

Click or tap here to enter text. Riding for the Disabled Association Incorporated

PRESIDENT

Position Statement

Purpose of the President

The President leads the Management Committee in the planning, implementation, and evaluation of a wide range of activities designed to achieve the objectives of the Association.

Mandatory:

1. The President must be:
 - an individual residing in Queensland, or in another State but not more than 65km from the Queensland border
 - a financial member of the Association
 - identified as possessing the necessary experience and skills essential to fulfilling the responsibilities of the position, and
 - is elected as President by the members of the Association at an Annual General Meeting.
2. The President must be able to use the suite of Microsoft software programs and modern tele-communication tools.
3. The President must hold a current Working with Children Blue Card; and be fully immunised against all vaccine preventable illnesses as required by national and state health authorities.

Key Responsibilities

The President is responsible for leading the Management Committee to:

1. understand and comply with the organisation's legal obligations under the *Queensland Associations Incorporations and Other Amendments Act 2020* and the Rules of the Association (Constitution)
2. liaise frequently with members of the RDAQ Board to identify areas for skill development and or to share innovative approaches and resources.
3. ensure that the organisation has approved policies and procedures in place to support the effective governance and management of the organisation.
4. undertake regular consultation with people living with disabilities and key stakeholders in the local community to inform the planning, implementation and evaluation of safe equine-assisted programs offered by the organisation
5. develop and implement a Five-Year Strategic Plan to guide the organisation in achieving its mission and objectives.
6. consistently met or exceed the RDAA Centre and Coach Accreditation standards.

7. implement succession planning strategies for committee members, coaches, volunteers, and horses to support the sustainability of the organisation.
8. secure funding and or sponsorship to meet the financial needs of the organisation.

The President is also responsible for:

1. Taking immediate action to address any emerging issues before they can negatively impact on the physical, emotional and or cultural safety of users and or reputation of the organisation..
2. Setting priorities and creating agendas for meetings of the Management Committee, in collaboration with the Secretary.
3. Presiding over meetings of the Management Committee to ensure proper procedures are followed and directives are progressed as agreed.
4. Serving as an ambassador of the organization and advocating its mission to internal and external stakeholders
5. Facilitating ongoing collaboration and information sharing among members to promote the development and adoption of innovative practices and or resources.
6. monitoring information made available to the public via the Association's website, Facebook page and ACNC's website
7. Maintaining an understanding of contemporary best-practice in the delivery of equestrian-based activities to people living with disabilities in Queensland.
8. Actively participating in opportunities to build the skills and knowledge relevant to the position.

Skills and Experience

1. Good leadership and people management skills including the ability to work closely with people from a range of professional and cultural backgrounds.
2. Sound ability to provide informed, impartial advice to the Management Committee and the RDAQ Office to enable the achievement of key outcomes by the Association within the agreed budget, timelines, and quality standards.
3. Sound verbal and written communication skills including of the ability to use multi-media communication tools and computer software such as Microsoft Word, Excel, Outlook and Zoom.
4. Sound understanding, or ability to rapidly acquire understanding, of the legal obligations and record management responsibilities of a registered not-for profit association in Queensland

Highly Desirable

- Recent experience of working in a comparable not for profit organisation supporting vulnerable people.
- Sound understanding of good horsemanship and horse management.
- Sound understanding of the role RDA Centres play in enabling people living with

disability to achieve their personal goals through active participation in equine-assisted activities.

Time Commitment

- The average time commitment is estimated to be approximately 20 hours per month; however, this may vary to ensure communication and reporting activities are undertaken as required. The President may be required to work out of hours and on weekends.

Additional Information

- This is a voluntary position however all reasonable costs incurred through meeting the responsibilities of the position will be reimbursed by the Association.
- Training and orientation to the position is provided by the RDAQ Office.
- The position may be required to travel to workshops and or attend national and or state RDA activities.
- The position provides an exciting opportunity to play a rewarding role in making a lasting difference in the lives of people living with a disability in the local community.

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