

COMMITTEE AND OTHER ROLES - 2022

	Who	Main components of role
Please see BRC data sheet 21 for roles of officers		
Chair	Anette	<p>Ensure that:</p> <ul style="list-style-type: none"> • club has up to date constitution and is run accordingly • members' views are sought, recorded and acted on • club is run in line with BRC regulations and relevant legislation • committee meetings are run appropriately, that decision making is effective, clear and transparent and recorded accurately in minutes that are circulated shortly after meetings • committee decisions are implemented • AGMs are held as per constitution • annual activities and priorities are planned, agreed by the committee and implemented
Secretary	Kate	<p>Ensure that:</p> <ul style="list-style-type: none"> • committee meetings are held according to constitution • meetings are scheduled and agenda'ed to enable maximum participation in collaboration with the Chair, and that all papers to be considered are distributed in advance • that the financial statement is distributed and presented by the treasurer • records of all meetings and papers presented to meetings are retained and organised in a way that can be handed over to a successor • a signed copy of the minutes is retained for the next meeting • the minutes are distributed to those who are entitled to receive them after the chairperson has made any alterations to them • all admin tasks are undertaken in communication with committee • maintain website/social media updates • consistency of branding is maintained • members are informed about all aspects of the club and its activities through regular mailshots and other media
Treasurer	Claire	<p>Responsible for club finances by ensuring that:</p> <ul style="list-style-type: none"> • all financial practices are in line with BRC Datasheet 27 and general legislation/good practice principles • accounts are audited annually by the individual appointed at the AGM • accounts are kept as simple as possible • the committee's financial decisions are implemented • all transactions are reported to the committee by ensuring papers are ready for secretary to distribute in advance of meetings with agenda and other documents • both annual BRC invoices are paid on time <p>[The Inland Revenue may check club accounts from time to time, consult bank manager for advice]</p>

Club Safeguarding Officer	Jacqui to transfer to Becca	<ul style="list-style-type: none"> To be the first point of contact for any safeguarding queries and concerns by children, parents and all others - and to ensure that appropriate action is taken To ensure that children, parents and others are aware of the club's safeguarding policy To ensure compliance with: 2020 Rules Regs RLRC safeguarding policy young children.pdf (create-cdn.net)
Vice-chair	Sue	<ul style="list-style-type: none"> be a 'critical friend' to the chair support the chair and other committee members with any tasks by mutual agreement
Membership Secretary	Jules	<p>Please see Datasheet 4.</p> <ul style="list-style-type: none"> Be the first point of contact for all membership applications and queries Coordinate information about the members of the club and send out membership pack Ensure new members applications are processed promptly Submit an up-to-date membership list, in the correct Excel format, password protected, to BRC HQ, monthly or each time a new member joins Assist BRC HQ in contacting any members where necessary Inform BRC HQ of all club officers and any changes Ensure accurate financial records of all membership subscriptions received by the club are kept Help treasurer ensure both annual BRC invoices are paid promptly Pass on relevant membership information to the Welcome secretary so that she can contact members
New Member Support	Sandy	<p>Receive membership information from the membership secretary and contact all members when they join to:</p> <ul style="list-style-type: none"> welcome them give them all relevant information about club shows, training and BRC teams encourage participation - and support as/if needed put them in touch with other members/others as/if needed meet at first show/clinic, if possible
Meetings Minutes Secretary	Tracy Julie	<ul style="list-style-type: none"> Take notes during committee meetings The minutes should be a concise record of decisions made (DS 21) Decisions and agreed actions should be clearly recorded together with names and deadlines The names of proposers and seconders should be recorded
BRC Compliance Secretary	Jacqui	To read and keep abreast with all relevant updates and new information from BRC and to advise the committee on such information and any actions that may be required by the club and its committee.
Social Secretary	Hils	To initiate and lead the rganization of social activities for the club's members and families as appropriate as agreed by the committee.
Publicity/ Branding Co-ordinator	Kate Hils	To ensure that all information intended for the public domain is of the highest quality, RLRC branded and consistent with all other information. All other organisers to check their information with ??

Training Organisers		Datasheets 11, 12 and 18 To organise all training activities, coordinating venues, trainers and participants in line with H&S requirements.
	Jumping	Sue
	Flatwork	Claire Jacqui
	Quadrille	Jane Anette
		<ul style="list-style-type: none"> • To ensure vaccination records are up-to-date • To ensure venue/clinic RA has been made and is available at the clinic • To ensure H&S document for the venue is available at the clinic • To ensure a qualified FA is available for the duration of a clinic. • To ensure parking/warm up details are given to participants
Health and Safety Officers	Becca	Datasheets 15 and 34. Ensure that: <ul style="list-style-type: none"> • all activities run by the club are in line with the H&S requirements, that Risk Assessments are carried out and that event safety files are in place - and that all relevant information is clearly recorded and kept by show and training organisers. • that any incident is reported to BRC in accordance with their policy
Immunisation Records Co-ordinator	Claire	To ensure that all horses have the appropriate level of flu vacs by maintaining a database with the dates and sharing with other committee members and team managers as/when needed.
Teams Co-ordinator	Sharon Claire	To help encourage members to attend qualifiers and to ensure that qualifier and championships entries are made together with all other admin tasks. To coordinate the volunteer helpers. To coordinate the teams, so that riders and their supporters all have a 'team experience'.
Team Managers	Rachel Frew Nicki Grayson Claire Atkins	Datasheet 75. To encourage members to participate in team events, to help coordinate all entries and other admin tasks and help ensure that riders are welcomed and encouraged.
Awards Secretary	Jess	<ul style="list-style-type: none"> • To keep an up-to-date record of points won at each competition and be able to update committee if required • To compile a list of prize winners for end of year/AGM presentations and allocate trophies. • To purchase new trophies where necessary and arrange engraving • To keep a record of trophy holders • To retrieve trophies ready for AGM presentation • To order rosettes and ensure they are available for competitions (Jules?) • To obtain prizes where necessary
Representative at Area 16 Liaison Committee	Sue	To ensure that: <ul style="list-style-type: none"> • liaison meetings are attended by self or delegated to another committee member • all relevant information from the liaison meeting is brought to the attention of the committee • the views of RLRC and any queries are dealt with at area meetings

Committee meetings are confidential, and only decisions should be shared with non-committee members. Committee members and other members are expected to adhere to the Code of Conduct (DS50).

The contents and requirements of these roles are based on BRC datasheets (where they exist) and relevant legislation. Information about the roles that are needed by the club is based on observations of the activities carried out by different committee members during 2020 and 21.