

## President Job Description

Principal role is to liaise and coordinate & support the Committee members and wider Dressage enthusiasts, ensuring information sharing & an active knowledge of what may be happening within the various Committee roles, associated community groups and governing body.

- Liaise with Secretary to discuss any issues/plans/competitions, give support/help
- Organise dates & agenda's for meetings, confirm meeting venue's, no set amount but pre tournaments, pre DNZ Planning (April) & Conference (June) meetings and as required. A good deal can be done via email, amount of response not guaranteed. Expect/seek communication from AJO & Treasurer pre meetings if they are unable to attend. The first meeting to chair is the Committee meeting following the AGM, (May) liaise with outgoing President re agenda etc. Our Committee do work their roles relatively autonomously but keep/encourage contact & information share & offer support
- Liaise with Website & Face book Coordinators to request/put up any posting of information. Keep aware of what is happening on those sites.
- Book venue for mid-winter Prize-giving lunch (June) and invite all Southland Points Prize getters to it. Confirm numbers. Do the speaking & usually chase up the Trophies! If Sponsored be aware of how the sashes are getting to the luncheon/ Organise help if Sharon can't be there. Check Publicity officer can be there for some photos. Request Minute Secretary to invite our Patron & any other significant person the Committee may feel is warranted who are paid for by the group.
- Liaise with competition secretary to get schedules done for upcoming season, encouraging draft form to be out say mid July & meeting to follow to approve. Delegate will have passed on any changes to National awards/rules etc that may need to be in schedules, Secretary will insert but need to be aware of these.
- Dates for season need to be planned at Jan (not usually held if Competition early Jan) or Feb Meeting, (the Delegate requires these to submit to DNZ pre Planning meeting) then Book competitions dates with Bevan Roy – Gore show-grounds caretaker – phone 0276449909. Put in writing to [bevanroynz@yahoo.co.nz](mailto:bevanroynz@yahoo.co.nz) December date critical to book, year on year. Dates may change a little ,keep aware of need to confirm these and any other dates for HAG/Training days etc that members may choose to run- usually decided at May Committee meeting or a bit later.
- Book dates with Robyn Butt for canteen and December dinner ( if having one, establish cost- (change schedule if necessary) – phone 032084976 and Karen Gutsell – Zippy Coffee [karenroseyg@gmail.com](mailto:karenroseyg@gmail.com) to encourage any possible attendance. If “Crossfit” still in pavilion, email her with dates list as a courtesy, & specific request for access, don't expect a reply but txt/ph pre each tournament that we have booked the pavilion to ensure she is aware of when we what it. Historically we have full use of Pavilion at our larger comps (Nov & Dec) in return for them using the Pavilion until 10.30 on the Saturday of our smaller comps. Carmen - ph 0274256822 [crossfitgore@hotmail.com](mailto:crossfitgore@hotmail.com)
- Liaise with Area Delegate to make sure committee is informed of Planning meeting and also to agree on remit voting prior to Conference
- Plan group AGM date/venue (May). Present a President report

- Organise date/location for pre Xmas luncheon if group wish to have one.
- Pre Competitions, usually at a meeting check through the list below & follow up if necessary. Liaise with Bevan re numbers of arenas & placement during week prior to comp. Any A&P restrictions/hazards. Request announcing caravan be out, gear trailer.
  1. Draw done – (Sharon, Agnes & Kristin)
  2. Judges sorted ( Kristin & Agnes)– transfers to and from airport sorted
  3. Judges – home hosts (often Norma or Nolene, sometimes Margaret Dickie)
  4. Writers- Very important to have writers for Saturday
  5. Catering for judges/writers ( Lyn – who liaises with Robyn Butt)
  6. Time/advertise Arena set up/dismantle/placement
  7. Stables – (Helen)- ensure a “competition accurate” stable list is handed to Nolene for the H&S file ensures any damaged stables info is passed to Bevin & we have a list to follow up if he raises concerns.
  8. Runners?
  9. Steward (larger comps e.g November/December) – (Rachael- only local)
  10. Office staff ( Sharon will organise), If need to start from truck or ??
  11. Sponsors – any special happenings?
  12. Prize-giving time? – acknowledge sponsors, special trophies, housekeeping etc
  13. Announcer
  14. Try to be in the office at the start of each competition weekend on the Saturday morning to welcome any sponsors/judges etc
  15. Any messages re competition refer to website/FB co-ordinator to be posted
  16. Organise someone to harrow arena on Saturday pm especially at big comps
- Purchase wine and cheese prior – set up on day or delegate
- Pavilion should be left how we find it e.g tables all put away.... Area swept that we use... whoever looks after the judges catering will tidy kitchen area
- Horse manure needs to be picked up off the surface and grass area from north end surface to sacred ground & Oval if used)
- Post competition ensure any concerns/damage/repairs required are reported to Bevan. I have always made contact with him early the following week to check all was in order.
- Our unreg riders are important so I always make an effort to go and say hi to a few of them over the course of the competition....
- All competitions liaise with Sharon – offer assistance etc
- You will be contacted from time to time re arena gear hire – historically we have said they are welcome to use arenas providing anything broken is replaced and they leave arena trailer as they find it.... Some give \$50 donation for use

#### **Usual Wine & Cheese requirements**

3 bottles Bubbly usually Montana Sparkling sav blanc or Rose

3 Sav Blans, 2 Pinot Gris, 1 Riesling, 3 Reds

2-3 litres OJ & ‘Budget’ wee fizz bottles tray

5 doz Wine glasses & 2doz water glasses

3 bags chips & 2-3 pkts crackers or bread sticks, 2-3 dips, 3 brie or camembert & mid size block cheese to cut up or whatever you think.