

# DS61 – Area Representative Elections

November 2017 – Version 1



## Role Summary

Our Area Representatives are the voice of BRC members, clubs and centres; they also represent 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 the flexibility to support a number of different activities and represent the views of the Area members.

Area reps will have the opportunity to make a difference for grass roots riders in their Area. They will meet new people and build skills and experience.

## Main Duties and Responsibilities

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

- Representing the views of clubs and members from the area in which you have been elected.
- Official Steward at BRC qualifiers
- Ensuring all Area activities are run in accordance with BRC guidelines.
- Feeding back information from BRC to the area you represent in an impartial way.
- Representing BRC and the wider Society.
- Attending Area committee meetings.
- Attending at least one BRC Championships per year.
- 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.
- Leading the Area in applying for the Area Training Grant and producing the subsequent report.

## Skills and Knowledge

### Essential

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

### Desirable

Experience of volunteering

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### **Training and Support**

The BRC Team will provide area representatives with local guidance and support throughout your role. The Head of BRC will ensure they 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**

Area representatives will need computer with email access and Microsoft Office. They must be willing to receive email, telephone and written correspondence from BRC and committee volunteers.

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

### **The Commitment**

We ask all our Area Representatives to commit to a minimum of a three year term, after this period they may wish to continue if elected to do so by the Area.

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

An Area Representative term is 3 years. After this period an election will take place and all members in the area are welcome to a vote. There is no limit to the number of terms an individual can serve.

### **Election Process**

- BRC head office will send a nomination form and role description to the Area advising them of the election.
- Nominations are to be sent to BRC head office before the deadline specified.
- If more than one person is nominated each nominee will be asked to submit a short biography that will be sent with the voting form.
- If more than one nomination is received a vote will take place, administered by BRC head office with a 1 week time frame. BRC head office will send a voting form to all Club Chairs and Secretaries asking them to circulate this to all of their members.
- Every current senior BRC member within the Area has a right to vote.
- Once the vote is finalised BRC head office will advise the newly appointed Area Representative and send a declaration form and also advise the area committee.
- Once the declaration form has been returned BRC head office will advise all Riding Club Chairs and Secretaries.

### More Information

- If an area representative retires mid-term, the same nomination procedures will stand and the new Area Representative will remain in place until the end of that original term.
- Should an Area be unable to appoint a suitable person for the role of Area Representative, BRC will intervene to ensure that the role is suitably covered.
- An Area Representative does not have voting rights on the Area Committee.
- An Area Representative cannot stand as Area Chairperson, Secretary or Treasurer.
- BRC reserves the right to refuse nominations for any individual they feel is not able to successfully carry out the role of Area Representative.

### DO NOT

- Leave it until the last minute to nominate or place your vote
- Elect an Area Representative at an area meeting

### DO

- Ask for help from BRC head office
- Ensure this procedure is in the Area Constitution

Ensure all members can be involved with voting procedures and if there is a vote circulate this as much as possible.