

Terms of Reference for BHS Northern Ireland and Republic of Ireland

1 OBJECT

Working under the guidance of the National Manager for Ireland, to support, create and sustain an active, growing and vibrant Society.

2 FUNCTIONS

- 2.1 creation of effective channels of communication between the BHS in Northern Ireland and the Republic of Ireland, and the political institutions both north and south, at a local and national level;
- 2.2 influence policy makers in Northern Ireland and the Republic of Ireland in matters affecting horses, riders, drivers and others who have an interest in horses;
- 2.3 provide recommendations for the National Manager for Ireland and Chairperson to raise with the wider BHS, including the Senior Management Team and Board where appropriate, on the development of the BHS in Northern Ireland and the Republic of Ireland;
- 2.4 creation of effective channels of communication between volunteers, and with the Development Team and BHS HQ;
- 2.5 sharing of innovation and best practice between volunteers, and the cascading of best practice and advice to volunteers within Northern Ireland and the Republic of Ireland;
- 2.6 ascertain the opinions and needs of members and of others involved with, or concerned for, the horse in Northern Ireland and the Republic of Ireland, and advise on how the Society could respond;
- 2.7 provide advice on the implementation of BHS policies and plans in Northern Ireland and the Republic of Ireland; ensuring that the distinctive geographical, social and political factors which might have implications for the delivery of BHS programmes in Northern Ireland and the Republic of Ireland, are considered;
- 2.8 assisting in disseminating the Society's policies and plans from BHS HQ and the Development Team to volunteers, BHS members and members of the public within Northern Ireland and the Republic of Ireland ;
- 2.9 promoting the Society positively to all audiences within Northern Ireland and the Republic of Ireland;
- 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 Northern Ireland; 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 BHS Northern Ireland and Republic of Ireland National Committee shall consist of:

3.1.1 Officer Roles

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

3.1.3 Optional Officer Roles

- Education & Events Officer
- Marketing & Communications Officer

3.1.4 The following Committee roles could be appointed from the members of the committee, or externally, if they have appropriate experience of volunteering with the BHS,

- Chairperson
 - Vice–Chairperson
 - Treasurer
 - Secretary

3.2 The Chairperson, who will sit on the Chairs' Consultation Committee, can be appointed from within 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 Ireland will attend all meetings, but shall have no vote.

3.7 Any salaried member of staff or trustee 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 that 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 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.
Minute/action points should be taken. Committee must comply with the Financial Guidelines and submit returns, both quarterly and annually, in accordance with the published finance timetable.
- 4.3 All charities are required to report on their activities, as committees are part of the British Horse Society and we need to collate information and reports on your activities. The mechanisms for these may change as our systems and requirements develop.
- 4.4 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 Northern Ireland and the Republic of Ireland. They should disseminate information from the Chairmans,' 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.