

### 1. Position Description

- 1.1 This position has overall responsibility for the development and delivery of services to participants, volunteers and the wider community.
- 1.2 It is primarily an oversight role consulting with the co-ordinators of the various activities to achieve the association's goals. These activities include:
  - 1.2.1 Program design and delivery,
  - 1.2.2 Coach qualification and development,
  - 1.2.3 Herd management,
  - 1.2.4 Saddlery shop, and
  - 1.2.5 Old Nags Café.
- 1.3 This position is a "Responsible Person" under the Australian Charities and Not-for-profits Commission Act and Regulations.

### 2. Responsibilities

- 2.1 **Knowledge.** To successfully undertake the role of Service Delivery requires the person:
  - 2.1.1 To have a good working knowledge of the Association Rules, Policies & Procedures and duties of other Management Committee members.
  - 2.1.2 Understand the legal and compliance obligations of SCRDA.
- 2.2 **Governance.** Key governance responsibilities include.
  - 2.2.1 Comply with the governance standards and duties of a responsible entity as defined in the Australian Charities and Not-for-Profits Act and Regulations.
  - 2.2.2 Ensure compliance and legislative obligations are met.
  - 2.2.3 Attend all committee meetings.
- 2.3 Tasks specific to the role.
  - 2.3.1 Program design and delivery. Liaise with the coaches, Volunteer Co-ordinator, Herd Manager and participants to:
    - 2.3.1.1 Identify the appropriate programs.
    - 2.3.1.2 Develop schedules to implement these programs.
    - 2.3.1.3 Ensure there are processes to monitor attendance, e.g. Rider Rolls, to enable the Treasurer to invoice appropriately.
    - 2.3.1.4 Ensure there are recording systems such as Rider Notes to monitor participant progress.
  - 2.3.2 Coach Qualification and Development. Liaise with the coaches and volunteers to:
    - 2.3.2.1 Identify opportunities for coaches to expand their knowledge and maintain their qualification through workshops and similar activities.
    - 2.3.2.2 Maintain a register of coach qualifications including a system to identify renewal requirements such as first aid qualification.
    - 2.3.2.3 Encourage volunteers to consider undertaking coach training.

- 2.3.2.4 Liaise with training providers, e.g. RDA NSW, to efficiently progress coach training and development.
- 2.3.3 Herd Management.
  - 2.3.3.1 Liaise with the Herd Manager on all matters regarding the composition and wellbeing of the herd.
  - 2.3.3.2 Saddlery Shop. Liaise with Saddlery Shop Manager regarding the operation of the shop.
  - 2.3.3.3 Old Nags Café. Liaise with Old Nags Manager regarding the operation of the café.

### 3. Skills and Qualities Required

- 3.1 Maintain confidentiality on relevant matters.
- 3.2 The ability to work well with others. This is important as the role is largely consultation and oversight of other co-ordinators and managers.
- 3.3 The ability to provide calculated, well considered and constructive inputs to committee discussions.
- 3.4 Good communication skills both verbal and written.

### 4. Handover

- 4.1 **Updating Key Documents.** Prior to the AGM review this Roles and Responsibilities document to ensure it continues to reflect the requirements of the role. Submit any updates for Committee approval prior to the AGM.
- 4.2 Review all Policies and Procedures related to the role and submit any updates for Committee approval prior to the AGM.
- 4.3 **Induction of Incoming Member for Service Delivery.** Train, mentor and support the incoming committee member.

### 5. Related Documents

- 5.1 Australian Charities and Not-for-profits Commission Regulation 2013, Division 45 – Governance Standards.