

Statement of Purpose

The British Horse Society requires a Board of Trustees which has the skills and expertise to effectively govern the charity to achieve its charitable objects. The Board seek to be sufficiently diverse in order to effectively govern the Society with regard to all its stakeholders and beneficiaries.

Trustees must have sufficient knowledge of governance and The British Horse Society's activities to enable them to carry out their role and to represent the charity.

This Policy sets out how The British Horse Society intends to maintain a diverse and effective Board of Trustees in a robust and transparent manner.

The Nomination Committee (Article 18.0)

- 18.1 There shall be a selection and nomination committee (the “Nomination Committee”) whose appointment and composition shall be at the discretion of the Board but, which for the time being, shall comprise:
- 18.1.1 two Trustees; and
 - 18.1.2 one external person, being a person who is not a Trustee, an officer of the Society or a connected person.
- 18.2 The Nomination Committee shall exercise such powers as the Board may delegate to it from time to time including (but not limited to) publicising the vacancies for Trustee roles so as to reach potential candidates and administering the nomination and selection policy of the Board.
- 18.3 The Board shall identify a policy in relation to the nomination and selection of candidates for election to the Board (the “Selection Policy”) identifying, at least, the requirements which a candidate for a Trustee role must meet.
- 18.4 Any candidates nominated for election to a Trustee role must be considered by the Nomination Committee in accordance with the Selection Policy and such considerations may include a review of written applications and an interview.
- 18.5 Any candidate for election to a Trustee role that meets the requirements of the Selection Policy shall be recommended to the Board by the Nomination Committee for inclusion as a candidate for election pursuant to Article 12.
- 18.6 Any candidate who is nominated for election but is identified as not meeting the requirements of the Selection Policy shall be informed of the decision and given the opportunity to appeal such decision in writing to the Board which shall have ultimate discretion as to whether to override such decision.
- 18.7 The quorum necessary for the transaction of business at meetings of the Nomination Committee shall be three members of the Nomination Committee.

Eligibility or Ineligibility for Election

Eligibility:

- 10.3 No person is eligible for election to the Board unless:
- 10.3.1 he shall have been a Voting Member of the Society for at least three years; and
 - 10.3.2 he shall be a natural person aged 18 years or older.

Ineligibility:

- 12.18 No person shall be eligible for election or co-option to the Board or to be appointed to fill a casual vacancy if, at the date of the Board Meeting at which he is elected or co-opted, or at

the date from which he is appointed to fill a casual vacancy:

12.18.1 he is not a Voting Member of the Society; or

12.18.2 he will have served six consecutive years as a Trustee.

12.19 Any period of office served by a person appointed to fill a Casual Vacancy shall be ignored for the purposes of article 12.18.2.

12.20 If a person has either:

12.20.1 resigned or been removed as a Trustee; or

12.20.2 served six consecutive years as a Trustee,

a period of not less than one year must elapse before such a person may be elected or appointed for any further period as a Trustee.

The Nomination Process

The Nomination Committee will set the recruitment process in motion by:

- Identifying the skills and qualifications required to fill vacancies and reviewing the role description in collaboration with the appropriate Directors for each vacancy on the Board;
- Drafting a pack for each vacancy which will be available on the Nomination Site to candidates who wish to be nominated for election to the Board. As a minimum, nominees will be given access to a copy of the latest Annual Report, Charity Commission Publication CC3 'The Essential Trustee', a copy of the Articles of Association, Board meeting summaries of the last three Board meetings and a copy of this policy. The Nomination Site will also hold BHS documents as follows; BHS Conflict of Interest Policy, BHS Register of Trustee Interests, BHS Trustee Required Information, BHS Trustee Charity Indemnity Insurance form, BHS Trustee Skills Audit, Candidate Declaration form and the BHS Trustee Agreement.
- Placing an advertisement in British Horse (and in addition such other publications as the Nomination Committee may deem appropriate from time to time) and emailing members. The intention is to reach the widest number of members from a diverse background with appropriate independence, skills, experience and knowledge to make effective decisions that will further The British Horse Society's objects. The advertisement and Nomination Site will include the election timetable which will include details of any prospective trustee induction dates.

Nomination forms will be made available on the Nomination Site. A complete nomination for election must include the following:

- Nominee name, membership number, personal email address and telephone number;
- A copy of the nominee's curriculum vitae;
- The name and contact details of two referees;
- A candidate declaration form(s) with five supporting signatures from BHS members*;
- A completed and signed BHS Trustee register of interest form;
- A signed declaration that the nominee is not disqualified from being a Trustee as per Section 178 Charities Act 2011;
- Answers to the following questions**:
 - Please provide three bullet points setting out evidence of your suitability to become a Trustee. (150 words) **
 - Please advise us why you would like to become a trustee. (500 words) ***

* Candidates will have the option to submit supporting signatures from BHS Members online from 2025 onwards.

** These details will be used for the candidate biographies that are publicised in British Horse and on the Election Voting Site.

**** Article 12.5 states that the nomination of a candidate for election to the Board shall be made in such a form as the Board shall prescribe. The above was prescribed by the Board of Trustees on 6 November 2019.*

Nominations for election should be submitted, along with the supporting documents, via the Nomination Site which will be hosted by an independent scrutineer. Hard copies of candidate declarations forms should be retained and made available to HQ upon request.

Enquiries may be made to the Nomination Committee or its administrative support; trustee.elections@bhs.org.uk or 02476 840 531 for telephone enquiries. Documentation that is available from within the public domain but not on the Nomination Site will be shared with interested candidates upon request.

The British Horse Society will strive to ensure diversity in its Board of Trustees and consideration will be given to engagement with segments of the membership that may be under-represented at governance level. The Board will not discriminate unfairly on any of the grounds listed in the Equality Act 2010.

The Selection Process

The selection process is the responsibility of the Nomination Committee and will be supported by the Executive as appropriate. It is the Nomination Committee's responsibility to ensure that the selection process as set out in Article 18 is carried out.

Once the deadline for nomination for election has passed, the eligibility or ineligibility of nominees under the Articles of Association and the Selection Policy will be assessed. Nominees who are eligible for election may be interviewed by the Nomination Committee either face to face or by telephone.

Nominees will be assessed against the criteria set out within this Selection Policy which includes the Trustee Role Description and the accompanying Specified Role Description for the vacancy in question. Any candidate who meets the criteria for a Specified Role will be recommended to the Board of Trustees for inclusion as a candidate for election.

The Nomination Committee will adopt the same interview process as the BHS uses for external recruitment, this process scrutinises candidates against the criteria set out in the Selection Policy.

The date by which a nominee will be informed of the outcome of the Nomination Committee's decision will be included in the election timetable on the Nomination Site. Any nominee that does not meet the criteria set out within this selection policy will be informed and given the right of appeal to the Board of Trustees.

Any appeal to the outcome of the selection process will be heard by the Board of Trustees at their April meeting. The outcome of an appeal to the Board of Trustees is final and will be communicated in advance of the ballot being finalised and opened to members for voting.

It is the responsibility of the Nomination Committee to ensure that references are obtained and all other relevant checks are completed.

The Election Process

Trustees will be elected at the Election Board Meeting each year. When convening an Election Board Meeting the Board will make available to members a voting paper which contains, for each vacancy:

- The names of the candidates in alphabetical order;
- A description of each candidate, based on the information supplied by the candidate in their nomination form;
- A description of the vacancy;
- Such other information as the Board may deem desirable

If only one duly nominated and qualified candidate applies for a particular Trustee role, a statement to that effect will be included and the candidate will be elected in accordance with 12.10.5.

British Horse Society will appoint an independent scrutineer to conduct the election process and facilitate voting via online and paper ballots. Details of the online ballot will be emailed to members and the voting paper which should be returned to the office of the independent scrutineer will be available in the June issue of British Horse.

The result of the election will be declared to candidates at the close of voting and declared to the membership by the Chairman at the Election Board Meeting.

The Co-option Process

The Board of Trustees believes that members should elect candidates to the Board who they believe will best govern the Society as a Trustee. However, they also have a responsibility to ensure that the required skills and expertise are available for support at governance level and therefore, from time-to-time, they may under Article 10.2.2 co-opt Trustees to the Board.

The process for the co-option of Trustees has been prescribed by the Board as follows:

- Where a gap in the skills matrix is identified by the Board but cannot be fulfilled by an elected member, the Board of Trustees may instruct the Nomination Committee to recommend a suitable candidate for co-option or advertise the role.
- Candidate recommendations may be made by the Board of Trustees, the Senior Management Team or may be received by approaching voluntary sector organisations such as the Charity Commission, Sport England or UK Sport.
- Prospective candidates will be approached by the Executive in order to ascertain their willingness to join the Board of Trustees, subject to an interview by an interview panel, a Trustee and / or a member of the Executive.
- The interview will take place face-to-face, virtually or by telephone. Subsequently a recommendation will be made to the Board to co-opt the candidate.

Co-opted Trustees are required to be members of the Society.

Trustee Role

Role Summary	<p>The British Horse Society trustee board lead and govern the charity ensuring that it is managed and administered in accordance with best practice, the requirements of the Charity Commission and the relevant laws, to achieve our charitable objectives.</p> <p>A number of our trustees may also have a particular area of specialism. In addition, to their statutory duties they will use their skills, knowledge, and connections in this area to benefit the Society.</p> <p>Alongside your fellow trustees you will support and empower the executive team to develop the Society for the benefit of our members and the wider equestrian community.</p>
What does it entail?	<p>As a trustee you will be responsible for the long term strategic development of the Society. Your good governance will ensure that the BHS grows and develops, continuing to deliver our charitable objectives for our beneficiaries.</p> <p>You will have the opportunity to utilise your skills and experience for charitable benefit and gain knowledge and understanding of the governance and development of a national equestrian charity.</p>
Main duties and responsibilities	<p>As a trustee board you will lead and govern the Society, collectively you have eight essential responsibilities:</p> <ol style="list-style-type: none"> 1. Set and maintain vision, mission, and values 2. Assist in the development of strategy 3. Ensure accountability and that the Society complies with its own rules and relevant legislation. 4. Maintain financial oversight 5. Contribute to effective board performance 6. Promote the organisation 7. Support the Chief Executive and Senior Management Team 8. Ensure that the Society is inclusive and that it actively works to remove any barriers which could exclude people from enjoying horses or riding <p>These will be achieved through:</p> <ul style="list-style-type: none"> • Attending and preparing fully for trustee and other meetings (in person or virtually) • Engaging with advisory committees, working groups and internal meetings • Attending events, functions and meetings (in person or virtually) to represent the BHS and/or the board of trustees
Skills and Knowledge	<p>Essential</p> <ul style="list-style-type: none"> • Experience of providing support and challenge within a team environment • A minimum of three years membership of The British Horse Society (election eligibility) <p>Desirable</p> <ul style="list-style-type: none"> • Experience of charity or organisational management and/or development • Experience of volunteering • Experience of charity or company leadership • Understanding of Governance requirements including the implications of charity and company law

Training and Support	You will receive support and guidance from the BHS Chair and your fellow trustees.
	All trustees undergo an annual induction and skills audit, to update their knowledge and identify any areas for development. You will work with the Chair to identify the skills and knowledge you need to develop each year through internal or external training and engagement with BHS departments.
Resources	You will be provided with reasonable out of pocket expenses for the duties you undertake as a trustee. You will not be remunerated for the role itself.
	The Chief Executive's Department will ensure that you receive the appropriate resources and information to undertake your role, including a tablet and keyboard in order to access BHS emails and take part in remote calls. We will also provide specialist equipment or resources for those with additional needs.
Your Commitment	All trustees must give enough time, thought and energy to their duties as trustees, and make reasonable use of their skills and experience.
	The time you will need to dedicate will depend on the needs of the Society, but it will be a minimum of between one to three days a month and maybe more from time to time. This will increase if your specialist area needs support or development during your trusteeship.
	Trustees are either elected for a three year term or co-opted by the Trustee Board until the next election, where they may stand for election. Trustees may stand for a maximum of two terms of three years.
How do I get involved?	All candidates are required to submit the following if nominating for election:
	<ul style="list-style-type: none">• Nominee name, membership number, personal email address and telephone number;• A copy of the nominee's curriculum vitae;• The name and contact details of two referees;• A candidate declaration form(s) with five supporting signatures from BHS members*;• A completed and signed BHS Trustee register of interest form;• A signed declaration that the nominee is not disqualified from being a Trustee as per Section 178 Charities Act 2011;• Answers to the following questions**:<ul style="list-style-type: none">○ Please provide three bullet points setting out evidence of your suitability to become a Trustee. (150 words)**○ Please advise us why you would like to become a trustee. (500 words)***
	<p><i>* Candidates will have the option to submit supporting signatures from BHS Members online from 2024 onwards.</i></p> <p><i>** These details will be used for the candidate biographies that are publicised in British Horse and on the Election Voting Site.</i></p> <p><i>*** Article 12.5 states that the nomination of a candidate for election to the Board shall be made in such a form as the Board shall prescribe. The above was prescribed by the Board of Trustees on 6 November 2019.</i></p>

Notes

To stand to be an elected member you must be a person aged 18 years or older and have been a Voting Member of The British Horse Society for at least three years on the date of the Election Board Meeting.

In order to be co-opted you must be a member of The British Horse Society.

British Horse Society trustees are subject to the same statutory duties as directors of private sector companies. No one who has been disbarred under the Companies Acts from holding office as a company director or anyone convicted of fraud may serve in this position.

BHS Trustee Specialist Role Descriptions (2026 Election)

Specialist Trustee – Volunteering & Communities

Together with the Executive Team you will ensure that the BHS continues to provide and develop varied opportunities for volunteering in all areas of the Society's charitable work. You will support the ongoing development of the Society's programme of activities which encourage participation in equestrianism, supporting and advising on new initiatives, audiences and funders that could be involved with our opportunities. You will champion volunteer contributions across all areas of our work and represent the views of volunteers at board level.

You will provide strategic guidance to ensure the volunteer programme thrives and empowers volunteer teams to contribute effectively to our Strategic Plan and community engagement activities.

You will provide strategic guidance to the Executive Team to build, and meet the needs of, the BHS community of volunteers, coaches and approved centre owners with the aim of increasing engagement with, and support for BHS.

Candidates should have *some or all* the following specialised skills and experience:

- Good understanding of volunteering, volunteer management and community engagement.
- Experience of volunteering expansion programmes and programmes that build social capital and networks.
- Experience of chairing consultative forums and meetings
- Knowledge of the voluntary sector which may include but not be limited to, how to engage volunteers, increase active participation in volunteering and increase inclusivity in volunteering.
- Understanding of the wider BHS Community and experience of championing community-building initiatives.
- Knowledge of the sporting sector in relation to active participation in supporting equestrian competitions and activities
- Experience of managing large groups of volunteers

Specialist Trustee – Business - IT, Digital and Projects

As the Specialist Trustee for Business - IT, Digital and Projects you will have a commercial background with Executive or Board level experience and knowledge to support the Senior Management Team in delivering the Strategic Plan for 2025 – 2027 with particular focus on the key enablers which underpin the strategy, including the oversight of key projects. The Society has robust project management systems in place to ensure the correct processes are followed from project inception through to successful completion including implementation and optimisation of new technology and digital assets. You will support the Senior Management Team in project and programme governance and provide a conduit to the Board.

Candidates should have *some or all* the following specialised skills and experience:

Business:

- Extensive experience of project and programme management using agile, waterfall and hybrid methodology, ideally aligned to Prince2
- Experience of strategic and general management and monitoring in a national organisation
- Excellent general management and development skills and knowledge
- Experience of developing and implementing customer centric strategies using currently available technology
- Experience of financial planning and controls, performance management and delivery of projects within a predetermined budget & key performance indicator (KPIs)

Digital Technology:

- An in depth understanding of the practical application of information technology, websites and digital platforms
- Knowledge of digital membership platforms and their application in promoting member engagement, targeted communication and revenue optimisation
- Knowledge of Microsoft Dynamics and digital ecosystems
- Experience of product management including member experience, community management, analytics and insights
- Knowledge of current technology trends and an understanding of software practices, security and behaviours

Specialist Trustee – Safety

You will assist the executive team in promoting the safety of horses, riders and carriage drivers to a variety of equestrian and non-equestrian audiences and stakeholders including UK Government, road safety charities and safety campaigners. You will assist the team in identifying opportunities for engagement with stakeholders and your knowledge of safety will provide an invaluable addition to the expertise already contained within the BHS Safety team. You will also act as a scrutineer of health and safety governance to the Board.

Candidates should have *some or all* the following specialised skills and experience:

Extensive knowledge of one or more of the key areas covered by BHS Safety, for example riding on the roads, dogs, cycling, fireworks, low flying aircraft or slippery roads.

- Experience of successful lobbying and campaigning to effect change at government level including policy review and reform
- Experience of public affairs, including liaison with police, MPs and wider stakeholders
- An established network of contacts across the safety sector
- A detailed knowledge of current safety standards and legislation within equestrianism
- Experience of volunteering for the BHS as an Equestrian Safety Advisor or as a Ride Safe Assessor or Trainer
- Professional experience working within the wider safety sector
- Knowledge of health and safety legislation and its application as it applies to BHS activities
- Public relations or media experience
- Experience of chairing meetings