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|  | **Guidelines for BRC Area Liaison Committees** |

# Duties of a Chairman – Details of this Officer must be submitted to BRC HQ

* The Chairman is responsible for determining the dates of meetings in consultation with the Secretary.
* To fix the agenda and conduct the meeting according to the order of the agenda.
* Confine discussion to each agenda item, noting any action points, before passing on to the next item.
* Be completely impartial and express no opinion until the matter has been fully discussed.
* Ensure that the motions are correctly worded and put to the vote. Normally voting is by a show of hands, but if requested, there should be a ballot.
* Give everyone a chance to speak, all remarks must be addressed to the Chair, no private discussion or personal matters should be raised.
* The Chairman has control of the meeting and he must make sure everyone understands the procedure and rulings given. He has a casting vote, which should be used sparingly. All business should be carried out in a formal manner.

# Duties of Secretary – Details of this Officer must be submitted to BRC HQ

* Arrange a date in consultation with the Chairman and book a room for the meeting. Wherever possible, dates should be set a year in advance.
* Compile the agenda and send out the notices to all those entitled to receive them within the time limits set down in the constitution and rules.
* Keep records of the official minutes, constitution and rules. At every meeting a signed copy of the minutes of the last meeting should be saved.
* Take notes during the meeting to enable production of the official Minutes. The Minutes should be a concise record of decisions made. Proposers and Seconders names should be recorded.
* Retain all records and minutes in a safe place and hand them on to your successor.
* Keep relevant papers handy in a folder ready for the meeting.
* Arrange for the Treasurer to present the Financial Statement.
* Keep a record of all monies expended on postage and telephone calls, etc.
* After the Chairman has altered and approved the Minutes, send them out to members entitled to receive them and a copy to the Riding Clubs National Representative for your Area.

# Duties of the Treasurer

* The Treasurer is responsible to members for the Area Finances and must be on hand to deal with the monies.
* The accounts must be audited annually by the person appointed at the Annual General Meeting.
* The Treasurer will need to open a bank account. You should also have the following items:
* A cheque book for paying out monies
* Receipt book for all cash received
* Paying in book for the bank
* Notebook for transactions
* Cash analysis book / spreadsheet
* A cash box – useful at events and functions.
* Keep accounts as simple as possible.
* Remember that financial records have to be kept for six years.
* The Inland Revenue will check up on club accounts from time to time, consult your bank manager for advice.
* Invoice all Clubs for the Area affiliation fees.

# Duties of the Training Officer – Details of this Officer must be submitted to BRC HQ

* The Training Officer is responsible for coordinating all training activities within the Area.
* To assist the Area Rep in applying for the BRC annual Training Grant.
* To keep accurate records of how the training grants are used, along with basic financial accounts, in preparation for the next years grant application.

# Duties of the BRC Area Rep

* To report on the latest news from BRC HQ
* To disseminate important information and rule changes as appropriate
* To ensure meetings are run in accordance with these guidelines and constitution
* To gather feedback from all Clubs in the Area and report this back to HQ as appropriate

# Duties of Committee Members

* If elected to serve on a Committee you must be aware of the work involved and be prepared to do the job properly. Know the rules and constitution for your Area Liaison Committee (the secretary holds a copy).
* Committee members should, where possible attend every Committee Meeting. If unavoidably prevented from attending, apologies should always be sent to the secretary.
* Points should be put concisely and constructively. Always address your remarks to the Chair and accept the Chairman’s ruling with good grace.
* Committee deliberations are usually confidential and should not be discussed outside the meeting. If in any doubt about this, ask at the meeting.
* A committee member should present the views of those he represents and respect other points of view, but it is his responsibility to accept and support the majority view.
* Make sure you have read the Minutes carefully and make notes on any action points and the salient points you wish to emphasise.
* Dates of meetings whenever possible should be fixed a year in advance and kept in your diary.
* To arrange the election of your Area Representative when necessary.

# Nominations and Elections

* Candidates must be eligible according to the rules and be correctly nominated and seconded. It is their responsibility to ensure that this done and the candidate must give his consent before being nominated.
* Committee members must remain in position for no longer than the maximum term as detailed in the Area Constitution.

# Duties of Area Liaison Members

* Study the agenda and find out your own Clubs’ views before the meeting so that you present their ideas. Always be constructive, make your point concisely but support the majority view if a decision goes against you.
* Report back to your Club, make concise notes on matters that affect you. If you think certain items are confidential, clear it with the Chairman first. Remember you are a vital link in the chain of communication.
* Be punctual, attend all meetings but if you have to be absent, always send apologies.

# DRAFT CONSTITUTION FOR RIDING CLUB AREA LIAISON COMMITTEES

1. **Title**

The title shall be “The British Riding Clubs No……… Area Liaison Committee.”

# Objects

To promote closer co-operation between affiliated clubs within the area and to maintain liaison between the clubs and Riding Clubs’ Committee.

# Membership

Shall be limited to two members per club (to be appointed by their club for a three year term but to be eligible for re-appointment) and members of the RC Committee (who shall be ex-officio members).

# Voting

Each club shall be entitled to one vote in the event of equality, the Chairman shall have the casting vote.

# Officials

The Committee shall elect from among their number, a Chairman, Treasurer, Secretary and any other official they may consider necessary. Each official shall assume office immediately upon his election and shall retire at the Annual General Meeting next but one following the date of his election (or last re-election), but shall be eligible for re-election. An official shall automatically cease to hold office upon ceasing to be a member of the Committee.

# Meetings

Meetings may be called by the Chairman or by any five or more committee members.

Notice of each meeting, together with an agenda, shall be given or sent to each committee member and club secretary not less than 14 days before the meeting. Minutes shall be kept of the proceedings at all meetings and a copy of the minutes of the proceedings at the Annual General Meeting shall be sent to BRC Headquarters.

The Annual General Meeting shall be held not later than December each year. The business to be transacted at that meeting shall include:-

* 1. The Chairman’s Report
  2. Statement of Accounts
  3. Election of Officers (where appropriate)

# Quorum

A quorum shall consist of members representing not less than one third of the member clubs (a member being regarded for the purpose of these rules as representing the club by whom he is appointed).

# Finance

Each member club shall pay annually such subscription as shall be determined by the committee. The accounts of the committee shall be audited each year by a person appointed by the committee.

# Powers

The Committee may expel from membership or refuse membership to, any club which willfully disobeys any rules or directions of the Committee. Or, which has in the opinion of a majority of the members of the committee been guilty of any conduct derogatory to the character or prejudicial to the interests of the member clubs.

# Alterations or Additions to the Rules

These rules may be added to, amended or repealed by resolution at any Annual General Meeting. This is provided that no such resolution shall be deemed to have been approved unless carried by a majority of two thirds of the votes cast thereon. Committee members and club secretaries shall have received at least 14 days written notice of the proposed addition, amendment or repeal.

# BRC Centers

BRC Centers should be invited to Area meetings and kept up to date with future dates and minutes of all meetings. BRC Centers can choose to participate as much, or as little in Area activities, depending upon their situation. They should not be expected to provide support for events which they are not attending.