

# Association of Irish Riding Clubs

## Dressage Advisory Group

Reference: D192/18  
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### Terms of Reference

#### 1. Principle

1.1 The role of the Dressage Advisory Group is to provide advice in relation to dressage to the Board of Directors of the Association of Irish Riding Clubs.

#### 2. Membership

2.1 The Advisory Group will comprise of up to five (5) members who will have the experience and skills necessary for the task. One of these will be appointed by the Board of Directors. It is advisable that the remaining four members be either a dressage judge or dressage trainer or have a keen interest in dressage.

2.2 The chair of the Dressage Advisory Group will be nominated by the Board of Directors for a two-year period from the date of appointment.

2.3 The Advisory Group may call upon the advice of other experts outside of its membership when deemed necessary by the chair of the Advisory Group upon approval from the Board of Directors.

2.4 All members of the Advisory Group must be members of the Association of Irish Riding Clubs.

2.5 If the chair of the Board of Directors loses the confidence in the chair of the Advisory Group they shall be deemed to have vacated the position and a replacement will be appointed as soon as possible.

2.6 The Board of Directors has the right to remove any person from the Advisory Group for any of the following reasons:

- 2.6.1 Bringing the sport into disrepute
- 2.6.2 A conflict of interest issue arises which cannot be resolved
- 2.6.3 A member is unable to fulfil his or her responsibilities
- 2.6.4 A member is in violation of AIRC rules, regulations and/or policies.

2.7 If for any reason a position on the committee becomes vacant, the committee can still function, subject to the approval of the Board of Directors.

2.8 Should a casual vacancy arise on the committee, the Board of Directors may appoint a person to fill the vacancy until that term is due to expire.

#### 3. Term of Office

3.1 The term of office of an Advisory Group member shall be two years from the date of appointment, including the Board of Directors nominee.

3.2 At the end of the first two-year period, the four appointees, not including the Board of Directors nominee, will draw lots with two appointees retiring. The remaining two appointees will retire the following year. Thereafter two appointees shall retire each year.

3.3 Advisory Group members who retire at the end of their two-year period are eligible to reapply for a position on the Advisory Group.

#### **4. Functions of the Advisory Group**

4.1 The Advisory Group shall, under the authority delegated to it by the board of directors, be responsible for the following:

4.1.1 To advise on policy, options and recommendations at the request of the Board of Directors including:

4.1.1.1 Updates to rules

4.1.1.2 Potential venues for National Dressage Championships

4.1.1.3 Structure and format of the Dressage Championships

4.1.1.4 Grading guidelines in respect of dressage

4.1.1.5 New initiatives to broaden the interest in the discipline within the organisation

4.1.2 To review and develop new dressage tests suitable for the grading structure within the Association

4.1.3 To assist National Office, if required, in co-ordinating national dressage events including:

4.1.3.1 Compile a list of suitable dressage tests for use at National Events each year.

4.1.3.2 Identify judges to be invited to judge at national events

4.1.3.3 Assist with the co-ordination of volunteers at national events, if required.

4.1.4 To keep the Board of Directors updated on rule changes and developments within the sport.

4.1.5 To carry out any other tasks deemed necessary by the Board of Directors.

#### **5. Quorum**

5.1 The quorum required for the transaction of business shall be three (3) members of the Advisory Group.

#### **6. Attendance at Meetings**

6.1 The Chair of the Board of Directors may attend for all or part of the meetings but shall have no voting rights.

6.2 The Director General or any AIRC employee relevant to the work of the Advisory Group may attend all or part of meetings but shall have no voting rights.

#### **7. Recommendations**

7.1 Each question at a meeting of the Advisory Group shall be determined by consensus, but where in the opinion of the chair, consensus is not possible, the question shall be decided by a majority of the members entitled to attend and vote, in the case of an equal division of votes, the chair shall have a second and casting vote. All votes taken shall be referred to the Board of Directors for noting.

7.2 All recommendations of the Advisory Group shall be subject to the approval of the Board of Directors.

## **8. Reporting**

- 8.1 The Dressage Advisory Group reports directly to the Board of Directors through the Director General or National Office. Recommendations of the Dressage Advisory Group shall be forwarded to the Director General/National Office, if any, after each meeting and the Director General shall report these to the Board of Directors.
- 8.2 The report shall include updates on key recommendations seeking approval and information regarding future projects.
- 8.3 This reporting may be supplemented and expanded upon, where required, by the chair of the Dressage Advisory Group, if invited to a meeting of the Board of Directors.

## **9. Meetings**

- 9.1 The Advisory Group shall meet up to four (4) times each year and meetings shall take place at National Office, where possible.
- 9.2 Meetings of the Advisory Group will take place at National Office of the Association of Irish Riding Clubs or any other location deemed suitable by the chair of the Advisory Group.
- 9.3 Meetings can be called by the chairperson in consultation with the chairperson of the Board and/or Director General.
- 9.4 All meetings should be conducted in a courteous and professional manner.
- 9.5 Notification of meetings will be issued via National Office at the behest of the chair of the Dressage Advisory Group. Agendas of meetings should be issued with notification of any meeting.
- 9.6 Minutes of meetings are to be forwarded to National Office promptly after each meeting.
- 9.7 Any correspondence, letters or materials for distribution to Advisory Group members may only be circulated upon approval of the chair. A copy must also be submitted to National Office.

## **10. Conflicts of Interest**

- 10.1 Each member of the Advisory Group is bound by the Associations Conflict of Interest/Loyalty Policy (D203/18).

## **11. Code of Conduct**

- 11.1 Each member of the Advisory Group is bound by the Associations Code of Conduct for National Committee, Advisory Group Members & Regional Officers (D200a/18).

## **12. Communication & Social Media**

- 12.1 Each member of the Dressage Advisory Group is bound by the Association of Irish Riding Clubs Social Media Policy for National Committee, Advisory Group Members & Regional Officers (D221/18)

### **13. Accountability**

13.1 The Dressage Advisory Group is accountable to the Board of Directors of the Association of Irish Riding Clubs.

### **14. General**

14.1 The Dressage Advisory Group is a standing committee of the Association of Irish Riding Clubs appointed by the Board of Directors of the Association of Irish Riding Clubs. As such, at any stage, for any reason, the Board of the Association of Irish Riding Clubs has the ultimate authority to stand down the Advisory Group and assume its functions until a new Advisory Group is appointed.

14.2 These terms of reference may be reviewed and amended from time to time by the Board of Directors of the Association of Irish Riding Clubs.

14.3 This Advisory Group is voluntary and is unremunerated.

**Ends**