

Resume – Tom Dowling

ACDS Federal Secretary Position

2022 – 2023

Education

- Heavy Vehicle Technician,
- Bachelor of Further Education and Training,
- Diploma of Workplace Assessment and Training Systems,
- Accrual Accounting
- Leadership
- Teamwork

Career

Army Apprentice, Repair Team Supervisor (remote locations), Workshop Manager and senior military officer at the Army Logistic Training Centre (180 students, 35 civilian teachers and 25 military instructors). Served as a Secretary for two Sergeants' Messes. Army career spanned 26 years.

As a Training Manager, Developer and Consultant – British Aerospace (worked in Adelaide and Kuwait), William Adams (Cat Dealer for Vic/Tas) and Caterpillar of Australia (worked in Asia, USA and Spain). My own training consultancy business – worked in Indonesia, Saudi Arabia and various states within Australia.

ACDS

- Member for 17 years;
- Secretary of Oaklands Club for one year;
- Eastern Vic. Pleasure Harness Club (EVPHC) President for three years;
- EVPHC Secretary for three years;
- EVPHC Treasurer for six years;
- Organised events at EVPHC, including State and National championships;
- Ratified Cones Judge, Course Designer, Member of the Ground Jury; and
- ACDS Federal Secretary for three years

ACDS Federal Secretary (2019 – current)

- Liaise and work as part of a team with the Federal Executive, Federal Council and Federal Council appointments, including the Assistant Federal Secretary (memberships and Insurance), Federal Convenors, Horse Registrar, Grading Officer, Web Coordinator, Publicity Officer, New Member Liaison Officer, Officials List Coordinator and Young Driver Coordinator;
- Coordinate the Junior Bursary Programme;
- Liaised with new clubs to assist in registering as an Incorporated Association and becoming an ACDS affiliated Club;
- Receive and maintain records of One Activity Memberships, Come and Try Days, Active Memberships and Incident Reports;
- Maintain an up-to-date list of State and Club officials;
- Coordinate all administrative aspects of Federal Council, including the Annual General Meeting;
- Review the ACDS Rules (Constitution), By-laws and Policies on a regular basis;

- Review and format all ACDS documents and ensure the latest versions are correct in content and available for the ACDS Website;
- Maintain files on all current ACDS documents (Word and Acrobat Format), including Rules (Constitution), By-laws, policies, rule books, manuals, guidelines and forms;
- Liaise with State Secretaries;
- Bank signatory;
- Coordinate ratification of ACDS Officials;
- Receive and collate information from annual Club Affiliation Forms;
- Seek out legal advice where necessary;
- Seek out advice from Access Canberra (The ACDS is registered with this organisation as an Incorporated Association);
- Research information and advise on equal opportunity and discrimination;
- Receive and address queries from State Secretaries, Club Secretaries, ACDS members and non-ACDS members and provide accurate responses and a course of action;
- Compose letters in regard to decisions made at Federal Executive or Federal Council meetings

I have the basic computer and literacy skills required and, having retired, I have the capability to spend time fulfilling this position.

I believe I am approachable and always act in the best interests of the ACDS and its members. I behave professionally, ethically and with due regard for the Rules (Constitution), By-laws, Policies and Regulations of the ACDS.