

Committee Member Role Description

Role Summary Our local committees are the local face of the British Horse Society.

Committee members contribute to all areas of the committee's activities, from helping with events, to promoting membership and recruiting new volunteers. It gives you the flexibility to support a number of different activities and the chance to find out if you want to get more involved and take on a more specific volunteer role.

What's in it for you You will have the opportunity to make a difference for horses and people in your local area. You will be meeting new people and building skills, experience and confidence.

Main duties and responsibilities You will work with the whole committee to support their activities. The specifics of your role, will depend on your interests and the needs of your committee, but it is likely to involve:

- Promoting The British Horse Society and the activities of your committee, for example distributing membership leaflets, displaying event posters or distributing committee leaflets.
- Attending committee meetings.
- Supporting the committee to arrange and administer meetings and events.
- Supporting the Chairman and committee volunteers to prepare reports on their activities.
- Creating links with other local clubs and interested groups.

Skills and Knowledge

Essential

- Interest and enthusiasm for The British Horse Society

Desirable

- Equestrian knowledge

Training and Support Your Chairman and Regional Development Officer/Director will be there to support you throughout your role. They will work with you to design an induction specific to your role and your skills.

Resources You will need computer with email access and Microsoft Office. You must be willing to receive email, telephone and written correspondence from the BHS and committee volunteers.

It is essential that you have the ability to travel and it is beneficial that you have or have access to a vehicle that you can use in your role.

Your Commitment We ask all our Committee Members to commit to a minimum of a one year term, after this period you may wish to continue in the role or progress into a more specific role.

On average our Committee Members contribute a minimum of half a day a month to the role split over meetings, events and administration tasks. Due to the nature of the role it will require some evening and weekend meetings and events, including attending committee meetings.

How do I get involved? Complete an enquiry form and your Chairman or Regional Development Officer/Director will contact you to discuss the role.

Notes