



POSITION DESCRIPTION:

Dressage Tasmania Zone Secretary:

Duties include but are not limited to:

Attendance at meetings:

Preparation of Meeting agenda's and minutes, distribution to Zone committee members.

Receipt on incoming and creation of outgoing correspondence arising from meetings.

Book meeting venue.

Club events:

1. Preparation with committee of Competition/Training Day Calendar (Confirmation of dates required by SDA dressagetassecretary@gmail.com)
2. Booking of ground/venue.
3. Preparation of schedules and distribution to;
 - Website co-ordinator
 - Nominate and
 - Zone Members. NB: Requires Maintenance of up-to-date email group according to DT membership secretaries' records.
4. Preparation of entries received via nominate including;
 - Checking of monies paid, re-imburements of overpayments (email to nominate), and follow-up with under-payers (unusual with Nominate).
 - Membership status for insurance purposes (current DT membership list can be obtained from membership secretary/treasurer, ET can be checked by ET office@equestriantas.com)
 - Allocation of bridle numbers as required.
5. Formatting and sending entries to draw and volunteer co-ordinators. As draw is completed, formatting of draw and accompanying information for competitors, distribution of final draw to;
 - Competitors
 - Website co-ordinator
 - Judges and
 - Volunteer co-ordinator or directly to volunteers.
6. Liaise with chief scorer and treasurer as required, with regard to scratching's on the day and any re-imburement via nominate up to two days post competition, on supply of vet/medical certificate.

PLEASE NOTE: Any of these tasks may be delegated to other willing committee members!

Personal Attributes:

Essential requirement: Applicants must be Passionate about Dressage in Tasmania.

Must own a copy of the current EA Rules for dressage.

Desirable skills: Excellent written and verbal communication skills.

Experience in Word, Excel, Adobe and Outlook, access to a good internet connection is recommended.

Hours:

Hours are flexible, 2-4 hours per week of your invaluable time.

Remuneration:

The satisfaction of knowing that you are assisting your fellow Dressage Tas members to advance the art and sport of Dressage is indeed an immeasurable gift in itself! We simply cannot pay you what you are worth to us!

You will gain experience and insight into event management, meeting structure and sporting governance.

A wonderful sense of teamwork and camaraderie exists within the zone committee your life will be fuller and richer.

Applications:

In person at the zone AGM