



**Equestrian Australia Ltd.**  
**ABN 19 077 455 755**

[www.equestrian.org.au](http://www.equestrian.org.au)

**PO Box 673, SYDNEY MARKETS, NSW, 2129 – Fax 02 9763 2466**

## Nomination for Election to the EA National Vaulting Committee

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

wish to nominate for election to the EA Vaulting Committee

Signed \_\_\_\_\_

Date \_\_\_\_\_

### Declaration

I have read the particular EA Committee By-Laws and the Position Description for the EA National Vaulting 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 a Committee Member of EA, especially in terms of skills and the need to work for the good of the whole Federation and the whole of the sport.

Signed \_\_\_\_\_

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

Please send this form and completed resume to Tracey Lesslie [tracey.lesslie@efanational.com](mailto:tracey.lesslie@efanational.com) or fax 02 9763 2466 before close of business on **Monday 15 November 2010**.

## **F. EA NATIONAL VAULTING COMMITTEE** (Inserted 14 December 2007)

### **Functions of the Committee**

1. The EA National Vaulting Committee operates under the following terms including requirements of Committees laid down in Clause 2 of the Committee By-Laws of the EA.

### **Composition**

2. The NVC is skills based and consists of five elected members plus the Vaulters' Representative, selected for their experience and skills relevant to the work of the Committee. To be able to hold office they must be an EA Member of a category other than Junior or Recreational and must not be employees of EA or one of its Branches. A National Vaulting Committee member cannot continue also to be the Chair of a Branch Committee. Four members present at a meeting form a quorum.

3. Committee members may serve a maximum of three terms of two years each before they have to have a break of at least one year, except that on initial establishment of the Committee, members will draw for the following initial terms: Two members for a term of one year and three members for a term of two years. Each of these initial terms will count as a full term of two years for the purposes of Committee rotation.

4. The Committee will elect a Chair from among its members. Members should hold the position of Chair not longer than two consecutive two-year terms, after which a break of at least one year's duration should follow.

5. Committee members should have the following skills:

- a. A thorough knowledge of the Sport of Vaulting, including a working knowledge of the rules
- b. Administrative skills including the use of e-mail and word processing and spreadsheet applications
- c. Analytical skills
- d. The ability to think strategically.

### **Elections**

6. For elections to the Committee, the following procedure is followed:

- a. At least two months before the end of the term of sitting Committee members, the National Office will call for nominations from the general EA membership to fill the forthcoming vacancies.
- b. Any member meeting requirements listed above may nominate or be nominated for election.
- c. The EA will form an Appointment Panel on the following basis:
  - one member appointed by the National Board of the EA
  - one member for and appointed by each EA Branch Vaulting Committee / Council.
- d. After the closing date for nomination, the Appointment Panel elects the number of nominees required to fill the vacancies. Each Panel member has one vote.
- e. A resignation of sitting Committee members before the end of their term creates a casual vacancy.
- f. Where the number of remaining members is not less than three, the Committee may decide not to fill this vacancy until the next scheduled elections. If the casual vacancy is to be filled, the procedure outlined in steps a) to c) above is followed.

### **Meetings**

7. The NVC will meet twice a year in person in accordance with an EA Board-approved operational plan and budget at locations and venues that minimise the travel, accommodation, venue and catering cost to the EA.

8. Meetings must include the EA CEO or the CEO's representative.

# Résumé Template (for hand-writing or typing)

for use by **Nominees** for the **Elections to non-representational EA National Sport Committees**

**Note:** It is best to use the MS Word template available from [www.equestrian.org.au](http://www.equestrian.org.au), enter the information into the respective fields (which will expand to allow for the amount of text) and then **print** the form for **signing** and **posting with the nomination form**.

Nominees for election to the EA National Vaulting Committee must use this template to give information on their background and their commitment to serve on the Committee. .

<b>Full Name</b>				
<b>Address</b>	Street No. & Name			
	Suburb/City		Postcode	
<b>Date of Birth</b>		<b>Place of Birth</b>	Suburb/City	State
<b>Tel. No.</b>		<b>Fax No.</b>		
<b>Mobile</b>		<b>E-mail</b>		

<b>Training &amp; Education</b>	
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<b>“Sport Governance” Skills and Experience</b>	(Membership of committees, sub-committees, etc.)
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<b>Sport Knowledge and Involvement</b>	(Achievements and standard as participant: rider, official, event manager/operative, volunteer at events or in projects, etc.)
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<b>Business and Related Skills and Experience</b>	
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<b>Other Relevant Information</b>	
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<b>How much time are you willing to dedicate to Committee duties?</b> (E.g. Review of documentation for the Committee and the work that flows from it; assistance to National Office staff if requested; participation in projects; etc.)	(Average hours per week)
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Date	Signature
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# Position Description

## Members of EA National Vaulting Committee

### 1. Basic Commitment

Members of Equestrian Australia nominating for election to a non-representational EA National Sport Committee accept that election to the Committee brings with it a range of duties and responsibilities. In general terms, Committee Members are, as members of the rule and procedure-making body of the sport in Australia, committed to work for and make a substantial contribution to the Committee to ensure that it achieves its constitutional and operational objectives.

Decisions taken by the Committee must be in the best interest of the sport as a whole, rather than be unduly influenced by parochial or other special interests.

### 2. Functions and Responsibilities

- Committee members are responsible to the general membership of the Federation for the conduct, decision-making and performance of the Committee in achieving its constitutional objectives for the sport as a whole.
- They are committed to make decisions in the best interest of the sport as a whole.
- They are also committed to show loyalty to the elected Chair and support Committee decisions even when they go against the individual's own thinking ("committee solidarity").
- They are properly prepared for meetings, i.e. have studied the minutes and considered possible action for agenda items.
- They 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.
- They attend and actively participate in Committee meetings.
- They follow the meeting rules and obey instructions of the Chair.

#### Decision Making

Before casting a vote, they consider the interests of all EA members and in particular participants of the sport likely to be affected by a decision.

#### Personal Competencies

They offer any special knowledge, skills and competencies they have to the Committee.

#### Sponsors and other Supporters

They look out for potential sponsors and other supporters and encourage other members to assist in the running of the Committee or on special projects.

#### Reporting

They present a report to the EA Board and State Sport Committees on an annual basis on activities or tasks undertaken by them or their subcommittees as directed by the State Sport Committees.

## Code of Ethics and Good Conduct – National Committees

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National Committees follow ethical conduct in all areas of their responsibilities and authority.

#### National Committee Members shall:

1. Act honestly and in good faith at all times.
2. Act in the interests of the whole of the sport in Australia and not a particular interest group.
3. Declare all interests that could result in a conflict between personal and organisational priorities.
4. Be diligent, attend Committee meetings and devote sufficient time to preparation for meetings to allow for full and appropriate participation in the Committee's decision making.
5. Ensure scrupulous avoidance of deception, unethical practice or any other behaviour that is, or might be construed as, less than honourable in the pursuit of the EA's business.
6. Not disclose to any other person confidential information other than as agreed by the Board, the Committee or as required under law.
7. Act in accordance with their fiduciary duties, complying with the spirit as well as the letter of the law, recognising both the legal and moral duties of the role.

8. Abide by Committee decisions once reached notwithstanding a Committee member's right to pursue a review or reversal of a Committee decision.
9. Not do anything that in any way denigrates the EA or harms its public image.

**The Committee shall:**

10. Make every reasonable effort to ensure that it does not raise community, supplier or stakeholder expectations that cannot be fulfilled.
11. Ensure that all staff employed by the EA are treated with due respect.
12. Regularly review its own performance as the basis for its own development and quality assurance.
13. Carry out its meetings in such a manner as to ensure fair and full participation of all Committee members.
14. Ensure that the EA's assets controlled by the Committee are protected via a suitable risk management strategy.

**Conflict of Interests**

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**National Committees place great importance on making clear any existing or potential conflicts of interest for Committee members.**

*Conflicts of interest may occur:*

- *When Committee members, or their immediate family or business interests, stand to gain financially from any business dealings, programmes or services provided to the EA.*
  - *When a Committee member offers a professional service to EA.*
  - *When a Committee member stands to gain personally or professionally from any insider knowledge if that knowledge is used for personal or professional advantage.*
1. Any business or personal matter that could lead to a conflict of interest of a material nature involving Committee members and their role and relationship with EA, must be declared and registered in the Register of Interest.
  2. All such entries in the Register shall be presented to the Committee and minuted at the first Committee meeting following entry in the records.
  3. All conflicts of interest must be declared by the Committee member concerned at the earliest time after the conflict is identified.
  4. The Committee shall determine whether or not the conflict is of a material nature and shall advise the individual accordingly.
  5. Where a conflict of interest is identified and/or registered, and the Committee has declared that it is of material benefit to the individual or material significance to the company, the Committee members concerned shall not vote on any resolution relating to that conflict or issue.
  6. The Committee member shall only remain in the room during any related discussion with Committee approval.
  7. The Committee will determine what records and other documentation relating to the matter will be available to the Committee member.
  8. All such occurrences will be minuted.
  9. Individual Committee members, aware of a real or potential conflict of interest of another Committee member, have a responsibility to bring this to the notice of the Committee.