

Job Description – National Judges’ Convenor



Title and Reporting Relationships			
Position title:	National Judges’ Convenor		
Appointment:	Elected for a term of three years		
Process of Appointment:	Postal Voting if more than one nomination		
Member of:	Horse Steward’s Council Executive		
Act as:	The HSCE acts as an advisory committee to the RAS Executive		
Report to:	CEO		
Remuneration:	None other than assistance with expenses for attendance at meetings, as applicable		
Author:	RAS Executive		
Approver:	RAS Executive	Approval Date:	December 2020

Role
<p>The primary role of the National Judges’ Convenor is to oversee all matters relating to the assessment, upgrading and training of RAS Equestrian Judges. They also oversee the education of those judges and manage systems and procedures that encourages prospective judges. They act as the spokesperson for equestrian judges on any issues raised by them from time to time or at relevant meetings of the RAS. They will lead by example and act in good faith with due care and diligence. They must uphold the principles, rules and regulations of the organisation at all times.</p>

Key Qualities & Skills
Be able to act with integrity, accountability and credibility and move away from personality problems
Be encouraging and supportive and enable others to grow their skills
Have excellent people skills, ability to work with, and as part of, a team
A sound knowledge of conformation and movement, ringcraft and what is required from workouts for each standard of class being judged.

Key Duties & Responsibilities
Chairing meetings as necessary – initiate at least two District Judge Convenor meetings annually
Liaising with RAS CEO/Head Office to ensure appropriate meeting agendas are prepared and circulated
Proofing minutes of applicable meetings and ensure they are circulated
Liaise with and support District Judge Convenors
Fully understand the current process around written papers, upgrading and training however also identifying areas for change and/or improvement in these areas

Organise Roadshow and District Seminars in conjunction with District Convenors & Head Office
Attend District Seminars & Workshops if required
Biannually facilitate two Tutor Judge Workshops (North & South Island)
Co-ordinate the upgrading of judges with the District Convenors
Overseeing the work of the District Convenors to ensure the rules are being abided by
Be prepared to be part of any complaint panel, as applicable
Work closely with the CEO and HSCE and attend meetings as necessary, including the AGM
<p>General</p> <ul style="list-style-type: none"> - Know and abide by the rules of the organisation - Have a sound knowledge of the RAS Constitution - Have a sound knowledge of the RAS Equestrian Rulebook - Have a sound knowledge of the RAS Showing Rules and Regulations - Have a sound knowledge of the RAS Resolution Process - Have a sound knowledge of the RAS Social Media Policy - Have a sound knowledge of the RAS Yellow Card Process - Have a sound knowledge of Standard Meeting Orders - Have a sound knowledge of, and act in accordance with, the organisation's code of conduct - Support the RAS Executive and Management in carrying out their roles appropriately

Criteria
Current Grade 1, Tutor Judge
Have full judging capabilities across RAS Showing Sections including Working Hunter & Hunter Jumping
Signed and approved Memorandum of Commitment
Signed and approved Charities Commission form
Signed and approved Nomination form
Must be computer literate, have access to a computer and printer (preferably with scanning abilities), have personal email facilities and mobile phone

Date Last Reviewed:	December 2020
Next Review Date:	November 2022
To be Reviewed By:	RAS Executive
To be Approved By:	RAS Executive