



## Test Board Coordinator

### Job Description

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**Primary Objective :** To ensure test sheets are available for all classes in event

**Responsible to :** Event Manager

**Relationships:** Event Secretary, Writers coordinator, organising committee,

#### **Key Responsibilities:**

To ensure that correct test sheets are available for each event on clipboard with rider list attached

Boards to be ready 45 minutes prior to first class

Sufficient test sheets are on each clipboard plus a few spare

Keep a stock record and order more sheets from Dressage NZ as required

#### **Personal Requirements**

- A good understanding of dressage
- Good organisational skills
- Attention to detail