Equestrian Tasmania

Position Description

Ordinary Director

Version 1.0 | July 2026 | Next Review: April 2028

Position	Ordinary Director
Board type	Elected
Number of positions	3 (constitutionally mandated)
Term	3 years, maximum 2 consecutive terms (6 years total)
Election process	Members apply; vote held if applications exceed vacancies; result announced at AGM
Remuneration	Voluntary - no payment. Reasonable expenses may be reimbursed.
Time commitment	Approximately 4–6 hours per month (2 hours meeting + 2–4 hours preparation and correspondence)
Meeting format	Monthly via Zoom (second Tuesday); one annual face-to-face meeting (August)
Responsible to	ETAS Board and membership

1. About the Role

The Ordinary Director is a core elected position on the Equestrian Tasmania Board of Directors. Ordinary Directors are elected by the ETAS membership and bring a broad governance perspective to the Board, acting in the best interests of the organisation and the equestrian community as a whole.

The Board collectively governs Equestrian Tasmania in accordance with the Constitution, the Board Charter and applicable legislation. No single Director acts alone — decisions are made collectively at Board meetings.

Ordinary Directors are not required to be experts in equestrian sport, though familiarity with or interest in the sport is valuable. What is essential is a commitment to good governance, a willingness to contribute meaningfully, and the ability to act independently in the interests of ETAS.

2. Eligibility

To be eligible to stand as an Ordinary Director, a candidate must:

- be a current financial member of Equestrian Tasmania;
- be aged 18 years or over;
- hold, or be willing and eligible to obtain, a current Working with Vulnerable People (RWVP) registration;
- not be subject to any disqualification as set out in section 6 of this Position Description; and

- consent in writing to act as a Director of Equestrian Tasmania.

> *Note on gender diversity: In accordance with Active Tasmania funding requirements, ETAS aims to achieve a 40:40:20 gender balance on the Board. At times, the Board may indicate a preference for candidates of a particular gender to support this target. This will be communicated clearly in the call for nominations.*

3. Key Responsibilities

All ETAS Directors, regardless of how they came to the Board, share the same core governance responsibilities:

3.1 Governance and Strategy

- Act in the best interests of Equestrian Tasmania as a whole at all times.
- Contribute to the development, review and implementation of the ETAS Strategic Plan.
- Participate in Board discussion and decision-making in a considered, constructive and informed manner.
- Support and uphold Board decisions once made, maintaining collective responsibility.
- Make reasonable enquiries to satisfy yourself that ETAS is operating legally, effectively and safely.

3.2 Financial Oversight

- Review financial reports provided at Board meetings and monitor ETAS's financial performance against budget.
- Contribute to the annual budget review and approval process.
- Exercise sound judgement in relation to financial decisions within the Financial Delegations Policy.
- Ensure ETAS maintains appropriate financial controls and meets its audit and reporting obligations.

3.3 Risk Management

- Review the Board Risk Register at each meeting and contribute to the identification and management of risks.
- Escalate emerging risks or concerns to the Board Chair promptly.
- Ensure ETAS maintains effective systems for child safety, Work Health and Safety and integrity compliance.

3.4 Conduct and Integrity

- Comply with the ETAS Directors' Code of Conduct at all times, including obligations relating to social media and public comment.
- Declare all actual, potential or perceived conflicts of interest promptly and manage them in accordance with the Conflict of Interest Policy.
- Maintain strict confidentiality of Board deliberations, papers and sensitive information.

- Uphold ETAS's child safeguarding obligations and maintain a current Working with Vulnerable People (RWVP) registration.

3.5 Meetings and Preparation

- Attend all Board meetings. Where attendance is not possible, provide apologies in advance to the Chair or Office Administration.
- Read all Board papers in advance of each meeting - typically 2–4 hours per meeting cycle.
- Contribute actively to Board discussions and ask questions where further information or clarification is needed.
- Complete governance education requirements within 6 months of appointment (ASC Start Line and The Players).

3.6 Governance Education

- Complete the free ASC Director Education courses - The Start Line and The Players - within six months of appointment.
- Maintain awareness of governance developments relevant to sport and the NFP sector.
- Participate in the annual Board performance evaluation process.

4. Desirable Skills and Experience

No single Director is expected to hold all of these skills. The Board collectively aims to cover these areas across its composition:

- **Essential across the Board:** equestrian sport knowledge, horse welfare awareness, financial acumen, strategic thinking, risk management, governance understanding.
- **Desirable:** legal knowledge, human resources, technology and innovation, infrastructure management, policy and advocacy, marketing and communications, prior NFP board experience.

Ordinary Directors who bring professional experience in areas such as finance, law, business, education, community services or sport are particularly valued, as these skills complement the sport-specific knowledge that other Directors may hold.

5. Personal Attributes

All Directors are expected to demonstrate:

- sound judgement and the ability to make considered decisions in the interests of the organisation;
- high personal integrity and a commitment to ethical conduct;
- the ability to think strategically and contribute constructively to discussion;
- strong communication skills and the ability to engage respectfully with diverse stakeholders;
- a collaborative approach and willingness to work as part of a team;
- the ability to read and understand financial reports, or a willingness to develop this skill;

- a genuine commitment to the development of equestrian sport in Tasmania; and
- respect for the time constraints of a volunteer-run organisation and a realistic understanding of what can be achieved.

6. Disqualification

A person is not eligible to serve as a Director, or will be disqualified from continuing as a Director, if they:

- are an undischarged bankrupt;
- have been convicted of an indictable offence involving dishonesty, fraud or a breach of trust;
- have been disqualified from managing a corporation or association under applicable law;
- do not hold, or fail to maintain, a current Working with Vulnerable People (RWVP) registration as required under Tasmanian law;
- cease to meet the eligibility requirements for their director category; or
- are otherwise disqualified under the ETAS Constitution.

7. Conditions of Appointment

- This is a voluntary, unpaid position. No remuneration is payable. Reasonable out-of-pocket expenses may be reimbursed in accordance with ETAS policy.
- Directors must hold a current WWVP registration and provide evidence to the Office Administration on appointment and on renewal.
- Directors must complete a Conflict of Interest Declaration Form on appointment and update it annually.
- Directors must sign and return the ETAS Directors' Code of Conduct declaration on appointment.
- Directors must complete the ASC Director Education courses (The Start Line and The Players) within six months of appointment.
- Directors must maintain appropriate confidentiality during and after their term of office.

8. How to Apply

Expressions of interest for Ordinary Director positions are called by the ETAS Board in advance of the Annual General Meeting, with a closing date set by the Board. To apply, candidates must submit:

- a completed ETAS Director Nomination Form, including the eligibility declaration;
- a signed Consent to Act as Director form; and
- a signed acknowledgement that they have read this Position Description and agree they can fulfil its requirements, including the governance education obligations.

All applications are reviewed by the Board to confirm minimum eligibility before proceeding. The Board will confirm:

- the applicant is a current financial member of Equestrian Tasmania;
- the applicant holds a current Working with Vulnerable People (RWVP) registration, or has confirmed eligibility to obtain one;
- no disqualifying factors apply (as set out in section 6); and
- the required documents have been received

Only eligible applications proceed. The Board does not assess candidates against the Board Skills Matrix as part of the Ordinary Director election process, skills-based appointments are made through the Appointed Director position.

Where only one eligible application is received for a vacancy, the candidate proceeds to the AGM for formal appointment without a member vote.

Where the number of eligible applications exceeds the number of vacancies, a member vote is held prior to the AGM. Eligible candidates are invited to provide a brief written statement (no more than 300 words) for distribution to members to assist their voting decision. The outcome of the vote is announced at the AGM.

Applications and enquiries should be directed to: office@equestriantas.com

Document Approval

Approved by the ETAS Board at its meeting of: _________July 2026__________________

Board Chair at time of sign off____Helmut Rechberger

Next scheduled review: ______April 2028_____________________