

Terms of Reference for BHS Local Committees

1 OBJECT

Working under the guidance of the Development Team and the Regional or National Committee, Local Committees organise appropriate educational opportunities, fundraising and recreational events; support the work of Access, Safety and Horse Care & Welfare Departments and raise local awareness about the Society and its charitable objectives.

2 FUNCTIONS

- 2.1 supporting the recruitment of BHS members by raising awareness
- 2.2 implementing BHS policies and priorities
- 2.3 promoting the Society positively to all local audiences;
- 2.4 providing activities and services that benefit members and potential members;
- 2.5 raising funds to support the delivery of local activities and national campaigns;
- 2.6 working productively with BHS affiliated riding clubs within their area; and
- 2.7 cooperating with relevant local, regional, and National authorities, and other organisations, and providing BHS policy advice to such bodies on matters relevant to the horse industry.

3 COMPOSITION AND APPOINTMENT

- 3.1 Each Local Committee may consist of the following members:
 - 3.1.1 Chairperson;
 - 3.1.2 Vice-Chairperson;
 - 3.1.3 Treasurer;
 - 3.1.4 Secretary;
 - 3.1.5 Marketing and Communications Officer;
 - 3.1.6 Access and Bridleways Officers;
 - 3.1.7 Horse Care & Welfare Advisers;
 - 3.1.8 Equestrian Safety Advisers;
 - 3.1.9 Education & Events Officers;
 - 3.1.10 up to four committee members.
- 3.2 Ideally, there should be a different volunteer for each role, the offices of Chairperson, Vice- Chairperson and Treasurer must be held by three different people.
- 3.3 All volunteers will be appointed in accordance with the BHS Volunteer Policy.
- 3.4 The posts of Chairperson and Vice –Chairperson shall be elected by the members of the Committee in accordance with the current BHS procedures.

3.5 Any salaried member of staff, trustee or a member of the committees relevant Regional or National committee may attend meetings of the local committee, but they shall have no vote.

3.6 Any other party can be invited to observe or present at a meeting. None of these parties would have a vote. It is the responsibility of the Chairperson to ensure any invitation is appropriate and they are not present for any business that would present a conflict of interest for that party nor a breach of confidentiality for the Society.

4. DELIVERY OF BUSINESS

4.1 Committees should meet on as many occasions as is necessary for the dispatch of business. It is recommended that this should be at least four times a year, the appropriate Regional Manager should be provided with the meeting dates.

4.2 At least three or 50% of the committee, whichever is greater, must be present before any business can be conducted at a committee meeting.

4.3 Minutes/Action points should be taken for every meeting.

4.4 The Committee must comply with the Financial Guidelines and submit returns both quarterly and annual in accordance with the published finance timetable.

4.5 All charities are required to report on their activities, and as committees are part of the British Horse Society we need to collate information and reports on your activities. The mechanisms for these may change as our systems and requirements develop.

The Board of Trustees, are legally responsible for the finances and operations of the Society including those of BHS Volunteer Committees.