

The objectives of the association are —

- (1) To support and encourage the sport of Barrel Riding here in Australia
- (2) To promote good horsemanship and sportsmen like attributes
- (3) To encourage families to have fun and learn in a safe environment with their horses and each other

Responsibilities of Management Committee

The role and responsibility of the committee is to:

- Comply with all legislation, especially:
 - Association Incorporation legislation
 - Member protection, welfare and safety
 - Horse Welfare Protocols
 - Fund-raising legislation
 - Food handling legislation
 - Liquor licensing laws
- Ensure the club is run according to its Constitution, Official NBHA Rulebook, By-laws, District Directors Handbook, purpose, policies and procedures
- Coordinate the planning of activities in a manner which ensures the aims and objectives of the club are fulfilled
- Carry out the recommendations of members as expressed at the annual general meeting
- Provide members with detailed information regarding the running of the club
- Monitor the performance of the club officials (according to their job descriptions) to see they are carrying out their functions. Also, it monitors the performance of any sub-committees or affiliates.
- Ensure that all committee members are well-versed in past activities and the reasons for previous decisions, making sure any deviations from these are fully considered.
- Planning and budgeting for the future
- Ensure that all members of the committee are role models in the area of leadership.

If at any stage a member of the Management Committee becomes aware of a personal conflict of interest, real or perceived between themselves and the association, they should immediately notify the Secretary of the conflict who will immediately inform all other committee members.

At the end of each year a key activity of each of the Management Committee will be to review and revise their position description to ensure it continues to reflect the requirements of the role.

Ideally the each of the Management Committee would document how each activity was undertaken and include as much information as possible (e.g. which suppliers were involved, provide up to date registers, provide processes and procedures).

The updated Position Description and supporting information must be provided to the Secretary prior to the Annual General Meeting each year.

An important responsibility of each of the Management Committee is to train, mentor and support the incoming Management Committee.

A committee should operate as a team, draw on the skills and talents of each member, and work toward common goals that ensure the club/groups success.

President

The President is expected to:

- Act in the best interest of the members at all times
- Attend all Committee meetings
- Undertake the role in good faith and honesty

The general responsibilities of the President are wide and varied and may include, but certainly not limited to the following responsibilities.

Knowledge

To successfully undertake the role of President the role requires the person:

- To be well informed of Association activities (i.e., running of an NBHA event from start to finish) and knowledge of Districts
- Have a good working knowledge of the constitution, NBHA rules and by laws, policies and procedures as well as the duties of all office holders
- Strong understanding of the legal and compliance obligations of running the club

Governance

Key governance responsibilities include ensuring the club:

- Defines and documents its club culture and behaviour and continually communicates them to members, supporters and volunteers.
- Ensures the club has clearly defined goals and objectives and documented strategies and implementation plans on how they will be achieved
- Implements strong financial controls to protect the cash and assets of the clubs as well as the volunteers handling the cash
- Ensures the committee receive regular and accurate financial reporting, budgets and cash flow projections
- Ensure compliance and legislative obligations are met
- Ensure the health and safety of all club participants
- Ensure all complaints and disputes are immediately investigated and responded to according to club policies and procedures
- All club positions, roles and sub committees have regularly reviewed position descriptions or terms of references
- All club activities are documented in operations manuals, policies and procedures
- Volunteers are trained and supported throughout the year to undertake their roles successfully
- Meetings, communication and key relationships
- Running meetings and communicating to stakeholders are core responsibilities of a club President including:
- Setting the agenda for each committee and general meeting, including the clubs annual general meeting
- Chair all committee meetings
- Chair the annual general meeting
- Act as a spokesperson for the club and represent it locally, regionally and nationally as required
- Regularly liaise with sub committees to ensure they receive assistance and support as and when they need it
- Ensure that all sub-committees are regularly reporting to the committee.
- Liaise with all relevant stakeholders
- Ensure committee members and District Directors and fulfil their responsibilities to the club.
- Ensure the key stakeholder relationships of the club are maintained and nurtured

Essential Skills and requirements

- Be a dedicated NBHA member and is a supportive leader for all members
- Hold or willing to apply for a current volunteer's "working with children" check
- Can communicate effectively
- Has a good working knowledge of the constitution, NBHA rules and the duties of all office holders and subcommittees
- Is well informed of the requirements of running an NBHA event
- Can oversee all organisational activities
- Is aware of the future directions and plans of members
- Able to chair committee or executive meetings.
- A good understanding of the sporting and competition requirements at local, regional and higher levels.
- Unbiased and impartial on all issues and receptive to change.

Vice President

The role of Vice President generally is to work closely with and support the President.

The Vice President will undertake the duties and responsibilities of the President if the President becomes unavailable for any reason.

The role of Vice President is the ideal position for those considering becoming club Presidents in the future, as the Vice President should work closely with the President to support them to undertake the leadership and governance responsibilities of the club.

Responsibilities and Duties

- In the event of the President being unable to fulfil duties to step into that role.
- Act as deputy chairperson for all club meetings.

Essential Skills and requirements

- Be a dedicated NBHA member
- Hold or willing to apply for a current volunteer's "working with children" check
- Can communicate effectively
- Is well informed of the requirements of running an NBHA event
- Has a good working knowledge of the constitution, NBHA rules and the duties of all office holders and subcommittees
- Can oversee all organisational activities
- Is aware of the future directions and plans of members

Secretary

The Secretary is the chief administration officer of the organisation. This person provides the coordinating link between members, the management committee and outside agencies.

Responsibilities and Duties

- Contact person for Association.
- Record and deal with all correspondence.
- Arrange meetings (Committee, Special & AGM), prepare agendas and record minutes.
- Maintain membership list and provide updates to District Directors.
- Receive and respond to sanction forms/calendar updates and send to Publicity officer for inclusion on website.
- Prepare and receive requests for transfers and send to District Directors.
- Maintain a list of upcoming competitions & events.
- Forward information of events to Publicity Officer and distribute District Directors.
- Co-ordinate with District Directors to accept entries for National and State events/activities.
- Ensure entries for National and State events meet closing dates.
- Maintain sufficient copies of all required forms.
- Ensure all members have access to other relevant reading material.
- Prepare annual report for AGM.

Essential Skills and requirements

- Be a dedicated NBHA member
- Hold or willing to apply for a current volunteer's "working with children" check
- Communicate effectively
- Think clearly and positively
- Maintain confidentiality on relevant matters

Treasurer

The Treasurer is the chief financial management officer for the organisation.

Responsibilities and Duties

- Provide a detailed monthly report to the Committee.
- Keep accurate records of all money received and expended.
- Provide receipts for all moneys received.
- Reimburse members for approved out of pocket expenses.
- Undertake regular banking and liaise with bank for all accounts.
- Ensure all bills are paid in a timely manner.
- Arrange an annual audit of the Club's finances.
- Prepare annual report for AGM and present audit.
- Submit annual audit to Office of Fair Trading.
- Advise Office of Fair Trading of amendments to the Constitution and Committee.

Knowledge and Skills Required

- Be a dedicated NBHA member
- Hold or willing to apply for a current volunteer's "working with children" check
- Well organised
- Able to allocate regular time periods to maintain the books
- Able to keep good records
- Able to work in a logical orderly manner
- Aware of information needing to be kept for the annual audit.

Publicity Officer

The Publicity Officer sources and provides the information and stories for the media such as local newspapers, radio and TV stations as well as managing the Associations social media presence (including web page). The Publicity Officer will actively build relationships with a view of maximising the Associations profile and awareness through media in its community.

Responsibilities and Duties

- Identify media whom the Association would like to publish stories and identify the key reporters, producers, and editors.
- Create and maintain relationships with key reporters, producers and editors.
- Understand how to submit stories to each of the key media outlets and when are their publication deadlines.
- Create and maintain the media register, detailing media reporters, producers and editors and all other key information
- Co-ordinate the production and submission of weekly social media releases, which may include quotes, articles, videos and photographs
- Organises media coverage for publicity for club milestones, events and activities
- Assist the President and Committee in promoting the club in the local and wider community.

Knowledge and Skills Required

- Be a dedicated NBHA member
- ~~Hold or willing to apply for a current volunteer's "working with children" check (not required to hold)~~
- Strong Communication skills
- Good networking and interpersonal skills
- Strong writing skills
- Able to meet strict deadlines
- Strong understanding of the Association and its activities

Sponsorship Coordinator

The Sponsorship Coordinator is responsible for approaching and maintaining relations with sponsors for National Barrel Horse Association of Australia Inc. including major events (State and National Shows).

Responsibilities and Duties

- Establish working relations with existing sponsors
- Seek out and contact sponsors under guidance (including organising International Team Shirts)
- Draft and maintain official documents including the Sponsorship Package, Sponsorship Letters
- Work with the Treasurer to maintain Sponsorship Register
- Work with the Publicity Officer to feature sponsors on social media and website
- Work with Publicity Officer to coordinate National Barrel Horse Association of Australia Inc merchandise.
- Seek out and manage the application for grants that may be available for club and members.

Knowledge and Skills Required

- Be a dedicated NBHA member
- ~~Hold or willing to apply for a current volunteer's "working with children" check~~ (not required to hold)
- Communicate effectively
- Able to keep good records

NOMINATION FORM FOR MANAGEMENT COMMITTEE

National Barrel Horse Association of Australia Inc.

Only current NBHA Australia financial members on the date that nominations are called, are entitled to be nominated.

Nomination for: _____
NBHA Member #: _____
District: _____

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- | | |
|------------------------------------|--|
| <input type="checkbox"/> President | <input type="checkbox"/> Vice President |
| <input type="checkbox"/> Treasurer | <input type="checkbox"/> Publicity Officer |
| <input type="checkbox"/> Secretary | <input type="checkbox"/> Sponsorship Coordinator |

When elected, they become NBHA Australia Management Committee. Referenced as Regional/National/Executive Directors in District Directors Handbook and NBHA Affiliation Agreement

Person nominated MUST be aware of the Responsibilities of the Management Committee, the requirements of the position they are nominated for and accept this nomination.

- ☐ I hold, or understand it is a requirement, that I hold a Director ID (as per requirements of ASIC)
- ☐ I hold, or understand it is a requirement, that I hold a Blue Card (as per requirements of Blue Card Services)

Nomination accepted:

Member Signature: _____

Must be proposed by **two** NBHA Australia financial members.

Nominated by: *These details MUST be supplied*

Name: _____
NBHA Member #: _____
District: _____
Member Signature: _____

Nominated by: *These details MUST be supplied*

Name: _____
NBHA Member #: _____
District: _____
Member Signature: _____

Please return form to Secretary, email enquiries@nbha.com.au

No later than

5pm 30 November 2022