

# Area Representative



**Role Summary** Our Area Representatives are the voice of BRC members, clubs and centres; they also represents BRC and the wider Society locally in their areas.

Area Representatives contribute to all areas of BRC activities, from helping with events, to promoting membership and recruiting new volunteers. It gives you the flexibility to support a number of different activities and represent the views of your Area members.

**What's in it for you** You will have the opportunity to make a difference for grass-roots riders in your Area. You will be meeting new people and building skills and experience.

**Main duties and responsibilities** You will work with your Area committee, fellow Area Representatives and the BRC staff team to support BRC activities. The specifics of your role, will depend on the needs of your Area, but it is likely to involve:

- Representing the views of clubs and members from the area in which you have been elected.
- Representing BRC and the wider Society.
- Attending Area committee meetings.
- Supporting the Area Chairman and committee volunteers to prepare reports on their activities.
- Visiting potential new clubs and Centres and welcoming them in to the BRC structure
- Engaging with the BRC team at HQ to review and improve BRC and the activities we support in your area.

**Skills and Knowledge**

Essential

- Interest and enthusiasm for British Riding Clubs and the wider Society
- Excellent communication skills
- You must reside in the area you represent
- Must be a current BRC member, either as an individual or as part of a club

Desirable

- Experience of volunteering

**Training and Support** The BRC Team will provide you with local guidance and support throughout your role. The Head of BRC will ensure you have access to appropriate induction, training and support from the BRC team.

Where appropriate we will look to match new Area Representatives with a mentor, who is currently or has previously undertaken the role.

**Resources** You will need computer with email access and Microsoft Office. You must be willing to receive email, telephone and written correspondence from BRC and committee volunteers.

It is essential that you have the ability to travel and it is beneficial that you have or have access to a vehicle that you can use in your role.

**Your Commitment** We ask all our Area Representatives to commit to a minimum of a three year term, after this period you may wish to continue if you are elected to do so by your Area.

Due to the nature of the role it will require some evening and weekend meetings and events, including attending Area committee meetings.

**How do I get involved?**

You will volunteer for the role at an Area Liaison meeting, if there is more than one person willing to take on the role a vote will ensue as per BRC guidelines. If you have any questions about the role you can contact the Head of BRC.

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**Notes**

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