



# DV COMMITTEE PORTFOLIOS

## CHAIR

- The role of the Chair is to provide leadership and to ensure effective governance of the EV DV Committee.
- The Chair represents DV on the EV board and the Equestrian Australia Dressage Committee (EADC) as required. All issues, views and opinions put forward will be those that best represent the DV Committee as a whole.
- Responsibilities:
  - Communicate to the DV Committee any correspondence or issues that arise in a timely manner.
  - Conduct DV Committee meetings and lead discussion according to the EV Committee By-Laws.
  - Maintain a timely correspondence with the EV Office on Dressage matters.
  - Provide assistance and support to all DV Committee members and ensure each committee member acts according to the EA codes of conduct and the DV Committee Expectations.
  - Oversee Committee members in meeting the goals and objectives of their portfolio and assist where necessary.
  - If possible, attend at least one meeting a year of each DV Sub-Committee to ensure open communication and a line of sight.
  - Ensure EV members are well informed of DV activities, plans and progress.
  - Engage subject matter experts as required to assist with DV related matters. These experts may attend committee meetings as required.
  - Ensure portfolio leads manage and maintain their budgets and assist with any accounting issues as necessary.



# DV COMMITTEE PORTFOLIOS

## SOCIAL MEDIA & MARKETING

- The role of the Social Media & Marketing Manager is to actively and positively engage with the Dressage community, providing accurate and up to date information and to educate the community where necessary.
- Responsibilities:
  - Create a group of important contacts that will feed the Social Media Manager with information.
  - Develop an active communication portfolio.
  - Provide regular communication with members from DV on social media.
  - Communicate with Clubs & Affiliates Sub-Committee to gain information relating to competitions and club activities.
  - Communicate with the Judges portfolio manager to ensure all education activities are promoted.
  - Work with the communications manager at Equestrian Victoria to ensure all Dressage Victoria pages on the website are up to date and provide updated information as required.
  - Gather news items from the DV committee and liaise with the communications manager at EV to provide the information for the EV newsletter Dressage section as required.
  - Assist with event social media as required by event organisers – in particular the Dressage Victoria related events.
  - Attend the bi-monthly meetings of the Clubs & Commercials working group to gain information for social media.
  - Promote any Dressage Victoria sponsors as required.



# DV COMMITTEE PORTFOLIOS

## PONY REPRESENTATIVE

- The role of the Pony Representative is to provide a single point of contact for pony riders to provide feedback, raise issues and present ideas.
- Responsibilities:
  - Develop and maintain a Pony Dressage Sub-Committee of at least 5 people.
  - Assist and manage pony measuring in conjunction with the measuring manager at EV.
  - Communicate measuring days and compliance to members.
  - Assist where possible the development of measuring facilities.
  - Liaise with EV show horse on measuring as necessary.
  - Promote Pony Dressage in Victoria.
  - Provide information and updates on Pony Dressage to the Social Media manager.
  - Create and maintain the Pony Dressage Leaderboard.
  - Workshop new initiatives that promote Pony Dressage – considering a Pony Dressage Squad.
  - Assist event managers where necessary and encourage them to support Pony Dressage.
  - Seek sponsorship for Pony Leaderboard and Pony initiatives.



# DV COMMITTEE PORTFOLIOS

## AMATEUR OWNER RIDERS (AOR) REPRESENTATIVE

- The role of the AOR Representative is to provide a single point of contact for AOR to provide feedback, raise issues and present ideas.
- Responsibilities:
  - Develop and maintain an AOR Sub-Committee of at least 5 people.
  - Provide feedback, raise issues and present ideas relating to AOR.
  - Run the Victorian AOR Facebook Page communicating all AOR related activities via social media.
  - Manage and maintain the AOR Squad, with intakes 1<sup>st</sup> January and 1<sup>st</sup> July each year.
  - Work with EV to ensure the AOR Leaderboard is published each month.
  - Promote and support the AOR Leaderboard and gain sponsorship for the Rider of the Month Award.
  - Run one AOR State Championships per year with an event committee.
  - Provide information and updates on AOR to the Social Media manager.
  - Workshop new initiatives that promote Amateur Owner Riders.
  - Assist event managers where necessary and encourage them to support the AOR initiative.
  - Seek sponsorship for the AOR Leaderboard, squads and the AOR State Championships.
  - Create a budget, maintain good financial records with EV and ensure adherence to the budget.



# DV COMMITTEE PORTFOLIOS

## YOUNG RIDER (YR) REPRESENTATIVE

- The role of the YR Representative is to provide a single point of contact for YR to provide feedback, raise issues and present ideas.
- Responsibilities:
  - Develop and maintain a Young Rider Sub-Committee of at least 5 people.
  - Run the Victorian YR Facebook Page communicating all YR related activities via social media.
  - Provide feedback, raise issues and present ideas relating to YR.
  - Manage and maintain the YR Squads, manage intakes and communication as needed.
  - Run one YR State Championships per year with an event committee.
  - Promote Young Riders in Victoria.
  - Provide information and updates on YR to the Social Media manager.
  - Workshop new initiatives that promote Young Riders.
  - Assist event managers where necessary and encourage them to support Young Riders.
  - Seek sponsorship for the YR squads and the Young Rider State Championships.
  - Create a budget, maintain good financial records with EV and ensure adherence to the budget.



# DV COMMITTEE PORTFOLIOS

## PATHWAYS REPRESENTATIVE

- The role of the Pathways Representative is to provide a single point of contact for all 5 Dressage squads (High Performance, Development, Young Rider, AOR and Pony) to provide feedback, raise issues and present ideas.
  - Develop and maintain a squads sub-committee that has a representative from each of the 5 dressage squads. These representatives will share ideas, discuss issues and develop pathways between squads.
  - Provide feedback, raise issues and present ideas relating to the Dressage Squads.
  - Provide pathways into the 5 Dressage squads.
  - Provide pathways between each of the squads (i.e. how to move from Development to High Performance etc.)
  - Workshop new initiatives that promote the 5 Dressage squads.
  - Run the Victorian High Performance Squad and Development Squad Facebook page as well as liaising with the AOR rep and YR rep to communicate all squad related activities via social media.
  - Maintain contact with Athlete's rep.