



Please note: Any position on the Gauteng Dressage Council (with the exception of the paid Secretarial position) is entirely voluntary and as such the points addressed for each portfolio holder are **guidelines only (and should be approached as the bare minimum that each role will require)**. The Council offers individuals the ability to bring their own ideas and energy into whatever role. The benefits of being part of this cohesive working group is that it allows us to effect change in our discipline, gain interpersonal skills, engage in all events / functions that form the core focus of the Council’s objective which, in a nutshell, aims to develop and improve the discipline. We welcome all opinions / ideas / initiatives and look forward to welcoming anyone who would like to bring themselves to the party!

	Portfolio / Position	Name	Main Activities	Time allocation
<b>Full Council</b>				
1	President (also sits on the DSA Council)	Vacant	<ul style="list-style-type: none"> <li>• Represent the GDC on the DSA council (to contribute to the overall national decision making process) and attend all important meetings (especially SGM’s and AGM’s)</li> <li>• Convene all GDC meetings, ensure all decisions are followed up and implemented</li> <li>• Liaise with all portfolio holders re actions</li> <li>• Liaise with other Provincial heads.</li> <li>• Provide a year-end Executive report on the performance of the Provincial Council.</li> <li>• Attend and assist with all provincial functions and events</li> <li>• Set up and coordinate task teams to run all provincial functions and events.</li> <li>• Handle all member, club, provincial complaints with the appropriate parties</li> <li>• GDC signatory</li> </ul>	<ul style="list-style-type: none"> <li>- A GDC OGM 2-hour meeting every six weeks</li> <li>- Four DSA meetings per year (approximately 8 hours long)</li> <li>- Ad hoc meetings with various portfolio holders as and when the need arises (approx 4 hours a month)</li> <li>- About 4 – 5 hours per day email / telephonic correspondence with other council members and DSA Council</li> <li>- Ad hoc task team meetings as when the need arises (approx. 4 hours a month)</li> <li>-All Gauteng functions approx. 4 a year</li> </ul>
2	Vice president	Alex Parry	<ul style="list-style-type: none"> <li>• Generate member and Council comms. (In conjunction with Council)</li> </ul>	<ul style="list-style-type: none"> <li>- A GDC 2-hour meeting every six</li> </ul>



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	(with or without a portfolio)	(currently acting Pres)	<ul style="list-style-type: none"> <li>• Holds portfolio of Media, Marketing and Communications until a council member in that position is identified</li> <li>• Close working relationship with President (confidant &amp; assistant)</li> <li>• Stand in on any occasion when the President is not available to do so.</li> <li>• Attend and assist with all provincial functions and events</li> <li>• GDC signatory</li> </ul>	<p>weeks</p> <ul style="list-style-type: none"> <li>- Ad hoc meetings with various portfolio holders as and when the need arises (approx 4 hours a month)</li> <li>- About 4 – 5 hours per day email / telephonic correspondence with other council members and DSA Council</li> <li>- Ad hoc task team meetings as when the need arises (approx. 4 hours a month)</li> <li>-All Gauteng functions approx. 4 a year</li> </ul>
3	Secretary (without a portfolio)	Surea van Schalkwyk	<ul style="list-style-type: none"> <li>• This is a paid position, working for the benefit and support of members and the GDC council.</li> <li>• Ensure that all constitutional requirements are met.</li> <li>• Take and send out minutes, notices of meetings and all other documents that are required by the constitution.</li> <li>• Set up Agenda's for all meeting in conjunction with Pres/Vice</li> <li>• Ensure that meetings are correctly constituted, and that meetings and decisions are reached in a fair equitable and democratic fashion.</li> <li>• Provide the national secretary with minutes of all meetings held by the Provincial council.</li> <li>• Maintain membership, horse and officials database in Gauteng</li> <li>• Ensure Gauteng dressage riding ranking is up dated continuously and maintained.</li> <li>• Assist with Gauteng Dressage Council functions</li> <li>• Assist with approval of Gauteng Schedules</li> <li>• Assist with Gauteng Calendar planning</li> </ul>	<p>Current agreement being reworked into a employment agreement but covers</p> <ul style="list-style-type: none"> <li>-A GDC 2-hour meeting every six weeks</li> <li>- Ad hoc task team meetings as when the need arises (approx. 4 hours a month)</li> <li>-All Gauteng functions approx. 4 a year</li> <li>-All Gauteng allocated shows approx. 5 a year</li> <li>- Approx 23 hours a week</li> <li>- Ad hoc subcommittee meetings as when the need arises</li> <li>-National stand in approx. 2 weeks per year</li> </ul>

Gauteng Dressage Council EXCO

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Amy Neave: Athletes Rep | Angie Meredith: Club rep



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		<ul style="list-style-type: none"> <li>• Keep written record of all, Medals, Flags sashes, Trophies and other relevant items e.g., Numnahs, blankets for Gauteng CN Events and Team events as well as ensuring their engraving.</li> <li>• Obtain relevant quotes for Gauteng Council for functions, medals etc.</li> <li>• Type and distribute any requested information, construction of letters may be required.</li> <li>• Maintain Gauteng Annual SHB list and all relevant documentation, as well as POP related to this.</li> <li>• Be the front line person representing the Gauteng Dressage Council in all member queries – addressing these and/or referring them to the correct council member as required</li> <li>• Assist with all member, club and provincial complaints in the form of information, or constitutional and rule investigations where required.</li> <li>• Audit all SHB's to make sure they are correctly constituted.</li> <li>• Audit all clubs to make sure that they are correctly constituted.</li> <li>• Responsible for communication to clubs, council, members and SHB's in conjunction with relevant portfolio holders.</li> <li>• Investigate, implement and manage all Gauteng technology systems required in conjunction with the VP.</li> <li>• Manage all nomination processes.</li> <li>• Liaison between provincial council and national secretary on all up/down grade request and record keeping of such.</li> <li>• Convening of selectors panels</li> <li>• Provide all member results for team selection</li> <li>• All ordering of team kit and regalia</li> <li>• All documentation set up relating to teams in conjunction with relevant portfolio's</li> <li>• Manage all team EOI's received.</li> <li>• Work at all provincial allocated shows</li> <li>• General supplier identification</li> <li>• Reconcile all event and function budgets and send to treasurer and</li> </ul>	
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			<p>national on request.</p> <ul style="list-style-type: none"> <li>All database fault escalations and remedial actions required.</li> <li>All verifications of clubs, nominees and team members with SAEF, DSA and relevant clubs.</li> <li>Collection and deliveries when required</li> <li>Report to the president of Gauteng Dressage</li> </ul>	
4	Treasurer	Heather Camfferman	<ul style="list-style-type: none"> <li>Preparation of annual Gauteng dressage budget</li> <li>Discussion of budget with various portfolios and agreement on expenditure;</li> <li>Monitoring of financial position on a monthly basis and liaising with national finance portfolio holder to ensure that funds, both incoming and outgoing, are spent and allocated correctly;</li> <li>Preparation of Payment &amp; Journal requests &amp; submit to DSA accounts with supporting documentation as per the "DSA payment protocol"</li> <li>Preparation of variance documentation and requesting for support of this when deviation occurs from budget;</li> <li>Assistance with other portfolios where there is a budget required to be drawn up.</li> <li>Preparation of Budget versus Spend Schedule &amp; update monthly</li> <li>Preparation of Resolutions for signature for unbudgeted spend (where necessary)</li> <li>Preparation of Treasurer's Report at year end</li> </ul>	<ul style="list-style-type: none"> <li>- A 2-hour meeting every six weeks</li> <li>- About 2 hours per day email / telephonic correspondence with other council members and DSA Council about DSA Council matters</li> <li>- additional time required at budget time to prepare budget and engage with portfolio holders</li> <li>- 4 hours per week for main activities</li> <li>- suppliers payments are required at random times i.e. not in a once or twice monthly cycle, so may require attention within short notice.</li> </ul>
5	Club representatives (minimum of 3)	Kate Johns – Randfontein Elena Jankowitz – KPC	<ul style="list-style-type: none"> <li>The club representatives are the front line liaison between the clubs and the GDC, so they have to be good and consistent communicators;</li> <li>Attend all the Gauteng dressage council meetings;</li> </ul>	<ul style="list-style-type: none"> <li>- A 2-hour meeting every six weeks</li> <li>- About 2 hours per day email / telephonic correspondence with other council members and DSA</li> </ul>

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		<p>Shellea Ripley – Fairfield          Peter Muller – Mighty Blues          Jane van Schalkwyk – Fourways          Lisa Agbenafa – Vybrant          Angie Meredith - SHEC</p>	<ul style="list-style-type: none"> <li>• Ensure that all emails and documents received are sent to the club;</li> <li>• Ensure that proper feedback from club members is received and sent to Gauteng dressage and / or national; via the province;</li> <li>• Make representations on behalf of the club EXCO and individual members at the GDC meetings;</li> <li>• Take back strategic issues to the club and ensure that these are discussed with feedback given;</li> <li>• Convey the club vote on all issues to the GDC meetings and vote in accordance with the wishes of the club</li> <li>• Providing minutes of all club meetings to the provincial secretary.</li> <li>• Providing feedback to club members on all decisions that the Provincial council makes.</li> <li>• Reporting club members to the provincial council for the purpose of disciplinary hearings.</li> <li>• Ensuring that the annual budget correctly reflects the needs and requirements of the club members wherever relevant and feasible.</li> <li>• Ensuring that policy decisions made by council are correctly implemented at club levels.</li> <li>• Assisting the Provincial council in achieving its objectives by participating in the projects outlined by the council and having access to the annual budget in order to empower the club to achieve such objectives.</li> </ul>	<p>Council</p> <ul style="list-style-type: none"> <li>- Additional time liaising with clubs on club issues and making sure that all matters are communicated back to the club and then reverted back to the GDC</li> </ul>
6	Athletes Rep	Amy Neave (co -opted)	<ul style="list-style-type: none"> <li>• Be the voice of the Gauteng athletes on the council;</li> <li>• Manage the whatsapp group and meetings of all of the athletes representatives at each club;</li> <li>• Ensure that all athlete matters are communicated correctly to the satisfaction of all athletes;</li> <li>• Monitor the agenda and minutes of each meeting to extract matters which are relevant to athletes and ensure that they are specifically communicated;</li> <li>• Manage any athlete surveys and provide feedback and reports;</li> </ul>	<ul style="list-style-type: none"> <li>- A 2-hour meeting every six weeks</li> <li>- About 2 hours per day email / telephonic correspondence with other council members and DSA Council</li> <li>- an hour or two per week extra to make sure that all athlete matters are received and conveyed to the</li> </ul>

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			<ul style="list-style-type: none"> <li>• Receive complaints by athletes and ensure they are addressed</li> <li>• Voting for the election of a national athlete's representative.</li> <li>• Ensuring that the national athletes rep properly receives the provincial vote on all aspect where the national athlete's rep is required to vote on the national council.</li> <li>• Represent Gauteng Athletes at all provincial allocated shows</li> </ul>	<p>appropriate person at the correct level</p> <ul style="list-style-type: none"> <li>- Attend all Gauteng Allocated shows</li> </ul>
7	Associate Members Rep	vacant	This position has not been filled to date	
<b>Minimum of three and maximum of six individuals to hold the following portfolios (President may not hold a portfolio and these portfolio members have no vote)</b>				
8	Development, Transformation and Coaches	Lisa Lombard Agbenafa (co-opted)	<ul style="list-style-type: none"> <li>• Develop an appropriate development budget in conjunction with the finance portfolio, covering all developmental and transformation goals;</li> <li>• Ensure that a development and transformation policy is developed and agreed to by GDC;</li> <li>• Implement the annual development plan addressing both mass participation and high performance goals as set out in the Department of Sport white paper;</li> <li>• Allocate development budget in accordance with the decision and approval of GDC;</li> <li>• Ensure that all clubs understand the development mandate and take responsibility for development at club level;</li> <li>• Prepare applications for funding where requested and where appropriate;</li> <li>• Monitor the development spending if funds are allocated;</li> <li>• Set reporting criteria for spending on development where funds are received by a body or a club to implement development;</li> <li>• Have a special focus on Youth high performance and other transformational groups e.g. women, amateur and rural participation;</li> <li>• Collate a detailed report on an annual basis for the AGM, for DSA and for the SAEF to send to government and SASCOG on the state</li> </ul>	<ul style="list-style-type: none"> <li>- A 2-hour meeting every six weeks</li> <li>- About 2 hours per day email / telephonic correspondence with other council members and DSA Council</li> <li>- about 6 hours per week liaising with other portfolios and ensuring that developmental goals are implemented</li> </ul>

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			<ul style="list-style-type: none"> <li>of development and transformation in Gauteng dressage;</li> <li>Identifying the specific projects where development or transformation can be implemented in the province.</li> <li>Presenting a year end report spelling out exactly what objectives have been reached and addressed.</li> <li>Liaising with the national Development and Transformation portfolio holder to ensure that Provincial and national goals and objectives are aligned.</li> <li>Constitute and Chair the Provincial Development Sub-Committee and provide minutes of meetings to the provincial committee.</li> </ul>	
9	Technical	Angie Meredith (Co -opted)	<ul style="list-style-type: none"> <li>Addressing all matters of a technical nature</li> <li>Amendments to Rules.</li> <li>Advising SHB's and Athletes on the Rules/Technical Matters.</li> <li>Steering of protocols for arbitration on technical problems</li> <li>Liaison with DSA Technical on behalf of the GDC</li> <li>Providing provincial members with accurate and informed information regarding the interpretation of FEI, Rules of Dressage SA and Dressage Rules and Regulations.</li> <li>Providing show holding bodies, schedule sub-committee members and athletes with accurate and informed information regarding the interpretation of FEI, Rules of Dressage SA and Dressage Rules and Regulations.</li> <li>Liaising continuously with the national Technical portfolio holder in order to ensure consistent messaging and implementation.</li> <li>Heading up and coordinating the annual rule change process by ensuring that proposals are all timeously submitted in October in line with the rules policy.</li> <li>Ensuring that rule change processes are correctly followed, and that timeous participation is followed as per the rule change policy.</li> </ul>	<ul style="list-style-type: none"> <li>- A 2-hour meeting every six weeks</li> <li>- About 2 hours per day email / telephonic correspondence with other council members and DSA Council</li> <li>- Sporadic intense times when many hours are spent at Rule Change times and times when problems arise and need immediate attention.</li> </ul>
10	Judges and Officials	Heather Camfferman	<ul style="list-style-type: none"> <li>Responsible for the recruitment, training and promotion of Provincial judges in Gauteng;</li> </ul>	<ul style="list-style-type: none"> <li>- A 2-hour meeting every six weeks</li> </ul>

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		(co-opted)	<ul style="list-style-type: none"> <li>• Manage all Provincial judges training exams and examining as defined in the DSA Provincial Training Programme for Dressage Judging</li> <li>• (Scribing is supposed to be done by Candidate Judges who are already in training)</li> </ul>	<ul style="list-style-type: none"> <li>- About 1 hour per week email / telephonic correspondence with other council members and DSA Council</li> <li>- additional time to manage the actual portfolio – probably 5 hours per week</li> </ul>
11	Venues, Schedules, Show Holding Bodies & Website	Adrienne Attwood (co-opted for Schedules)	<ul style="list-style-type: none"> <li>• Checking of Schedules to ensure compliance.</li> <li>• Creation of "schedule template" for SHB's.</li> <li>• Ensuring Schedules are sent in the correct time frame.</li> <li>• Reviewing all Gauteng show venues to ensure that they are able to host the shows that are allocated to them, including those who wish to be allocated shows</li> <li>• Liaising continuously with the national Venues and Schedule portfolio holder in order to ensure consistent messaging and implementation.</li> <li>• Constitute and Chair the Provincial Venues Sub-Committee and provide minutes of meetings to the provincial committee.</li> </ul>	<ul style="list-style-type: none"> <li>- A 2-hour meeting every six weeks</li> <li>- About 2 hours per day email / telephonic correspondence with other council members and DSA Council</li> <li>- additional time per week reviewing schedules and liaising with SHB</li> </ul>
12	Marketing, Advertising, Liaison, PR and communications	Alex Parry (as Vice) currently holds this portfolio	<ul style="list-style-type: none"> <li>• Assist with all member communications</li> <li>• Assist with all functions / events</li> <li>• Write member newsletter</li> <li>• Manage FB account (in conjunction with secretary and VP)</li> <li>• Dealing with any areas where additional communication is required</li> <li>• Plan, seek approval and implement a media strategy for the provincial council.</li> <li>• Present the media plan and costs to council.</li> <li>• Prepare and run an effective press office.</li> <li>• Liaise with all other portfolio holders in order to ensure correct messaging.</li> <li>• Plan an execute newsletters to members, clubs and council</li> </ul>	<ul style="list-style-type: none"> <li>- A 2-hour meeting every six weeks</li> <li>- About 2 hours per day email / telephonic correspondence with other council members and DSA Council</li> <li>- additional time per week monitoring media and developing new communication as requested and required by council;</li> <li>- Ad hoc task team meetings as</li> </ul>

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			<ul style="list-style-type: none"> <li>members.</li> <li>• Ensure capacity building and membership expansion within the province.</li> <li>• Present and get an annual approval for advertising budget.</li> <li>• Co-Ordinate and actively seek sponsorship fund-raising and donations.</li> <li>• Engage in a brand building strategy for the brand of the provincial body.</li> </ul>	when the need arises (approx. 4 hours a month)
13	Para Riders Rep	Cheryl Kempin (co-opted)	<ul style="list-style-type: none"> <li>• Arranging for Classifications to be done</li> <li>• Liaising with Para Riders</li> <li>• Setting annual objectives for Para Dressage</li> <li>• Reporting back to the provincial council on the activities and developments in the portfolio.</li> <li>• Working with other portfolio holders with regard to recruitment, development and capacity building.</li> </ul>	<ul style="list-style-type: none"> <li>- A 2-hour meeting every six weeks</li> <li>- About 2 hours per week email / telephonic correspondence with other council members and DSA Council</li> <li>- About 2 hours per week email, WhatsApp, SMS and telephonic communication with prospective and current Para Riders</li> </ul>
14	Teams and Awards	Vacant	<ul style="list-style-type: none"> <li>• Put in place a team selection document explaining the process – detailing selection criteria</li> <li>• Prepare a budget for team expenses.</li> <li>• Set dates for long list notification, short list notification and selection show.</li> <li>• Elect Chefs d'Equipe.</li> <li>• Put in place Team Clothing Order Forms.</li> <li>• Possible "high performance" day for short listed athletes.</li> <li>• Set date for awards and prepare awards budget</li> <li>• Choose Venue for awards</li> <li>• List award winners</li> <li>• Send invitations to riders and guest speakers</li> <li>• Prepare certificates and mementos for riders</li> </ul>	<ul style="list-style-type: none"> <li>- A 2-hour meeting every six weeks</li> <li>- About 2 hours per week email / telephonic correspondence with other council members and DSA Council</li> <li>- More hours to be dedicated in the lead up to selection shows, awards evening, Gauteng champs and SA champs at all levels.</li> </ul>

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			<ul style="list-style-type: none"> <li>• Facilitating team selections and award ceremonies</li> <li>• Reviewing and updating team selection documentation and circulating to all athletes.</li> <li>• Assisting the finance portfolio holder in preparing an annual budget for team expenses.</li> <li>• Appointment of a selection committee as per the General Regulations of Dressage.</li> <li>• Getting approval for and ordering team clothing and regalia.</li> <li>• Constitute and Chair the Provincial Selection Sub-Committee and provide minutes of meetings to the provincial committee.</li> </ul>	
<p><b>Gauteng Dressage shall have the right to appoint, where needed, the following committees or sub- committees, or distribute the portfolio among the members of Dressage Council.</b></p>				
15	Provincial Selection Committee			
16	Provincial Judges and Officials Committee			
17	Provincial Judicial Committee			
18	Provincial Show Holding and events sub-committee			
19	Provincial Strategy sub-committee			
20	Provincial			

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	marketing, advertising, liaison, public relations and communications sub-committee			
21	Treasury sub-committee			