Crufts Show Committee

Terms of Reference

Contents

1. Purpose, connection to strategy and scope

The Crufts Show Committee (the 'Committee') is established to consider, advise and recommend on any operational matter concerned with Crufts. The Committee will support the furthering of the Royal Kennel Club's (RKC) strategic objectives where applicable.

2. Key activities and responsibilities

The Committee is tasked with overseeing Crufts by considering and approving the following matters.

The Committee is responsible for:

a. The qualification criteria each year
b. The classification of each breed
c. Selection and approval of all judges up to four years in advance
d. Considering show content especially new initiatives
e. Selection of Group stewards
f. Advising on order of judging, arena programme and timings
g. Making recommendations on pricing of entry and other fees to the Business Committee
h. Providing advice with regards to compliance with and breaches of regulations.
i. Providing advice on safeguarding the Crufts reputation
j. Assisting and advising on television/broadcast operational and content issues.
k. Selecting trophy presenters
l. Maintaining a policy document for publication to the members
m. Anything else pertinent to the Crufts show

Each Committee member will be assigned specific roles at the show which are integral to the successful running of the event.

Matters reserved to the Board are any decisions which might potentially impact the reputation of the Crufts brand or the RKC brand, including amendments to the published policy document referred to in (l) above which might cause reputational risk. Fiscal matters are principally the domain of the Business Committee.

3. Composition

The Committee shall consist of nine Directors and Volunteers, with a minimum of 3 Directors. The Committee shall aim for diversity in its composition, including a relevant mix of skills, experiences, and perspectives. (Ref. Appendix 1: skills and experience). The Committee shall ideally have representation from different RKC breed groups, disciplines and those with major event operational expertise.

4. Committee chair role

The Committee shall elect a Chair who shall ideally be a Director or a RKC Member, to serve for a 3-year term

The Committee shall elect a Vice-Chair from among its volunteer membership, to serve for a 3-year term.

The election of Chair and Vice-Chair will take place at the first meeting of the Committee following the RKC AGM in the appropriate year.

The Committee Chair is responsible for effectively managing the activities of the Committee and to ensure delivery against the strategic aims the Board has delegated in achieving the mission of the Committee.

Behaviours and competencies required by the Committee Chair are:

a. Chairing meetings of the Committee
b. Ensuring the Committee works effectively and fulfils its Terms of Reference
c. Setting and managing the Committee's agenda
d. Providing updates to the Board, and helping the Committee to implement the policies and strategic direction agreed by the Board
e. Setting the style and tone of Committee meetings to promote a culture of integrity and respect, a collegiate atmosphere and high-level debate
f. Generating constructive relationships to listen to concerns and maintain support
g. Navigating politically sensitive situations
h. Upholding the highest standards of integrity and probity
i. Ensuring the voices of everyone in the meetings are heard and respected, including the staff who support its activities

5. Chair & committee appointment process

All Directors and Volunteers shall serve for 3 year terms. Members will stand down on reaching the age of 75.

a. Recruitment and appointment of the members of the Committee will follow this process: Advertising for members by notice to the RKC Membership (e.g. via RKCJournal), including a role description and person specification
b. Shortlisting of candidates by the Committee Chair, the Committee Vice-Chair and the RKC Chair if deemed necessary
c. Approval of the shortlist by the remaining members of the Committee.
d. An interview and selection process conducted by the Committee Chair, Committee Vice-Chair and the RKC Chair, if deemed necessary
e. Approval of recommended appointments by the Board

6. Committee member role

The skills and experience required by the members of the Committee are shown in Appendix 1. The role of Committee members is to:

a. Support the Chair to ensure the Committee works effectively and fulfils its Terms of Reference
b. Provide support and advice to the Committee, helping it to implement the policies and strategic direction agreed by the Board
c. Contribute to a culture of integrity and respect, a collegiate atmosphere and high-level debate
d. Generate constructive relationships to listen to concerns and maintain support
e. Navigate politically sensitive situations
f. Uphold the highest standards of integrity and probity
g. Ensure the voices of everyone in meetings are heard and respected, including the staff who support its activities

7. Staff member role

The role of the staff who support the Committee including its secretary is to:

a. Support the Chair to ensure the Committee works effectively and fulfils its Terms of Reference
b. Provide support and advice to the Committee, helping it to implement the policies and strategic direction agreed by the Board
c. Contribute to a culture of integrity and respect, a collegiate atmosphere and high-level debate
d. Generate constructive relationships to listen to concerns and maintain support
e. Navigate politically sensitive situations
f. Uphold the highest standards of integrity and probity
g. Ensure the voices of everyone in meetings are heard and respected, including the staff who support its activities

8. Ability to scale up and down as needed

The Committee may second other Directors or Volunteers on a time-limited basis, in a non-voting capacity, to provide additional expertise, as required.

9. Meeting frequency

a. The Committee shall meet 4 times per year, with additional meetings scheduled as needed.
b. Meetings may be conducted in person, virtually, or a combination of both.
c. A quorum shall be achieved with the presence of at least 4 of the Committee members.

A meeting agenda template is appended. (Appendix 2)

10. Reporting and accountability

The Committee shall report its findings and decisions to the Board regularly (usually at the next planned Board meeting). A designated committee member (usually the Chair) shall present updates during Board meetings.

Members of the Committee shall maintain the confidentiality of sensitive information discussed during meetings.

The Committee will conduct an annual review of its achievements and contributions.

11. Decision-making process

The Committee will strive to make decisions by consensus. On occasions where it is necessary to have a vote, a simple majority will be required to carry a motion. In the case of equal votes for and against a motion, the Chair shall have a casting vote.

12. Resourcing process

The Committee shall have secretarial/administrative support from a member (or members) of staff.

Time commitment of members: Meetings are likely to run for 2.5 to 3 hours, 4 times a year. Members will be expected to prepare for meetings (reading/preparing papers) and may be required to carry out delegated actions between meetings. There is likely to be time required for updating conversations/emails between meetings. The Chair and Vice-Chair are likely to have to commit additional time, for example to maintain some dialogue with the Chief Executive and RKC Chairman.

13. Committee Name

The Crufts Show Committee shall be a committee formally established in the Rules of the RKC. It will report and be accountable to the Board.

Appendix 1: Skills and Experience required for members of the Committee

The skills and experience required for members of the Committee are set out below

Note: It is not expected that each member would possess all these attributes, rather that they would be covered by the collective membership of the Committee.

1. Commitment to the Mission:
   a. Alignment with the RKC's mission and values.
   b. Passion for contributing to the success of the RKC.

2. Industry/Sector Knowledge:
   a. Familiarity with the ‘dog world’ within which the RKC operates.
   b. Knowledge of sector trends, challenges, and best practices.
   c. Relevant experience in one or more of the RKC’s sporting activities.

3. Operational Knowledge:
   a. Understanding of RKC organisational operations and processes (commercial and canine).
   b. Experience in identifying and evaluating the risks of the organisation.

4. Governance Understanding:
   a. Familiarity with governance principles and practices.
   b. Ability to contribute to the development of and adherence to governance policies.

5. Ethical Judgment:
   a. Demonstrated commitment to ethical behaviour and integrity.
   b. Ability to assess and address ethical considerations in Committee decisions.

6. Communication and Collaboration:
   a. Good communication skills to articulate complex Committee matters.
   b. Ability to work collaboratively with other Committee members, executives, and stakeholders.

It is essential for the composition of the Committee to encompass a diverse range of relevant skills and experiences to ensure comprehensive and well-rounded decision-making.

Appendix 2: Meeting Agenda Template

1. Chairperson's Opening Remarks:
    a. Confirm quorum
    b. Declaration of any conflicts of interest

2. Review of Previous Meeting Minutes:
    a. Confirmation and approval of minutes and actions from the last meeting

3. Matters arising from previous meeting

4. Crufts (insert year)

5. Insert items needing discussion

6. Selection of judges

7. Other Business:

    a. Any additional items brought forward by committee members

8. Next Steps and Action Items:
    a. Next meeting date and time