

# **TERMS OF REFERENCE**

## **Members Services Standing Committee**

### **1. PURPOSE**

- To ensure the Society provides member focused services in a timely manner primarily delivered through local associations

### **2. RESPONSIBLE FOR**

- The development and growth of membership to the Society
- Maintaining the integrity of the Welsh Stud Book and Overseas Register
- Production of an annual Stud Book and 5 yearly Index
- Supervision of Young People's Committee activities
- Organising and appointing Young Ambassador Elect and Young Achiever on an annual basis
- Agreeing the strategy for the exhibition unit and recommending to Council on an annual basis a list of educational events and promotional shows/exhibitions/equine events that the unit should attend
- Production, distribution and sale of books and publications relevant to the Welsh breeds and the Society
- Management and reporting of budgets relevant to the business of the committee
- Liaising with, and supporting, local associations to deliver shows, educational and other events for members
- Setting service standards for all associations and working with them to ensure their delivery
- Developing fact sheets to facilitate the provision of new services by associations
- Working with associations and the Young People's Committee to provide activities for young people and pre-teens

### **3. MEMBERSHIP**

- The Members Services Committee shall consist of members of Council elected by Council from amongst their number
- The Society President and President-Elect are invited to attend the committee meetings in an Ex-officio capacity, with no voting rights
- Subject matter expert advisors may be co-opted as required for advice on specific subjects, with the approval of Council prior to being invited. However they may not vote.
- The previous year's Young Ambassador, current Young Ambassador and Young Ambassador Elect, are invited to attend when relevant matters are discussed, with no voting powers
- A quorum shall be 3 members with voting rights

### **4. FREQUENCY OF MEETINGS**

- The Committee will meet in-between Council meetings
- Additional meetings may be scheduled if necessary