

Form No:	IMS-PD-004	Version no:	V20130310
First Issue Date:	19 February 2012	Authorised by:	Director Communication & Marketing

### ATHRA BOARD MEMBER - ACCESS

**STATUS:** This position holds a place on the

**EXECUTIVE COMMITTEE/BOARD MEMBER**

**TERM:** The terms of this position are as follows:

Time Frame:	Must be available for period of tenure (indicatively 2 years)
Resources:	Out of pocket expenses - Phone travel consumables (approved by the committee)
Recognition & Reward:	Reduced fees, suitable gift on completion of this term (approved by the committee) Honorarium as approved

### OBJECTIVES OF THE POSITION:

Assist the Board to maintain a positive, modern and forward-thinking approach to the growth and development of ATHRA, through the implementation of modern governance, constitution and updated policies and procedures.

Represent ATHRA in a professional, positive and appropriate manner.

As a member of the executive committee/board, ensure a high standard of volunteer management practices is maintained.

Develop in each state/territory a network of volunteers to address “access issues”.

### KEY OBJECTIVE FOR THIS POSITION

**Be an active member of the Board whilst assisting the chairperson in delivering ATHRA’s outcomes.**

### FUNCTION OF THE POSITION:

Assist the Board with the delivery of outcomes.

Ensure the legal and financial requirements of ATHRA are met, the constitution is upheld, Code of Conduct compliance, and policies and procedures are implemented at all times.

Represent ATHRA.

Be seen as the “authority” on all issues associated with horse and rider access on public and government land.

**INTERACTION:** The position will be expected to interact with these committee/individual positions:

Chairperson/President	Members/stakeholders	Corporate partners
Regional Managers	External parties (sponsors, media)	Staff
Executive Committee and Board	Government agencies	
Groups and Sub-committees	General public	

OUTCOMES /PERFORMANCE MEASURES	
OUTCOME	KPI ( HOW WE WILL MEASURE SUCCESS)
Assist the Chairperson	The Chairperson and Board are fully supportive of you and the progress of ATHRA.
Legal requirements, constitution, policies and procedures	All legal requirements have been completed within the timeframes. The constitution has been adhered too. ATHRA's policies/procedures have been implemented on a day to day basis and updated where necessary.
Strong leadership	ATHRA has been represented professionally, positively and appropriately according to each situation.
Improved development of the Association	Regular evaluation and monitoring of the strategic and operational objectives has taken place to meet the goals of ATHRA.

<b>VISION</b>	Improve and develop ATHRA and secure its future.
<b>VALUES</b>	Develop ATHRA in order to promote our members, volunteers and spectators whilst delivering their needs.
<b>GOAL</b>	Develop ATHRA to meet its aims, goals and objectives.

**TRAINING REQUIREMENTS FOR THIS POSITION:** The holder of this position requires training in these areas in order to promote success:

Training as determined by the Board

**POLICIES & PROCEDURES REQUIRED TO UNDERTAKE THIS POSITION:**

POLICY &/OR PROCEDURE	Y/N	POLICY &/OR PROCEDURE	Y/N
Volunteers' Code Of Conduct	Y	Support	Y
Volunteer training	Y	Computer Literacy	Y
Volunteer management	Y	Children and young people	Y
Risk management	Y	Child protection	Y
Equal opportunity	Y	Substance and alcohol abuse	Y
Harassment	Y	Discrimination	Y
Grievance procedures	Y	Incorporation requirements	Y
Recruitment selection and placement	Y	Code of Conduct – technical personnel	Y
Disciplinary action	Y	Code of Conduct – compliance by all	Y

**REVIEW OF POSITION DESCRIPTION:**

This position description will be reviewed

**DATE**        /        /        **BY**    **Entire Board**

Was conducted in consultation with the person/s holding this position

**REVIEW OF POSITION PERFORMANCE:**

This individuals performance will be reviewed

**DATE**        /        /        **BY**    **2 persons elected by the Board + 1 external person**

Was conducted in consultation with the person/s holding this position

**SIGN OFF**

I have read and understood all the policies, procedures, incorporation, and legislation requirements expected of this position.

I hereby agree that I am able to carry out the requirements as detailed and I agree to up hold the vision, values, goals and policies of the Association that elected me to this position.

I hereby agree to regularly attend committee meetings, special meetings and Association functions required of my position.

**I accept** that if I am unable to complete my responsibilities in accordance with the determined expectations, that **I will vacate** the position immediately; and/or acknowledge the Association will have the right to declare the position vacant

**POSITION HOLDER**

NAME	SIGNATURE	DATE
		/    /
<b>WITNESSED BY</b>		
NAME	SIGNATURE	DATE
		/    /