



Australian Carriage Driving Society

ABN: 28 794 114 302 – Incorporation No: AO1028

Federal Secretary

Tom Dowling
23 Heath Road
STRATFORD, VIC 3862
Mobile: 0428 957 052

Email: acdsfedsec@gmail.com

NOMINATION FORM – COUNCIL APPOINTED POSITIONS 2022-2023

- Due date for lodgement of Nomination Form: **1 June 2022**.
- Nomination Form may be posted or emailed to the Federal Secretary. Contact details listed above.
- If nominating for more than one position – one signed Code of Conduct will suffice.
- A position description is available from the Federal Website or the Federal Secretary.

Discipline Convenor

- CDE
- Driven Dressage
- Pleasure and Endurance
- Historical
- Show Driving

Federal Council Appointments

- Assistant Federal Secretary
- Horse Registrar
- Horse Grading Officer
- Journal Managing Editor
- Coaching Coordinator
- Website Coordinator
- Young Driver Coordinator
- Publicity Officer
- Officials List Coordinator
- Public Officer for Incorporation (must be a resident of the ACT)
- New Member Liaison Officer
- Training Schools Coordinator

ACDS Sub-committee

- ACDS-EA Subcommittee
- ACDS Training & Schools Subcommittee
- ACDS Electronic Media Subcommittee



CODE OF CONDUCT FOR FEDERAL COUNCIL APPOINTED POSITIONS

As an ACDS Federal Council Appointee, I certify that:

1. I will act honestly, in good faith and in the best interest of the ACDS as a whole.
2. I have a duty to use care and diligence in fulfilling the functions of the appointment and exercising the duties attached to that appointment.
3. I will use the functions of appointment for a proper purpose, in the best interests of the ACDS as a whole.
4. I recognise that my primary responsibility is to ACDS Members as a whole, but where appropriate I will have due regard for the interests of all stakeholders in the organisation.
5. I will not make improper use of information acquired as an ACDS Federal Council Appointee.
6. I will not take improper advantage of the position I hold as an ACDS Federal Council Appointee.
7. I will not allow personal interests, or the interests of any associated person, to conflict with the interests of the ACDS. I have a duty to disclose to ACDS Federal Council any such conflict of interest, or potential conflict of interest, which may arise in the performance of my duties.
8. I have an obligation to be independent in judgement and actions, and to take all reasonable steps to be satisfied as to the soundness of all decisions taken in my appointed position.
9. Confidential information received by me in the course of the exercise of my appointed duties remains the property of the ACDS, and it is improper for me to disclose it, or allow it to be disclosed, unless that disclosure has been authorised by the ACDS, or the person from whom the information was provided, or is required by law.
10. Any documentation, information or forms created by me in the course of the role, remains the property of the ACDS and, as such, may be appropriated and utilised by the ACDS Federal Council at any time.
11. I will not engage in conduct likely to bring discredit upon the ACDS.
12. I have an obligation, at all times, to comply with the spirit, as well as the letter, of the law, the principles of this Code, and the Rules and Regulations of the ACDS.
13. This Code of Conduct shall be read in accordance with the Position Description for the respective appointment.



Australian Carriage Driving Society

ABN: 28 794 114 302 – Incorporation No: AO1028

Name of Nominee: _____

Position/s nominating for:

1. _____

2. _____

3. _____

By signing this form, I formally nominate for the position/s above and I agree to abide by all those conditions outlined in the Code of Conduct for Federal Council Appointed Positions.

ACDS Club: _____ **State:** _____

ACDS Membership Number: _____

Email: _____ **Mobile No:** _____

Signature: _____ **Date:** _____

E-Signature is permissible