

Riders Consultancy Panel

Terms of Reference

1. ESTABLISHMENT

The Riders Consultancy Panel (RCP) is an operational committee established by the Board and reporting through the Chief Executive Officer (CEO).

2. FUNCTIONS AND RESPONSIBILITIES

The Panel's functions are to:

- Consult and provide feedback to the CEO and sports committees on rule changes, polices, marketing and other areas of interest;
- increase the engagement and education of Senior Riding members throughout Western Australia;
- add to the learning experience of Senior Riding members, and
- provide a point of contact/channel of information for both Senior Riding members and other financial riding members that is both accessible and reliable.

3. RESPONSIBILITIES

The Panel:

- Undertakes any activities it considers necessary to support its functions.
- Determines a project to run each year.
- Undertakes any other activities referred to it by the CEO or Board.
- Be the voice of all riding members.

4. COMPOSITION AND MEETINGS

4.1. Membership and Attendance

The Panel:

- a) Comprised of at least 6 members, including a Chair of the Panel
- b) Open to Senior Riding members of Pony Club WA over the age of 17 and 25 or under.
- c) Open to former Senior Riding members of Pony Club WA at the discretion of the Panel over the age of 17 and 25 or under.
- d) Members are appointed upon application at the discretion of the Board.
- e) Members must indicate in writing at the end of each year whether they wish to remain on the panel for the next year.
- f) Shall meet with external persons as it considers necessary.

4.2. Meetings

- a) A quorum of the Panel is 50% of the membership of the panel plus one.
- b) The committee will meet at least 5 times per year.
- c) Meetings may be held in person or via electronic communication means,
- d) Panel members are expected to declare any conflicts of interest and abstain from voting or action in this situation.

5. REFERRAL OF MATTERS

In exercising its responsibilities, the Panel may refer any item to the CEO for discussion, consideration and/or action.

The Panel may refer relevant matters for consideration, discussion and/or action to other panels/committees of Pony Club WA as appropriate.

At least twice per year the Board will invite a representative of the Panel to attend a Pony Club WA Board meeting to report on progress or other matters of relevance to the Panel.

6. CHAIR [AND DEPUTY CHAIR]

The position of Chair (and Deputy Chair as required) will be appointed by election, with all Panel members eligible to nominate and vote. The Chair shall serve for a term of office of one year from date of election. The role of the Deputy is to act for the Chair in their absence.

The responsibilities of the Chairperson

The overarching role of the chairperson is to provide leadership,

- 6.1.** The Chair is responsible for making sure that each meeting (with the support of the secretary) is planned effectively,
- 6.2.** To co-ordinate with the CEO and other sports committees,
- 6.3.** The Chair may from time to time be called upon to represent the Panel and act as a spokesperson.

7. REMOVAL OF A MEMBER FROM OFFICE

This Panel may terminate a person's membership of the Panel for misconduct by a vote of two-thirds of those present at a Panel meeting and for which due notice of the motion to terminate the person's membership has been given.

Where a member or their nominee does not attend three consecutive meetings of the Panel without adequate cause, that person's membership may be terminated. A person who has had their membership terminated may apply to the CEO to have their membership reinstated.

8. ACCESS TO RESOURCES

Panel members will be provided with access by Pony Club WA to any resources reasonably required to fulfil their duties as a Panel member.