

Regional Delegate Job Description

Regional delegates are the people on the frontline - the first port of contact for members and clubs - in some areas you may be the ONLY council contact that members have! That means that you are not only a member and club advocate, you are also a council representative and NZMHA will often be judged by your conduct (actions, words and deeds).

As a delegate you will need to be able to remain impartial, and act with both integrity and maintain high ethical standards in all dealings concerning Miniature horses (personal or on behalf of NZMHA) - or where you feel there is a conflict of interest that leaves you unable to remain impartial, you are confident to seek support from the Team of Delegates and/or the rest of council. With Social media being a key source of contact and communication, as a Delegate you will need to have an account that is all inclusive to the members in your region (i.e you cannot have people Blocked by the profile you use to share information from). You also need to be aware that not ALL members have social media so all "posts" should be followed with an email to your region with the same information.

Whilst you have attendance requirements to council meetings, only travel and accommodation costs to 1 (one) meeting per year (the AGM) is to be reimbursed, as the Zoom Functionality allows you to participate from where-ever you are. In extenuating circumstances, where and "in person" attendance is required, costs are able to be reimbursed.

Key Tasks

- To promote the objectives, rules and policies of NZMHA within your region.
- To liaise with all Affiliated Clubs and all NZMHA members in your region on a regular basis.
- To actively seek input from members before attending Council meetings. To bring any and all concerns, comments or suggestions to Council on behalf of NZMHA members in your region.
- To maintain an awareness of other miniature horse activities in your region with a view to co-ordinating the involvement of NZMHA wherever possible or required.
- To be a part of the Showcase Coordination Portfolio on council, and commit to travel to a Showcase ****outside of your region** to assist in the running of the show in conjunction with the Affiliated Club(s). (**travel costs to be reimbursed)
- To regularly submit a report of activities in your region for information sharing (via social media or the E-newsletter).
- To submit a report to every Council meeting
- To be the "Go to" for Affiliated Clubs should they require assistance submitting local show schedules to Council for approval (meeting the eligibility criteria for any High Points or Associated Incentive Programmes), as well as assist in the development of NZMHA compliant Schedules to run at A&P shows in your region to meet the needs of local members
- To be a part of the Team of delegates, this will include support of members outside of your region and form an integral part of being a Member advocate on council, as well as support of your fellow delegates.

- To miss no more than 2 (two) council meetings a year (as above Travel reimbursements are limited, but Zoom attendance is available)
- To assist in and/or collate the submission of Show and Measuring dates from your region to Council. This will include tracking the approval process and notifying clubs if their application was successful. This will also include advising all NZMHA members in your region in writing (via E-mail) of the venue and date that measuring will occur no less than seven days before the measuring is to occur. It is also advised, but not obligatory to advise members of the availability of schedules as well as Entry cut off dates.
- To undertake the sharing of reminders for “key date” information (ie Due dates for Returns, Memberships, Meetings). To work as a team of Delegates to assure uniformity of Information shared.
- To provide assistance to Council when/where required, and to hold and have an active role in Council Portfolio’s (such as, but not exclusive to : Youth; Disputes; Media and Information Sharing; Show and Measuring Approvals)

Regional delegates must take care not to:

- Represent that they speak on matters of policy without being clear that that authority has been given by Council;
- Act in a way that is detrimental to the interests of NZMHA or its members;
- Allow themselves to be put in a conflict of interest position by becoming involved in the affairs of other miniature horse associations.
- Become involved in local “politics” and disputes between local members, other than in an arbitration or conciliation role;
- Put themselves in compromising positions or be seen to have a conflict of personal interests;