



Rearsby Lodge Riding Club

Ride Together - Train Together - Compete Together - Have Fun Together

COMMITTEE ROLES – 2024 - Amended In January 2024

Role	Who	Main components of role
		Please see BRC data sheet 21 for roles of officers
Chair	Sue McGrath	Ensure that: <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	Jacqui Ludlam	Ensure that: <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• Inform BRC HQ of all club officers and any changes Also to take notes during committee meetings <ul style="list-style-type: none">• 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

Treasurer	Claire Atkins	<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	Becca Smith & Hayley Horne	<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: <u>2020 Rules Regs RLRC safeguarding policy young children.pdf (create-cdn.net)</u>
Membership Secretary	Kate Hill/ Claire Atkins	<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 • Ensure accurate financial records of all membership subscriptions received by the club are kept • Help treasurer ensure both annual BRC invoices are paid promptly • To order rosettes and ensure they are available for competitions (Jules?)
Vice-chair	Anette Whitehouse	<ul style="list-style-type: none"> • To be chair in the absence of the chair • be a 'critical friend' to the chair • support the chair and other committee members with any tasks by mutual agreement
Health and Safety Officer	Julie Carrier	<p>Datasheets 15 and 34.</p> <p>Ensure that:</p> <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

Social Secretary	Sandy Cornwall	To initiate and lead the organization of social/learning activities for the club's members and families as appropriate as agreed by the committee.
Publicity, Website & Social Media Co-ordinator	Kate Hill	<ul style="list-style-type: none"> Update the website and other social media with event dates, schedules for clinics and shows, as well as news and relevant legislation updates when advised. Ensure members are informed about all aspects of the club and its activities through regular mailshots and other media Create flyers for all clinics and advertise on website/FB/ Insta Create schedules for all shows and advertise
Show Manager	For now Claire Atkins & Kate Hill	<ul style="list-style-type: none"> Create schedules for all shows on My Show Secretary Monitor entries for SJ and AE on My Show Secretary and allocate times, numbers and paperwork for judges, stewards and competitors At the end of SJ and AE shows put together the results and add to website and FB Be the contact point on SJ and AE show days To keep an up-to-date record of points won at each competition and be able to update committee if required (currently Jess/Julie) To compile a list of prize winners for end of year/AGM presentations and allocate trophies (currently Jess/Julie)
Club Show Organisers		<ul style="list-style-type: none"> To organise and book all aspects of the show as per BRC rule book and other requirements To ensure that all H&S requirements are met and that helpers are briefed To ensure that the right number of helpers are available and able to undertake their 'jobs' To thank all helpers and ensure they are fed/watered and rewarded as decided by committee
Dressage	Claire & Liz Atkins	
SJ	Tracy Walker & Julie Carrier	
AE	Sue McGrath	
Trophies	Julie Carrier	<ul style="list-style-type: none"> To purchase new trophies where necessary and arrange engraving To keep a record of trophy holders To retrieve trophies ready for AGM presentation To obtain prizes where necessary
Training Organisers		Datasheets 11, 12 and 18 To organise all training activities, coordinating venues, trainers and participants in line with H&S requirements and to ensure that:
Jumping	Sue McGrath	<p>To ensure that:</p> <ul style="list-style-type: none"> vaccination records are up-to-date venue/clinic RA has been made and is available at the clinic H&S document for the venue is available at the clinic a qualified FA is available for the duration of a clinic. ensure parking/warm up details are given to participants
Flatwork	Claire Atkins Jacqui Ludlam	
Quadrille	Jane Woods & Anette Whitehouse	

Immunisation Records Coordinator	Claire Atkins	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.
Team Managers	Rachel Frew Celia Dyson Claire Atkins	<ul style="list-style-type: none"> • To lead on all aspects of the club's activities for BRC qualifiers and championships • To support and coordinate the individual team managers • To oversee the arrangements for members to attend qualifiers • 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' <p>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.</p>
Club Rep at Area 16 Liaison Committee	Sue McGrath	<p>To ensure that:</p> <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
Junior Liaison	Lucy Roberts & Kirsty Berry	To ensure that Juniors have a voice and are included in all aspects of the club as the constitution does not enable them to vote