

# SUBCOMMITTEE CHARTER

Commencement Date: 27 January 2025

## **Equestrian Northern Territory**

PO Box 901, Coolalinga NT 0839

**T:** 0497 303 535

**E:** [admin@ent.org.au](mailto:admin@ent.org.au)

**W:** [www.nt.equestrian.org.au](http://www.nt.equestrian.org.au)



## DOCUMENT REVIEW

This Subcommittee Charter relates to Equestrian Northern Territory's subcommittee responsibilities and governance framework.

This charter will be reviewed and updated as required, on a periodic basis but at least once every 2 years from its date of adoption.

Version	Commencement Date	Date Endorsed	Endorsed By	Revision Date
1	September 2020	September 2020	ENT Board	September 2021
2	22 November 2020	20 November 2020	ENT Board	September 2021
3	19 September 2022	17 September 2022	ENT Board	September 2024
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## Introduction

This charter defines the governance, roles, and responsibilities of subcommittees operating under the oversight of the Equestrian Northern Territory (ENT) Board. Subcommittees support ENT's mission by managing specific disciplines, promoting equestrian sport, and ensuring alignment with ENT's strategic goals and values.

## Purpose of the Charter

The Charter aims to:

- Establish transparent processes and governance standards for subcommittees.
- Ensure subcommittees operate in accordance with ENT's Constitution and governance framework.
- Clarify the roles, responsibilities, and expectations of subcommittee members.
- Align subcommittee activities with ENT's strategic objectives and stakeholder expectations.

This charter complements ENT's Constitution. In case of any conflict, the Constitution prevails.

## Key Responsibilities

The subcommittees responsibilities include:

- Acting in the best interests of ENT and its members.
- Complying with ENT's constitution, and other policies and relevant legislation
- Supporting ENT's strategic objectives by:
  - Promoting and developing their assigned discipline.
  - Assisting affiliated clubs and/or managing events, and programs in line with ENT's strategic plan.
  - Monitoring performance against agreed goals and reporting outcomes to the ENT Board.

## Governance and Member Expectations

Subcommittee governance requires:

- Leadership, integrity, and transparency in decision-making.
- Compliance with ENT's core values, ethical standards, and legal obligations.

Subcommittee members are expected to:

1. Act in the best interests of ENT, prioritizing the organisation's needs over personal interests.
2. Participate actively in discussion providing informed and independent judgment on matters.
3. Maintain high ethical standards, accountability, and confidentiality in all dealings.
4. Embrace strategic thinking and align actions with ENT's long-term goals.
5. Engage in constructive discussions, respecting differing viewpoints

## Subcommittee appointment and tenure

- Members are appointed by the ENT Board, either through invitation or open advertisement.
- Initial tenure is 12 months, with the possibility of renewal based on performance and at the Board's discretion.
- Members may resign or be removed if they fail to meet performance expectations or breach the charter's provisions.

## Confidentiality and Conflicts of Interest

Subcommittee members must:

1. **Maintain Confidentiality:** Safeguard all discussions and decisions, disclosing information only when required by law or with the Board's explicit approval.
2. **Acknowledge Conflicts of Intent:** Recognise that, as active participants in the discipline, members may have inherent conflicts of intent. These are understood and accepted by the Board and ENT membership as part of the subcommittee's role in promoting the discipline.
3. **Participate Transparently:** Engage in discussions and decisions with transparency. Members are not required to abstain from discussions where conflicts of intent exist, provided these conflicts are disclosed and managed in accordance with ENT governance practices. However, in cases of material conflict, abstention may be required unless the Board determines otherwise.

## Relationship with Management

1. The ENT Office oversees ENT's day-to-day operations and is the primary liaison for subcommittees.
2. Subcommittees must structure information requests to minimise disruption to ENT staff.
3. Subcommittees requiring Board input or collaboration must coordinate through the ENT Office.

## Meetings and Decision-Making

Subcommittees are not required to hold regular meetings but may convene them as needed. When meetings are held, good practice includes:

1. Ensuring a clear purpose, with an agenda and supporting documents circulated in advance.
2. Recording minutes and sharing them with subcommittee members and the ENT Board, if requested by the Board.

Subcommittees must:

- Provide regular reports to the ENT Board, summarising key activities, decisions, and challenges.
- Address urgent matters through out-of-session decision-making, using written resolutions approved by a simple majority of members.

## Reporting and Communication

Subcommittees provide monthly reports to the ENT Board, summarising:

- Activities undertaken,
- Decisions made, and
- Key issues or recommendations.

## The Subcommittee and IT

The Board utilises collaborative IT tools for efficient communication and document sharing. Subcommittee members are expected to maintain basic IT proficiency for participation in virtual meetings and document review.

# SUBCOMMITTEE BYLAWS

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## Purpose

The subcommittees serve as the volunteer operational arms of the ENT Board, working collaboratively to support the Board in achieving its objectives for equestrian sport in the NT.

Subcommittees:

- Collaborate with the ENT Board to deliver outcomes aligned with ENT's Strategic Plan.
- Are not authorized to enter into contracts or incur liabilities independently of ENT.

## Subcommittees

The subcommittees governed by these bylaws are:

- Dressage NT (DNT)
- Jumping NT (JNT)
- Show Horse NT (SHNT)
- Interschool NT (ISNT)

The subcommittees are not limited to the above, and the ENT Board may establish additional subcommittees as needed to support its strategic goals and address emerging priorities.

## Discipline Specific Responsibilities

Dressage NT, Jumping NT and Show Horse NT subcommittees are responsible for:

1. Providing advice and recommendations about national rules to the National Discipline Committee (NDC).
2. Promoting and guiding their discipline within the Northern Territory, in line with National polices.
3. Assisting developing the NT discipline calendar in consultation with stakeholders.
4. Making decisions in the best interest of the discipline, reflecting ENT's strategic goals.
5. Staying informed about current issues and developments within their discipline.
6. Collaborating with Officials, to ensure maintenance, training and appointment of an adequate pool of accredited officials

Interschool NT subcommittee has additional responsibilities, including:

1. Providing advice and recommendations on national interschool rules.
2. Promoting and guiding Interschool activities within the Northern Territory, in line with the National Strategy.
3. Organising and managing and promote Interschool events and clinics within ENT's approved budget framework.
4. Annually reviewing Interschool policies and guidelines, and budgets, and providing advice and recommendations to the Board.
5. Developing and managing Interschool apparel and branding.
6. Serving as the primary point of contact for Interschool squad members, parents, guardians, coaches and team managers