



## President

### Job Description

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**Primary Objective :** To oversee & direct Dressage Waitemata area group. The President sets the overall annual committee agenda (consistent with the views of members and DNZ), helps the committee prioritize its goals and then keeps the committee on track by working within that overall framework.

**Responsible to :** The members of Dressage Waitemata

**Relationships:** committee, DNZ, ESNZ, judges, riders & members, venue managers, other equestrian disciplines.

#### **Key Responsibilities:**

Support the culture and purpose of the club

Manage committee meetings to ensure they are on target and productive

Manage AGM

Solving disputes and dealing with dissention

Facilitating and leading the planning process that determines the club's future

Ensure the list of responsibilities delegated to the Committee are well communicated and understood.

Works with the Committee to ensure all activities delegated are carried out as required and the committee are supported to achieve these activities

To ensure DNZ & ESNZ values & rules are up held at all times

Liaise with outside groups on clubs behalf

Ensure members are kept up to date on all information pertaining to dressage in NZ.

#### **Personal Requirements**

- Good organisational & problem solving skills
- Patience & ability to stay calm in the face of adversity
- Good people & communication skills
- Have a good understanding of DNZ & ESNZ rules , and the duties of all office holders and sub-committees
- Is a supportive leader for all the Group's members