



Riding Develops Abilities

Disabled Association Queensland Incorporated (RDAQ)

POSITION STATEMENT

RDAQ Board Members

Coach representative – to liaise with and represent the interests of all RDA coaches (voting).

Participant representative: Riding - to liaise with and represent the interests of all users of RDA accredited services (voting)

Participant representative: non-Riding - to liaise with and represent the interests of all users of RDA accredited services (voting).

Volunteer representative – to liaise with and represent the interests of all RDA volunteers and carers (voting).

Horse Welfare representative – to liaise with and represent the interests of Horse Managers of all RDA Member Centres (voting).

NB The Board includes the RDAQ State Administration Manager whose role is to liaise with all Member Centre Management Committees and support them in addressing administrative and financial issues impacting on their sustainability. This is a non-voting position.

The Purpose of the Board

As the peak body funded by the Queensland Government to represent the interests of riding for the disabled associations in Queensland the RDAQ Board has two main areas of functioning:

- **Outward-looking (social reform) roles** – these include policy development, feedback on policy/programs to government and national bodies, advocacy and representation to government and the wider community, consultation, lobbying, community education, and networking with allied interest groups.
- **Inward-looking (industry development) roles** – including member support, information dissemination, coordination, infrastructure development and networking between members (including development of regional infrastructure).

Each member of the RDAQ Board is responsible for:

- Supporting the RDAQ State Office to fulfil both roles equitably across Queensland.
- Providing informed advice and professional support to all new and existing Member Centres to

- progress the RDAQ's mission, and
 - consistently meet the Riding for the Disabled Association of Australia (RDAA) accreditation standards.
- Improving the quality and safety of all RDA services across Queensland by sharing information and resources.

The Board comprise six (6) members with a range of diverse skills and experiences. This may include living with disability, volunteer recruitment and support, horsemanship and horse welfare, and financial and administrative systems as well as working with key partners within the disability support and or equestrian sectors. In accordance with the Australian Government Workplace Gender Equity Act 2012 the Board will consist of equal numbers of males and females by 2029.

Background

RDAQ is a registered charity and not-for-profit incorporated organisation bound by the Rules of Association approved by the Australian Charities and Not-for-Profit Commission. The organisation is the peak body established to provide leadership, professional development, resources, and accreditation and administrative support to all affiliated Riding for the Disabled centres (RDA) in Queensland. They range from very small centres in remote locations to large multi-service organisations in urban areas. RDAQ is a member of the Riding for the Disabled Association of Australia and able to represent the interests of its members at national forums.

RDAQ's mission is to: *'To enable people with disabilities and volunteers throughout Queensland to experience enjoyment, challenge, and a sense of achievement through participation in therapeutic, sporting, recreational and educational equestrian activities to improve their quality of life, attain personal goals, and develop life skills'*.

The RDAQ Board is supported by a full-time RDAQ State Administration Manager, and small part-time administrative team, to meet all financial, administrative, and legal requirements of the *Riding for the Disabled Association of Australia Accreditation Standards, Queensland Associations Incorporations and Other Amendments Act 2020* and the *Financial & Performance Management Standards 2019*.

All voting positions on the Board are held on a voluntary basis and are elected at an Annual General Meeting for a two-year term, with the option of re-election for a second term. All positions can only be elected for a maximum of two terms. The Board Chair is selected at the first meeting of the calendar year and will be appointed initially for one year.

All RDAQ Board members should understand the duties of their position before agreeing to be on the Board. They should understand the functions of RDAQ as the only peak body representing the interests of disabled riders in Queensland, take reasonable care in performing the duties of the position: always acting in an honest manner, taking care to avoid conflicts of interest, and ensuring funding is spent as intended.

Mandatory:

1. All members of the Board must be a financial member of an affiliated RDAQ Member Centre.
2. All members of the Board must have a comprehensive knowledge of the delivery of safe, enriching RDA activities in Qld.
3. There must be an equal number of males and females holding elected positions on the Board by 2029.

Key Responsibilities of All Board Members:

- ❖ Operate in accordance with the Rules of Association as detailed in the RDAQ Constitution.

- ❖ Consult widely to be able to accurately represent the interests of all members of the Association in meetings of the Board and with community leaders.
- ❖ Identify and nurture opportunities to establish collaborative partnerships among member centres and with key agencies and groups.
- ❖ Consult regularly with representatives from all member centres throughout Queensland and report back to the Board at each scheduled meeting to ensure all Board members are informed about major achievements of individual centres and or emerging issues that may impact negatively on the Association.
- ❖ Support the member centres to develop and implement modern and effective administration, coaching, management and financial practices designed to support the consistent delivery of the RDAQ Mission and sustainability of the Association.
- ❖ Support the member centres to meet the RDAA accreditation standards and legal requirements of the *Queensland Associations Incorporations and Other Amendments Act 2020* and the *Financial & Performance Management Standards 2019*.
- ❖ Facilitate ongoing collaboration and information sharing among member centres to promote the development and adoption of innovative practices and or resources.
- ❖ Maintain an understanding of contemporary best-practice in the delivery of equestrian-based activities to people living with disability in Queensland.

Skills and Experience

1. High level of knowledge and experience in the primary focus area of the Board position they are to represent e.g. knowledge and experience in volunteer recruitment and training.
2. Sound understanding, or ability to rapidly acquire understanding, of the challenges facing many people living with disability in Queensland and the role RDA centres can play in removing barriers to meaningful and rewarding participation in equine-based activities.
3. Good leadership and people management skills including the ability to work closely with people from a range of professional and cultural backgrounds to achieve the intended outcomes of the RDAQ Strategic Plan.
4. Sound ability to provide informed, objective advice to the Board and the RDAQ Office that supports the achievement of the intended outcomes of the RDAQ Strategic Plan, within budget to the required standard and within the agreed timelines.
5. Sound computer skills and the ability to participate RDAQ meetings and webinars using telecommunication tools.

Highly Desirable

Recent experience of working on a management and or advisory committee in a comparable not for profit organisation supporting vulnerable people.

Established networks within the RDA sector and other equestrian groups/organisations.

Additional Information

- All voting positions on the Board are undertaken on a voluntary basis however all reasonable costs incurred through meeting the responsibilities of the position are reimbursed by the RDAQ Office.
- Orientation to the Board and ongoing professional development is provided to all members of the Board throughout their term in office.
- The average time commitment is estimated to be approximately 20 hours per month; however this may vary to ensure broad consultation, strategic planning, and reporting activities are undertaken as required.
- The position may be required to travel to workshops and or RDA Centres throughout Qld.
- 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 Queensland.

