Show Executive Committee

Terms of Reference

Contents

1. Purpose, connection to strategy and scope

The Show Executive Committee (the 'Committee') is established to consider and advise on any matters concerned with registered societies, affiliated organisations, dog shows and the exhibition of dogs. To act for the Royal Kennel Club (RKC) Board ('the Board') in hearing and deciding upon breaches of relevant RKC Regulations; to assist the Board in furthering the RKC's strategic objectives as published.

2. Key activities and responsibilities

The Committee is tasked with overseeing all matters relating to dog shows licensed and approved by the RKC.

The Committee is responsible for:

a. Approval of CC (Championship Certificate) Allocation on a 5 yearly cycle
b. Registration and deregistration of title applications
c. Permission to show, following surgery other than neutering, applications
d. Permission to hold special events
e. Approval of changes of date / venue for General Championship Shows
f. Policy drafting and amendments to Regulations as appropriate
g. Discuss recommendations from relevant Liaison Council(s)
h. Hearing and deciding upon breaches of relevant RKC Regulations
i. Approval of breeds to use ramps / tables
j. Development of new awards
k. Maintenance and updating of the Show Executive Committee policy document which shall be published

3. Delegated authority from Board

It has delegated authority from the Board to approve permission to show applications, permission to hold special events, approval of changes of date and venue for general Championship shows. The Committee will approve any non-contentious regulation changes, including the suspension, amendment or relaxation of regulations as appropriate.

The Committee is also responsible for hearing and deciding upon the outcomes of breaches of regulations, including late judge nominations, dog control incidents and eligibility for classes. 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 are the Regulation changes as detailed above together with any other matter which might impact the reputation of the RKC.

4. Composition

The Committee shall be 10 in number to comprise of 3 RKC members elected by the Board (ideally 1 of which will be a veterinary surgeon); 2 Dog Showing Liaison Council representatives, 1 representative from an English All Breeds Championship Show Society, 1 representative from the Scottish Kennel Club, 1 representative from the Welsh Kennel Club, 2 Associates of the RKC.

All General Championship Show Societies in England are to vote for 1 English All Breeds Championship show representative. The English All Breeds Championship Show Society representative, Scottish Kennel Club and the Welsh Kennel Club may each nominate a deputy to attend meetings of the Committee should the elected member be unable to be present.

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 RKC Chair and Vice-Chair may attend and speak at all meetings of the Committee but may not be members of the Committee or vote.

5. Committee chair role

The Committee shall elect a Chair who will ideally be a Director, to serve for a 3-year term.

The Committee shall elect a Vice-Chair from among its non-Director members, 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 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 and healthy 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
j. To maintain the Action Log to help manage outcomes and track progress

6. Committee appointment process

All Committee members shall serve for 3-year terms.

a. Recruitment and appointment of the members of the Committee will follow this process:
b. RKC Show Associates to nominate a Show Associate or RKC member, 2 individuals required for this position. If additional people are nominated a ballot will be undertaken amongst RKC Show Associates.

c. Chair of Dog Showing Liaison Council and a representative nominated by the Dog Showing Liaison Council from its membership.
d. A nomination submitted by each of the Scottish Kennel Club and the Welsh Kennel Club.
e. A nomination submitted by the All Breeds Championship Show Societies in England
f. Recruitment and appointment of the Royal Kennel Club Members of the Committee will follow this process: Advertising for members by notice to the RKC Membership, including a role description and person specification
g. Shortlisting of candidates by the Committee Chair, the Committee Vice-Chair **and the RKC Chair if deemed necessary**
h. An interview and selection process conducted by the Committee Chair, Committee Vice-Chair **and the RKC Chair** if deemed necessary
i. Approval of recommended appointments by the RKC Board
j. All Directors and Volunteers shall serve for 3-year terms.
k. 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.

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. Committee members must abide by collective responsibility and declare all interests where appropriate. All decisions are confidential until published.

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. Work together with the Chair and Vice-Chair to support Committee projects where required
h. 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.
i. 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 up to six times per year, with additional meetings scheduled on Microsoft Teams 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.

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 Chairperson) shall present updates during Board meetings.

Members of the Committee shall maintain the confidentiality of all 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.

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. 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 **9 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 budget.

14. Committee Name

The Show Executive 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. 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 & 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. Results of recommendations from the Board

4. Matters arising from the previous meetings including review of the Action Log

5. Recommendations from Liaison Council as appropriate

6. Requests from Societies

7. Objections

8. Breaches of Regulations

9. Special Events

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

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