

## **ROLE PROFILE**

### **REGIONAL CARRIAGE DRIVING REPRESENTATIVE**

#### **The Role:**

The Regional Driving Rep communicates with, and acts as a liaison between groups and assessors, specialists within the region and with RDA National Office.

The Regional Driving Rep works with the Regional Chairman and the Regional Committee and is responsible for liaising with the Carriage Driving Committee on behalf of the region.

#### **Responsibilities:**

- Representing the carriage driving groups on the regional committee at meetings and informing the Regional Chairman of group events and projects within the region.
- Submitting an annual report of regional driving activities to the Regional Chairman and Carriage Driving Committee.
- Approving, in conjunction with the Regional or County Chairman, riding groups wishing to add carriage driving to their activities, and make appropriate recommendations for endorsement with the Board of Directors.
- Being familiar with the carriage driving groups; give/or obtain specialist help and call an assessor when necessary.
- Keeping an up to date log of unused equipment in their region and facilitating its transfer to groups that can make use of it.
- Co-ordinating the activities of the member carriage driving groups within the region by identifying training needs and by organising courses and training days.
- Assisting the New Group Liaison Officer with the formation of new carriage driving groups where there is a need and resources are available to meet that need.
- Recommending to the Regional Chairman, as appropriate, the closure of, or withdrawal from RDA membership of carriage driving groups within the region.
- Ensuring the Carriage Driving Committee, County and Regional Chairman are aware of any relevant needs or unresolved problems within the carriage driving groups.
- Encouraging the groups to participate in relevant training activities.
- Encouraging regional training days in conjunction with Regional Chairmen.
- Visiting carriage driving groups in the region every 2 years for an assessment.
- Organising group assessments for equipment and RDA Whips.

#### **Method of Appointment:**

- Letter of recommendation from the Regional Chairman, along with an applicant CV, is sent to the Carriage Driving Committee
- After consultation with the relevant Regional Chairman, the Regional Carriage Driving Rep shall be appointed by the Carriage Driving Committee