



## TERMS OF REFERENCE FOR TECHNICAL COMMITTEES

### 1. Overall Aims

Technical Committees are sub committees of the Board of British Dressage and exist to advise the Board. They are appointed by the Board to offer technical expertise and insight, to put forward policy recommendations and proposals for new initiatives, as well as provide help, support and guidance for implementation of activity at regional level.

This policy principally relates to the Sport Operations, Training, BD Youth, International, Para and Judges Committees. Each committee will also consider decisions made by other committees and report back to the relevant Director as necessary. Where there is a specific policy issue or question that may need to be addressed, this should be fed through the most appropriate Director or member of the Senior Management Team for resolution.

### 2. Composition

The Chair of the Committee is appointed through the process detailed in the Memorandum and Articles of Association for BD.

Also in attendance:

- Chief Executive (where available) and / or Chief Operating Officer
- The Senior Manager responsible for that technical portfolio
- The nominated Regional Development Officer

**Wherever possible there needs to be a good geographical spread of representation on all technical committees, as well as a cross-section of interests across the sport at all levels.**

### 3. Term Limits

All Technical Committee vacancies will be advertised and will follow the **Technical Committee Recruitment policy**. The Technical Director and Senior Manager will consider all applications, with input from the committee if required. A short list will be drawn up and the Chair, Senior Manager and an independent representative will interview and select their preferred candidate, based on the specified criteria for each role. All appointments need to be ratified by the Board.

All Technical Committee members, including the Chair, may serve two terms of four years each. After the first four year term the Chair will discuss with the committee

member whether they feel they have a further contribution to make and / or wish to continue for a further four years.

After completing two terms Technical Committee members are not then eligible for re-appointment to any position on the same Technical Committee for a minimum period of 12 months. All Technical Committee members are required to be at least a non-competing member of British Dressage.

#### **4. Meetings**

Technical Committees should meet a minimum of three to four times a year and all Committee Members are required to attend. One of these meetings can be held via conference call. At the Chair's request the Chief Executive may call an emergency meeting with a minimum of seven days' notice.

#### **5. Budgetary Responsibility**

Budgetary control and responsibility lies with the relevant Director and Senior Manager. Budgets should be agreed in consultation with the CEO, COO and Finance Manager, as they will be aware of the wider context. All issues relating to budgets must be cleared and/or approved with the relevant Director and the Senior Manager. All Technical Committee members must operate within the financial regulations set for British Dressage.

#### **6. Quorum**

The quorum needed to deal with the business of the committee is over 50% of the Technical Committee members in attendance.

#### **7. Voting**

Decision making will ideally be by consensus; however, if this is not possible then the decision will go to a vote, with the Chair having the casting vote, albeit that all significant decisions will still need to be ratified by the Board. Only those appointed to the Technical Committee as full members (rather than in attendance) will have the right to vote.

#### **8. Review of Terms of Reference**

The Terms of Reference will be reviewed and renewed annually by the committee and put forward for ratification at the first full meeting of the committee each year.

#### **9. Responsibilities**

All Technical Committee members are required to abide by the British Dressage Code of Conduct, working as an ambassador for BD and representing the sport's best interests, while taking into account the wider context of all stakeholder groups. This includes effective team work, taking collective responsibility and respecting confidentiality at all times.