

TERMS OF REFERENCE

COUNCIL

Purpose: To ensure the future of Welsh Ponies and Cobs and their Part-Breds by holding the Welsh Pony and Cobs Society and its Objects “in trust” for current and future beneficiaries by:

1. Ensuring that the Society has clear mission, vision and strategic direction and is focused on its Objects
2. Ensuring that the Society complies with all legal and regulatory requirements, including operating within its Memorandum and Articles of Association.
3. Acting as guardians of the Society’s assets, both tangible and intangible.
4. Ensuring the financial stability of the organisation.
5. Ensuring that the Society fulfils the purposes for which it was created and retains its ethos and values.
6. Being responsible for the performance of the Society, including holding management to account.

Responsible for:

- Ensuring that decisions are compatible with the Society’s Memorandum and Articles of Association.
- Developing and monitoring the Business Plan and budget on an annual basis
- Defining and creating appropriate Standing Committees and Working Groups, including terms of reference and reporting procedures and timelines.
- Ensuring that recommendations from Standing Committees meet the strategic objectives of the Society and are within the budgetary guidelines agreed by Council.
- Making sure sound policies and procedures are in place to support the work of the Society.
- Annually reviewing and anticipating any major risks that may face the Society and ensuring that action is taken to mitigate them.
- Ensuring that major decisions and board policies are made by Council members acting collectively.
- Ensuring that prudent and appropriate use is made of the Society’s funds in accordance with its Objects and that appropriate financial controls are in place.
- Protecting and enhancing intangible assets such as knowledge of the Breed, expertise, the Society’s good name and reputation and the integrity of the Welsh Stud Book by all reasonable means
- Being accountable for the Council’s actions in appropriate ways as required by law (e.g. Annual Report, financial statement).
- Making sure that the relationship between the Council and staff is clearly understood with defined lines of accountability

- Ensuring that the Principal Officer reports regularly on progress towards agreed priorities.
- Becoming more open and transparent by ensuring that there are effective ways and means to listen to and take into account the views of current and future beneficiaries
- Representing and promoting the Society in a positive manner.

Membership

- Members are elected by the general membership annually
- President and President-Elect are invited to attend meetings with no voting powers.
- Any subject matter expert advisors as invited by Council to provide advice at any one time. However they may not vote.
- A quorum shall be 6 with voting powers

Attendance at Meetings

- As membership above
- The Principal Officer, Assistant Principal Officer and Minute Taker

Frequency of Meetings

The Council shall meet as often as necessary but at least 4 times a year.