

Terms of Reference for BHS Welsh National Committee

(BHS Cymru)



1 OBJECT

Working under the guidance of the National Manager of Wales, and with the local volunteer committees, to support, create and sustain an active, growing and vibrant Society within Wales.

2 FUNCTIONS

- 2.1 creating effective channels of communication between the BHS in Wales and the Welsh Government,
- 2.2 influencing policy makers and government departments in matters affecting horses, riders, drivers and others who have an interest in horses in Wales;
- 2.3 providing recommendations for the National Manager and Chairperson to raise with the wider BHS including the Senior Management Team and Board where appropriate on the development of the BHS in Wales;
- 2.4 creating effective channels of communication between local volunteer committees, the Development Team and BHS HQ;
- 2.5 sharing of innovation and best practice between local volunteer committees and the cascading of best practice and advice to local volunteer committees within Wales;
- 2.6 in collaboration with local volunteer committees, ascertaining the opinions and needs of members and of others involved with or concerned for the horse, in Wales, and advise on how the Society should respond;
- 2.7 providing advice on the implementation of BHS policies and plans in Wales; ensuring that the distinctive geographical, social and political factors which might have implications for the delivery of BHS programmes in Wales are considered;
- 2.8 assisting in disseminating the Society's policies and plans from BHS HQ and the Development Team to local volunteer committees, BHS members and members of the public within Wales;
- 2.9 promoting the Society positively to all Welsh audiences;
- 2.10 developing and organising events to promote the use, understanding, care or enjoyment of the horse;

- 2.11 engaging with and promoting BHS affiliated riding clubs within Wales; and
- 2.12 cooperating with relevant local, regional and National authorities, and other organisations, and providing advice to such bodies on matters relevant to the horse industry.

3 Composition

3.1 The Welsh National committee shall consist of:

3.1.1 Chairperson of each local volunteer committee or a nominated individual from that committee

3.1.2 Officer Roles

- Equestrian Safety Adviser
- Horse Care & Welfare Adviser
- Access and Bridleways Officer
- British Riding Clubs

3.1.3 Optional Officer Roles

- Events & Education Officer
- Marketing & Communications Officer

3.1.4 The following Committee roles could be appointed from the members of the committee or externally although it is preferable that they have experience of volunteering with the BHS,

- Chairperson
- Treasurer
- Secretary
- Vice – Chairperson

3.2 The Chairperson, who will sit on the Chairs' Consultation Committee, can be appointed from the committee or externally, due to the additional ambassadorial and political nature of the role.

3.3 Additional roles can be appointed if required, but these must be in accordance with the current BHS Volunteer Policy and the Development Director informed of their planned appointment.

3.4 All volunteers will be appointed in accordance with the BHS Volunteer Policy.

3.5 The posts of Chairperson and Vice –Chairperson shall be elected by the members of the Committee in accordance with the current BHS procedures.

3.6 The National Manager for Wales will attend all meetings, but shall have no vote.

3.7 Any salaried member of staff, trustee or a member of the associated local volunteer

committees may attend meetings, but they shall have no vote.

- 3.8 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. Dispatch of Business

- 4.1 The Committee should meet on as many occasions as is necessary for the dispatch of business. It is recommended that this should be at twice a year.
- 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.
- 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, 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.
- 4.6 The Chairperson of the committee should attend the Chairs' Consultation Committee meetings, or send a nominated representative from the committee. They should provide an update report from Wales. They should disseminate information from the Chairs' Consultation Meeting to the committee members and other volunteers as agreed within the meeting minutes.

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