Breed Standards and Stud Book Committee

Terms of Reference

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1. Purpose, connection to strategy and scope

The Breed Standards and Stud Book Committee (the 'Committee') is established to consider, advise upon and approve any matters concerned with the recognition of breeds, breed standards, the progression of breeds, and on the content of the Stud Book. To assist the Board in furthering the Royal Kennel Club's (RKC) strategic objectives.

2. Key activities and responsibilities

The Committee is responsible for:

a. The Royal Kennel Club's breed standards
b. The recognition of breeds
c. The progression of breeds from the Imported Breed Register to the Breed Register
d. The progression of breeds towards championship status (in conjunction with the Judges Committee)
e. Oversight of the Stud Book.

Matters reserved for the Board are defined as those which could materially impact the reputation of the RKC.

3. Delegated authority from Board

It has delegated authority from the Board to amend the RKC's breed standards, give recognition to breeds, progress breeds from the Imported Breed Register to the Breed Register and towards championship status.

4. Composition

The Committee shall consist of 11 Directors and Volunteers:

- 3 elected by the Board from Members of the RKC
- 1 veterinary surgeon elected by the Board, who shall be a Member of the RKC,
- 7 group representatives, with applications to be received as a result of general advertising and shortlists to be prepared by the Committee Chair and Vice-Chair. The Board, from these nominations, shall elect one person from each Group.

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

Membership of the Committee shall cease when a person reaches the age of 75 years except that they may continue to serve only until the next Annual General Meeting of the Royal Kennel Club.

5. Committee Chair role

The Committee shall elect a Chair to serve for a 3-year term.

The Committee shall elect a Vice-Chair 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. Ideally either the Chair or the Vice-Chair shall be a Director.

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

The Committee shall aim for diversity in its composition, including a relevant mix of skills, experiences, and perspectives. (Ref. Appendix 1: skills and experience). Recruitment and appointment of the members of the Committee will be conducted by the following process

a. 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 Board

7. 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 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

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. Liaise with applicants for recognition of breed and officers of registered societies to be the point of contact 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 shall be conducted virtually. In person meetings only when deemed necessary by the Chair. 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 **key** findings, decisions, and recommendations to the Board regularly (usually at the next planned Board meeting). A designated committee member (usually the Chair) shall present updates during Board meetings.

An annual review of committee achievements and contributions is to be presented by the Chair.

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

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.

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 two hours four times a year. Members will be expected to prepare for meetings (reading/preparing papers) and may be required to carrying out delegated actions between meetings. There is likely to be time required for updating conversations/emails between meetings. A total time commitment of 3 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 Committee budget is to be managed by the Chair.

14. Committee Name

The Breed Standards and Stud Book Committee shall be a committee formally established in the Rules of the Royal Kennel Club. 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. Detailed knowledge of canine conformation and current health issues.
   b. Detailed knowledge of breeds and breed standards, both in the UK and in country of origin.
   c. Successful track record of breeding/showing/judging.
   d. Familiarity with the 'dog world' within which the RKC operates.
   e. Knowledge of sector trends, challenges, and best practices.

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. Chair'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. Results of recommendations to the Board,

4. Proposed amendments to Breed Standards

5. Recognition of Breeds

6. Annual review of Breeds

7. Any Other Business:
    a. Any additional items brought forward by committee members

8. Next Steps and Action Items:
    a. Assigning tasks and responsibilities
    b. Setting deadlines for action items
    c. Next meeting date and time