

## 1 OBJECT

Working under the guidance of the Development Team and with the local committees within the region, Regional Committees should work to support, create and sustain a locally active, growing and vibrant Society.

## 2 FUNCTIONS

- 2.1 creation of effective channels of communication between local Committees and with the Development Team and BHS HQ.
- 2.2 sharing of innovation and best practice between local Committees and the cascading of best practice and advice to committees within the region.
- 2.3 represent local Committees in their region and convey their views via the Chairs' Consultation Committee to the BHS.
- 2.4 provide advice on the local implementation of BHS policies and plans; ensuring that any distinctive geographical, social or political factors which might have implications for the delivery of BHS programmes in their region are considered.
- 2.5 assistance in disseminating the Society's policies and plans from BHS HQ and the Development Team to local Committees, members and stakeholders within the region.
- 2.6 promoting the Society positively to all regional audiences.
- 2.7 engage with and promote regional and local engagement with BHS affiliated riding clubs within their area; and
- 2.8 cooperating with relevant local, Regional and National authorities, and other organisations, and provide BHS policy advice to such bodies on matters relevant to the horse industry.

## 3 COMPOSITION

- 3.1 Each Regional Committee shall consist of:
  - 3.1.1 Chairperson of each local Committee or a nominated individual from that committee
  - 3.1.2 Regional Officer Roles
    - Equestrian Safety Adviser
    - Horse Care & Welfare Adviser
    - Access and Bridleways Officer
    - British Riding Clubs
  - 3.1.3 Optional Roles
    - Education & Events Officer
    - Marketing & Communications Officer

- 3.1.4 The following Regional Committee roles can be appointed from within or outside the committee.
- Chairperson – who would sit on the Chairs’ Consultation Committee
  - Vice–Chairperson
  - Treasurer
  - Secretary
- 3.2 All volunteers will be appointed in accordance with the BHS Volunteer Policy.
- 3.3 The posts of Chairperson and Vice –Chairperson shall be elected by the members of the Committee in accordance with the current BHS procedures.
- 3.4 If there is no regional secretary, local committee secretaries may be invited to undertake the role on a rotational basis.
- 3.5 The relevant Regional Manager should attend all meetings, but shall have no vote.
- 3.6 Any salaried member of staff, trustee or a member of the committees relevant National or Regional committee may attend meetings of the regional committee, but they shall have no vote.
- 3.7 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 Regional Committees should meet on as many occasions as is necessary for the dispatch of business. They should meet a minimum of once a year and a maximum of three times a year.
- 4.2 Regional Officers, who do not hold an additional Regional Committee Role would not be required to attend all Regional Meetings, it is recommended that they attend at least one Regional meeting. Their priority should be to support volunteers in the region and as required coordinate networking meetings of the volunteer officers in their Region.
- 4.3 At least three or 50% of the committee, whichever is greater, must be present before any business can be conducted at a full committee meeting.
- 4.4 Minutes/action notes should be taken
- 4.5 The Regional Committee must comply with the Financial Guidelines and submit returns both quarterly and annually in accordance with the published finance timetable. 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 on best-practice from their Region. 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.**