

# Job Description – National Measuring Convenor



Title and Reporting Relationships			
Position title:	National Measuring 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 (HSCE) & Appeal Committee		
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 National Measuring Convenor is responsible for assisting all measuring stands and personnel to understand the RAS measuring rules and ensure they carry out their duties within the bounds of those rules. 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 familiar and comfortable when dealing with horses
Be familiar with the RAS Metcalf Measuring system and paperwork associated with that
Ability to work with, and as part of, a team
Be a good communicator and have the ability to teach others
Be able to work with a wide range of people

Key Duties & Responsibilities
Liaise with the other measuring stands and personnel as necessary
Be available to assist with any problems in relation to measuring
Facilitate annual measuring seminars to ensure measuring personnel can comply with rulings to maintain their “measuring steward” status
Be prepared to be part of any complaint panel, as applicable
Form part of an Appeal Committee for measuring appeals

Work closely with the CEO and HSCE and attend meetings as necessary, including the AGM
<p>General</p> <ul style="list-style-type: none"> <li>- Know and abide by the rules of the organisation</li> <li>- Have a sound knowledge of the RAS Constitution</li> <li>- Have a sound knowledge of the RAS Equestrian Rulebook</li> <li>- Have a sound knowledge of the RAS Showing Rules and Regulations</li> <li>- Have a sound knowledge of the RAS Resolution Process</li> <li>- Have a sound knowledge of the RAS Social Media Policy</li> <li>- Have a sound knowledge of the RAS Yellow Card Process</li> <li>- Have a sound knowledge of, and act in accordance with, the organisation's code of conduct</li> <li>- Support the RAS Executive and Management in carrying out their roles appropriately</li> </ul>

Criteria
Current measuring steward
Been a measuring steward for a minimum of five years
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

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