



Recruitment Information Pack for Board Members

**Exciting opportunity to become a Board
Member at a life changing organisation**



Contents

Letter from the Board Chair	2
About RDA	4
About the Board	6
Applying for a Board Member Position	7
Board Recruitment Process	11



Letter from the Board Chair

Dear Applicant

An exciting opportunity exists for passionate, dedicated, professional people to become Board Members of Riding for the Disabled Association of Victoria Inc (RDAV) to build a sustainable and robust organisation.

I encourage you to read the information provided and visit a RDA Centre so you can see the difference our organisation can make to so many people in your local community.

We are a grass roots, volunteer-based organisation with 35 centres around Victoria. For over 50 years, we've welcomed and assisted people of all ages (3yrs to 80yrs) with a wide range of support needs. Each Centre works with horses and ponies to help people living with disabilities experience a wide range of benefits; enhanced communication and life skills, improved core strength and balance, greater confidence and enjoying a freedom of movement that they may not otherwise experience.

The smile on the faces of riders, seeing them relax in the saddle or simply interact with a horse is magic to watch.

We are seeking diverse, and inclusive Board Members of the Association with strong governance experience, fresh thinking and commercial acumen.

If you have any questions about this position, the Organisation, or the Board, please feel free to contact me at board@rdav.asn.au.

Tanya Twaits
State President, RDAV



About RDA

Since the inception of RDA in Australia, we have strived as an organisation to not only provide equestrian activities to individuals with a disability, but to promote and support integration into the larger equestrian community through awareness and inclusive activities. The effect of our organisation and the service we provide has an immeasurable impact on the community, volunteers, parents and most of all, our clients.

An RDA centre is a hub for parents to share and relate to one another. It's for volunteers to meet new friends, partake in physical activity and join a community. And for riders who develop newfound friendships with both other participants and their horses. For some of our riders and parents, RDA is the only place where there is no need to explain, worry or take on questioning looks from strangers. RDA programs are centred on the individual and their needs, which means there is a benefit no matter what their goals may be.

Vision

To be Victoria's foremost authority, advocate, resource and, through its member Centres, provider of equine assisted activities for people living with disabilities and/or additional supports.



Mission

To enable people living with disabilities and/or additional support needs to experience, through its member Centres, the therapeutic benefits, fitness, life skills development, opportunities for achievement and personal enrichment attainable through equine assisted activities.

Objectives

1

To ensure accountability and efficiency across the organisation through governance best practice and regulatory compliance

2

To ensure sustainability and growth of the organisation by increasing funding avenues through advocacy and targeted community engagement

3

To ensure the organisation remains relevant and accessible through expansion of the program offering

4

To ensure equine welfare best practice across the organisation

Strategic Pillars



Governance



Advocacy & Innovation



Sustainability & Development



Equine Welfare



About the Board

Board Member Duties and Obligations

Each Board Member is bound by the Organisation's Code of Conduct and, as a reflection of importance of a Director's role, is legally required to:

- Act honestly, in good faith and in the best interests of the organisation as a whole;
- Has a duty to use due care and diligence in fulfilling the functions of Board Member and exercising the powers attached to that position;
- Make proper use of information acquired in the course of his or her duties with the organisation;
- Not take improper advantage of his or her position;
- Not allow personal interests, or the interests of any association person, to conflict with the interests of the organisation; to declare any potential conflict of interests;
- Must recognise that the primary responsibility of the Board Members is to the Organisation's members as a whole but should, where appropriate, have regard for the interests of all stakeholders of the organisation;

- Be independent in judgement and actions and to take all reasonable steps to be satisfied as to the soundness of all decision taken by the Board; and
- Must keep all information disclosed to them in their capacity as a Board Member confidential and will not use such information for any other purpose than performing their obligations as a Board Member of Riding for the Disabled Association of Victoria Inc.

Board size and Composition

Currently there are six Board Members drawn from a variety of backgrounds based on their skill sets, knowledge, and experience.

State President elected by the Board and Secretary elected at AGM.

Applying for a Board Member Position

What positions are available

Treasurer and two Board Member positions

Based on Board's recent skill matrix review, the organisation is seeking to encourage applications from people with experience in:

- OH&S / risk management
- Financial management; treasurer
- Commercial partnerships
- Technology and Digital (in particular, data management, CRM)

Board Terms

Board Members will hold office for a period of two years, commencing from the date of the Board meeting at which that Board Member is appointed. Board members are eligible for re-election and limited to a maximum of three continuous terms of appointment (6 years).

Position requirements

As a collective, the Board's responsibilities include:

- Reviewing the strategic direction, monitoring operating environment for risks and opportunities, and providing leadership and direction for the organisation. Developing and approving the Strategic Plan and Annual Operating Plan.
- Adopting RDAV's Annual Budget and monitoring management and financial performance.
- Developing and monitoring effective risk management practice and compliance obligations in the organisation.
- Ensuring organisation responsiveness to members and stakeholders
- Govern the organisation within the legal and legislative constraints and contribute to the development of Board policies and practices.

Desired Personal Attributes

The Riding for the Disabled Association of Victoria Board has identified characteristics which it believes contribute to the overall effectiveness of a Board Member:

- **Independent Mind** – to think independently and preparedness to ask questions and challenge others in a constructive and appropriate way and to express an independent viewpoint succinctly, logically and respectfully.
- **Strategic Thinker** – to have a longer-term view of the organisation and to be able to assess the longer-term consequences of decisions taken.
- **Analytical** – the ability to critically review information and sift through options to develop practical and creative solutions
- **Integrity** – acting honestly and ethically putting the organisation's interests ahead of any personal interests
- **Active Contributor** – a commitment to the purpose of the organisation and a willingness to participate actively and effectively in the work of the Board, including Committees.
- **Team Player** – ability to work well in a group, listen carefully and demonstrate self awareness through strong interpersonal skills.

Technical Skills

There skills are technical and/or professional skills and specialist knowledge that assist with ongoing aspects of the Board role. It is expected Board Members will have one or more of the following:

- Demonstrated understanding and knowledge of good governance (ideally within the not-for-profit sector) and/or previous experience as a Board director and/or formal directorship/governance training.
- Experience in the use and governance of information management and technology
- Ability to identify risks and the knowledge of monitoring and compliance management frameworks
- Experience in public relations including fundraising, grants and stakeholder engagement
- Demonstrated experience and knowledge of grass roots sporting organisation and/or disability sector

Specific to the treasurer position

- Ability to provide strategic financial direction to support the Board in meeting it's strategic objectives
- Experience in identifying and understanding and managing financial risks
- At least 5 years financial management experience
- Evidence of success within or outside not for profit sector.

Diversity

RDAV is committed to providing an environment that respects and promotes diversity.

RDAV recognises that a workforce who represents a diverse range of backgrounds, age, ethnicity and gender will enable the organisation to provide optimal service to its stakeholders.

Time Commitment Required

An indicative annual time commitment would be approximately 25-30 hours per annum, usually comprising of 6-7 Board Meetings (no less than 6 times in every Calendar Year), 1-2 Strategy Meetings, 6 Committee meetings and associated preparation. Board meetings are most often held outside office hours, in the RDAV office in Flemington, although a number of meetings may be held each year at locations in Victoria.

In addition to the general Board meetings, each Board Member will sit on at least one Committee of the Board, relevant to their skills and interests that will meet on average 5-6 times per year.

Additionally, Board Members may attend associated industry, centre events and meetings.

Board Committees

The committees align with the pillars of the strategic plan:

- Finance and Audit
- OH&S and Risk
- Competition and Training Committee
- Marketing and Communication Committee
- Horse Welfare Committee



Board Eligibility

The RDAV Rules of Association provides that it is preferred that appointed Board Members do not hold executive positions at any affiliated centre. In the event of this being necessary to sustain an affiliated centre, it will be declared at the time nominations for appointment are sought.

To be eligible as a Board Member you must:

- have knowledge and experience of corporate governance.
- have the ability to participate in at least one Board committee.
- be able to attend meetings according to Board requirements.
- participate in an induction and attend three or more Board meetings per year based in Flemington (telecommuting maybe a possibility).

In addition, you must be:

- over 18 years of age
- not insolvent or under administration
- reside in Victoria
- complete a Director Disclosure Form.
- complete a Consent to Act as a Director.
- Board Members are also required to comply with the regulatory requirements associated with the Incorporated Associations Act.

Board Member Renumeration

Board Member positions are voluntary, unpaid and very rewarding.

Each Board Member will be reimbursed for approved out-of-pocket expenses reasonably and properly incurred by the Board Member in connection with the organisation's business (including travel and accommodation expenses).

We are committed to operating a positive and flexible professional environment and will seek to ensure that we remove any barriers to full engagement on our Board.

Insurance

Directors will be covered by the Insurance Policies of RDAV subject to the advice of the underwriters, and includes;

- Directors and Officers Insurance, and
- Public Liability (third party personal injury and property damages).

Board Recruitment Process

Applications should include:

- **A short cover letter outlining the skills and experience the candidate brings to the Board;**
- **A full resume detailing work history, relevant experience and qualifications. Please remember to include your full contact details;**

1

Short list applicants will be contacted to attend an interview with the Board Selection Panel

2

Following interviews, the preferred applicants will be requested to provide two professional referees and apply for Working with Children Check

3

Board Member will be appointed at our AGM on Sunday 19th November 2022, with the first board meeting for our new Board Member taking place in January 2023

4

Terms and conditions of the board appointment will be confirmed in writing in the form of a Director agreement, and the new Board Member will be requested to participate in an induction process.



RDA Victoria recognises the Child Safe Standards outlined by the Victorian Government and is a Child Safe Organisation



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