

FORGING THE FUTURE
Recommendations of the Strategy Group and approved by Council

1. THE PRESIDENT

Job Description and role

- This office would be open to members and non members.
- Potential candidates would be considered by Council and nominated to the AGM which would then elect the President.
- The President would serve for 1 year but be eligible for re election.

The President's Duties

- Be an ex officio member of Council but with no voting rights unless he or she was also a Council member.
- Open the AGM then hand over to the Council Chairman.
- Preside over the formalities of the annual AGM Dinner.
- To promote the interests of the Cleveland Bay at all the major shows / events of the Society.
- Communicate with the CO for direction where applicable.
- The Jack Welford Trophy would continue to be awarded by the President every 2 years after consultation with the CO.

2. THE COUNCIL

Job Description for each member

- To become a Trustee of the Society having read and understood an informed brief on the responsibilities and implications.
- To declare any 'conflicts of interest'.
- To make a commitment to serve on Committees and take a full and active part in Society business.
- To sign an acceptance of these duties and responsibilities.

Council's Role

- 2/3rds of members will be pure bred breeders as defined by the Articles of Association with Council having the power to decide who qualifies in the event of dispute.
- 15 voting members will be elected at the AGM to serve a 3 year term.
- All current Council members will resign in 2007 including any Officers who are serving on Council.
For the 2007 election the 5 successful candidates with the lowest number of votes will serve for 1 year, the next 5 lowest for 2 years and the remaining 5 for the full 3 years.
- One third of members will normally retire each year in rotation.
- No member can serve more than 2 consecutive 3 year terms unless there are insufficient candidates in which case the retiring member may seek re election at the AGM for the unfilled post for a further term of 3 years.
- Retiring members must stay off Council for at least one year before being eligible for re election unless there are insufficient candidates.

Continued

- Council's role remains as defined by the Articles of Association clause 20 "Powers and Duties of Council"

"The Council, subject to the control of the Society as determined by a General Meeting of the Members of the Society, shall exercise all the powers and perform all the duties of the Society, and shall have power to do all such things as may be necessary for the attainment of the objects of the Society mentioned in the Memorandum of Association."

- Nominations for Council must be received in writing, on the appropriate Nomination Form, at the Society's office no less than 7 days and no more than 40 days before the AGM and be supported by completion of the Society's proforma.
- The Chairman of Council and Deputy will be elected annually by Council from Council members and may serve a maximum of 6 years before being out of office for at least 12 months before being eligible for re election.
- The Council will meet at least once each year.
- Nominations for Committee Chairmen will be voted on by Council after each AGM.
- The Executive Board, comprising the Committee Chairmen, shall select the membership of the individual committees after each Council member has expressed committee preferences. The Executive Board's selection will be subject to Council approval if required by any Council member.
- The Council shall receive reports from each committee and review future strategy.
- In the event of retirement or death of a Council member Council will have the power to appoint a substitute in accordance with Article 15.

Chairman of Council

Job Description

- To Chair all Council meetings.
- To Chair the AGM.
- To sit on the EB.

3. THE COMMITTEES

Job Description of all Committees

- To hold such meetings and telephone conferences as are necessary to carry out the work of the Committee.
- To prepare a budget and forward plan for the approval of the EB.
- To create appropriate standing sub committees and working groups e.g SPARKS, Horse Inspectors, Southern Club.
- To co-opt extra members as appropriate provided that Council members (Trustees) are always in the majority and no non member of the CBHS has a vote.
- To prepare an Annual Report for Council.
- Each Committee reports to the EB and is ultimately responsible to Council.

Individual Committee Roles

Publications and Promotions Committee

- To publish the Magazine and Newsletters.
- To create a sub committee to manage fund raising and to secure sponsorship.

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- To organise promotional stands and publicity material including marketing of CBHS merchandise.
- To promote the marketing of CBs.
- To manage media relations.
- To maintain and attract members including new members Information Packs.
- To maintain a photo bank and archives.
- To convene social activities and conferences.
- To publish a list of breeders prepared to accept overseas visitors.
- To manage the web site.
- To prepare a budget for the EB.
- To present an annual report to Council.

Breed Committee

- To consider all pure and part bred registrations.
- To appoint a Stud Book Editor and publish the Stud Book.
- To appoint a standing sub committee for Part Bred breeding and promotion.
- To manage all breeding and Premium schemes.
- To appoint a standing sub committee for SPARKS.
- To appoint a standing sub committee for Horse Inspections including the appointment of Horse Inspectors.
- To monitor genetic research.
- To consider legislative changes.
- To prepare a budget for the EB.
- To present an annual report to Council.

Show Committee

- To develop standards for the showing of CBs including instructions to judges, dress code, horse turnout and presentation.
- To liaise with shows where appropriate.
- To appoint judges for shows and review the Judges Panel.
- To manage the Performance Scheme.
- To organise the King George V Cup competition and such other shows as appropriate.
- To maintain an inventory of trophies.
- To arrange the presentation of awards at the AGM.
- To prepare a budget for the EB.
- To present an annual report to Council.

Supporters Groups Committee

- To represent the interests of and encourage all CB Supporters Groups such as the Southern Club.
- To prepare a budget for EB approval.
- To ensure compliance with CBHS aims, objectives and regulations.
- To receive and review the Annual Accounts from each Group.
- To prepare an Annual Report for submission to Council.
- To liaise with other Committees as appropriate e.g shows, merchandise, sponsorship.
- To welcome and encourage the establishment of new Supporters Groups.
- To acknowledge the difficulty of incorporating Overseas Clubs but to liaise with them.

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4. EXECUTIVE BOARD

Job Description and role

- The Executive Board will comprise of the 4 Committee Chairmen, the Chairman of Council, the Treasurer and the Chief Officer.
- The Chairman of the EB will be a member of Council.
- In all cases Deputies (who must be members of Council) may attend in the absence of any Committee Chairman.
- They will be Directors of the CBHS Company.
- To appoint a Treasurer who can be co-opted but must be a member of the CBHS and will be appointed a Trustee.
- To manage the financial administration of the Society.
- To regularly review Society investments.
- To receive annual budgets from the Committees and make recommendations to the Council.
- To approve draft annual accounts prior to submission to Council.
- To prepare an annual report for Council.
- To consider budgets and forward plans from each Committee.
- To prepare composite budget and forward plan for the whole Society.
- To be responsible for the Chief Officer, the Committees and the Society's employees; and be responsible to Council.
- To appoint the Chief Officer.
- To deal with any matter which falls outside the Committee structure or requires immediate action.
- Areas of general responsibility
 - To consider grants and sponsorship as related to the Society's financial management.
 - To manage subscriptions.
 - To establish and maintain relationships with Overseas Societies.

CHIEF OFFICER

Job Description and role

- To be appointed for 3 years and to be reviewed annually.
- To act as Secretary to the EB.
- To act as the link between the Administrative Assistant and the Committee Chairmen.
- To assist in the completion of the HBLB application.
- To receive all complaints.
- To consider the distribution of information to the wider committee structure.
- To be paid for all expenses to a minimum of £500 and thereafter by approval.
- To attend meetings as appropriate.
- To arrange Society representation at meetings of outside bodies.

ADMINISTRATIVE ASSISTANT

Job Description and role

- To provide administrative support to the CO, EB, Committees and Council.
- To receive daily Society correspondence.
- To process passports and registrations.
- To maintain financial records.

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- To liaise with outside bodies concerned with the day to day running of the Society such as the Animal Health Trust, Central Prefix Register.
- To maintain records of horses and people.
- Membership.
- Other secretarial work as necessary.