



# Activities Committee

## Terms of Reference

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## 1. Purpose, connection to strategy and scope

The Activities Committee (the 'Committee') is established to consider and advise on any matter concerned with Canine Activities (Agility, Obedience, Working Trials, Rally & Heelwork to Music), to act for the Board in hearing and deciding upon breaches of relevant Royal Kennel Club Regulations and to assist the Royal Kennel Club (RKC) Board ('the Board') in furthering the RKC's strategic objectives as published from time to time.

## 2. Key activities and responsibilities

The Committee is tasked with overseeing the Canine Activity disciplines (Agility, Obedience, Working Trials, Rally & Heelwork to Music).

The Committee is responsible for:

- a. Allocation of first time Championship status for societies and activity judges
- b. Licensing and cancellations of activity shows
- c. Registration of title for Obedience, Agility, Working Trials, Heelwork to Music and Rally Clubs, or Clubs specifying this type of activity
- d. Policy drafting and amendments to Regulations as appropriate
- e. Review specimen schedules for the following year
- f. Overseeing Training for Activity Judges
- g. Recommending activity judges for Crufts
- h. Approval of qualifiers for Prestige Agility Events
- i. Approval of Special Events
- j. To act for the Board in hearing and deciding upon breaches of relevant Royal Kennel Club Regulations
- k. Anything else pertinent to the activity disciplines, including Working Dog Activities recognised by the RKC (excluding Field Trials and Dog Showing)

## 3. Delegated authority from Board

It has delegated authority from the Board to approve of new Championship societies, new Championship judges, new Accredited Trainers, and new Special Events. The Committee may handle any non-contentious regulation changes, including suspending, amending or relaxing regulations as appropriate.

The Committee is also responsible for hearing and deciding upon the outcomes of breaches of regulations, including handling agility measuring appeals and managing cancellations of shows. Any other regulation amendment that would impact other disciplines or be controversial or impact the reputation of the RKC would be recommended to the Board.

Matters reserved to the Board include controversial policy or regulation amendments as detailed above and approval or associations of new disciplines and any matters covered in the Activities Committee Policy Document referred to in paragraph 15 below.

## 4. Composition

The Committee shall consist of 10 Directors and Volunteers. The Committee shall comprise of the Chair of each discipline's Liaison Council, and RKC Member to represent each discipline.

The Chair of the Liaison Councils will select a deputy who must be able to attend the Committee meetings if the Chair is unable to do so.

The positions for Royal Kennel Club Members will be advertised and the RKC Member shall apply to the Committee with a CV about their discipline knowledge and experiences, they shall also display knowledge of other disciplines. If no RKC Members apply for the vacancies, then applications will be opened to non-Members of the Royal Kennel Club, however preference would be given to Royal Kennel Club Members.

A Bloodhound representative will be appointed by the Activities Committee to advise on Bloodhound matters; they will not be required to attend the Committee meetings unless necessary. An annual meeting will be held with representatives from the Bloodhound Clubs to discuss queries raised within the discipline.

The Activities Judges Sub-Group chair will be appointed by the Activities Committee to advise on activity judges training and development, they will not be required to attend the Committee meetings unless necessary.

The Committee shall aim for diversity in its composition, including a relevant mix of skills, experiences, and perspectives. (Ref. [Appendix 1](#): skills and experience)

Membership of the Committee shall cease at the age of 75 years except they may continue to serve up to the next Annual General Meeting of the RKC.

## 5. Committee chair role

The Committee shall elect a Chair who shall be a RKC Member, and may be a Director, to serve for a 3-year term.

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

The election of Chair and Vice-Chair will take place every three years, 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 support and advice to the Board, helping them 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 their concerns and maintain their 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

## 6. Committee appointment process

All Directors and Volunteers shall serve for 3-year terms.

If a member of Committee intends to stand down the appointment to Committee may take place a year earlier in aid of succession planning, which will result in two representatives for the relevant discipline for a 12-month period.

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

## 7. Committee member role

The skills and experience required by the members of the Committee are shown in [Appendix 1](#).

- a. The role of Committee members is to: 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
- h. The role of the Liaison Council Chairs is to present the views and decisions of the Liaison Councils

## 8. 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 their concerns and maintain their 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
- h. Work together with the Chair and Vice-Chair to support Committee projects where required
- i. Create an Action Log for the Chair after each meeting, to help manage outcomes and track progress. It is the responsibility of the Chair to maintain the Action Log.
- j. Prepare all associated documentation for the Committee

## 9. 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.

## 10. 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. At least 50% of meetings will be held virtually each year.
- c. A quorum shall be achieved with the presence of at least 50% of the Committee members.

A meeting agenda template is appended. ([Appendix 2](#))

## 11. Reporting and accountability

The Committee shall report its decisions to the Board regularly (usually at the next planned Board meeting), in line with the agreed delegated authority. The full minutes of the Committee meetings are available on request. A designated committee member (usually the Chair) shall present updates during Board meetings. If the Chair is not a Board member, reporting to the Board can take place via Microsoft Teams. Members of the Committee shall maintain the confidentiality of sensitive information discussed during meetings.

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

## **12. 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. The RAPID matrix summarises the Committee's principal activities and responsibilities.

## **13. 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. A total time commitment of 8 days per year is estimated. 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.

The Chair will also be responsible for managing the Committee's budget.

## **14. Committee Name**

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

## **15. Matters reserved for Board and for Committee specific to committee scope and activity**

Matters reserved for the Board will be defined in the Activities Committee Policy Document as amended from time to time.

## 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. Chairs 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. Results of recommendations to the Board
4. Matters arising from the previous meetings
5. Recommendations from Liaison Councils and sub-groups
6. Discipline Matters
7. Approval of Championship Working Trials, Obedience and Agility Judges
8. Objections
9. Breaches of Regulations
10. Special Events
11. Show Cancellations
12. Registration of Title
13. Other Business:
  - a. Any additional items brought forward by committee members
14. Next Steps and Action Items:
  - a. Assigning tasks and responsibilities
  - b. Setting deadlines for action items
  - c. Next meeting date and time