one vote with the Chair having a casting vote if required.

10. ADMINISTRATIVE SUPPORT

The Secretary will provide administrative support to the Committee and be paid a fee by NSW, to be proposed by the Committee and approved by the NSW Board.

11. STAKEHOLDER MANAGEMENT

The Committee will be mindful of the following groups as stakeholders as being intrinsic to their success:

- a) Riders
- b) Volunteers
- c) Officials
- d) Coaches
- e) Owners
- f) Sponsors
- g) Suppliers
- h) NSW Board
- i) NSW Office
- j) Equestrian Australia

DOCUMENT CONTROL

Document Name – Show Horse NSW Committee Terms of Reference

Document Owner – ENSW Chief Executive Officer

Document Approver – ENSW Board

Version Control

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