Club Committee

Terms of Reference

Contents

1. Purpose, connection to strategy and scope

The Club Committee (the 'Committee') is established to ensure the Club's facilities and services meet the needs and expectations of the members.

2. Key activities and responsibilities

The Committee is responsible for:

a. Ensuring the Club's facilities and services meet the needs and expectations of the members.
b. Promoting the Club, its facilities and services to members and prospective members (using social media and other channels) in the UK and internationally.
c. Acting as a point of contact for Members needing support.
d. Organising social events for Members and their guests, ensuring they are well-planned, safe and enjoyable for members.
e. Fostering a sense of community among Members, ensuring all Members and guests feel welcome and valued.
f. Supporting the relevant Royal Kennel Club (RKC) Executive with the recruitment, development and performance management of Club staff.
g. Managing membership application processes - membership levels, criteria and fees levels.
h. Identifying opportunities to generate income via use of the Club's facilities.
i. Ensuring all branding is compliant with policies and standards agreed with the Board.
j. Recommending and inputting into the annual budget for the Club.
k. Matters reserved to the Board are any decisions which might potentially impact the reputation of the RKC brand.

3. Composition

The Committee shall consist of 6 Directors and Volunteers from the RKC membership. The Committee shall aim for diversity in its composition, including a relevant mix of skills, experiences, and perspectives. (Ref. Appendix 1: skills and experience)

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 RKC.

4. Committee chair role

The Committee shall elect a Chair and a Vice-Chair from among its membership to serve for a three-year term. Either the Chair or Vice-Chair should be a Director.

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 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 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 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. Committee appointment process

Recruitment and appointment of the members of the Committee will follow this 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.
c. Approval of the shortlist by the Board
d. An interview and selection process conducted by the Committee Chair, Committee Vice-Chair and the RKC Chair
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 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 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

The Committee secretary should maintain a suitable record of the Committee proceedings and also provide input to assist the Committee in making decisions based on existing policies and Rules.

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 50% of the Committee members.

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 (either the Chair or the Vice-Chair) shall present updates to the Board.

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

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 carrying 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 Committee member 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 the RKC Chairman.

13. Committee Name

The Club Committee shall be a committee formally established in the Rules of the 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. 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. 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. Finance update report from the Club Manager itemising Member activities and corporate events separately. Events listing should indicate future bookings for both Members and Corporate events.

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

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