

**Role Profile of a Regional Carriage Driving Representative**

***The Regional Carriage Driving Representative:***

* Reports to the Regional Chairman.
* Responsible for the Member Groups in the Region.
* Communicates with, and acts as a liaison as required between Groups and Assessors and specialists in the Region and RDA UK.

***Responsible for:***

* Visiting Carriage Driving Groups in your Region every 3 years for an assessment.
* 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 driving activities, in the region, to the Regional

Chairman and Carriage Driving Lead.

* Approving, in conjunction with the Regional or County Chairman, Riding Groups wishing to add Carriage Driving to their activities.
* Being familiar with the Carriage Driving Groups in your area; give/or obtain specialist help and call an assessor when necessary.
* Maintaining contact with Carriage Driving Groups in your Region by email, telephone

or by visiting.

* Attempting to keep 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 appropriate courses and training days.

* Encouraging the groups to participate in relevant training activities.
* Encouraging regional training days in conjunction with Regional Chairmen.
* Assist in helping 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 Lead, County and Regional Chairman are aware of any relevant needs or unresolved problems within the Carriage Driving Groups.
* Carrying out, or arranging for assessors to conduct, triennial CD Coach Reviews.
* Organising group assessments for equipment and new CD Coaches.