

Terms of Reference Training and Education Committee



Aim

The BE Training & Education (T&E) Committee is responsible for determining the T&E strategy, developing the T&E policy and overseeing implementation of that policy, once approved by the BE Board and the Trustees of the BE Charitable Foundation.

Objectives

To ensure the delivery and on-going development of a comprehensive, co-ordinated, efficient, and thoroughly considered training & education programme for the benefit of BE and its members in accordance with the BE Board and BECF approved strategy.

The Board of British Eventing and the Trustees of the Charitable Foundation will be responsible for agreeing the overall T&E strategy and policy. The Committee will have delegated powers from the Board, to co-ordinate the implementation of the approved strategy and policy, with the Trustees of the BE Charitable Foundation and to make recommendations to the Board and Trustees, where change to strategy or policy is considered to be in the best interests of the Charitable Foundation and of BE and its members.

Where it is appropriate to the work of the Regional Committees this policy will then be shared with the Regional Committees for onward implementation.

The Committee will make recommendations for consideration to the Trustees of BE's Charitable Foundation on all training activity which falls under the remit of the Charitable Foundation

Any projects over £5,000 and not budgeted for should be reviewed by the Finance Committee for recommendation to the Board of Directors and / or where appropriate to the Trustees of the Foundation.

Status and Composition

The Chairman of the Committee will be appointed by the Board of British Eventing after consultation with the BECF Trustees. The composition of the Committee will be proposed to the Board and the Trustees by the Chairman of the Committee after discussion between the Chief Executive, The Board and the Chairman of the Trustees and will include;

- Chairman /One BE Board member
- Chief Operating Officer
- Sport Manager
- Training & Education Manager
- Coach Representative
- RC/PC/BHS Representative (*When appropriate and relevant to the Agenda)
- U18 Chairman
- Officials/Volunteers Representative
- Regional Development Officer

- 1) *It is recognised that this may change in order to have the required set of skills to add significant value to the working of the Committee:
- 2) The Chairman shall have the right to invite additional attendees to the meetings as and when appropriate.
- 3) New permanent members of the Committee may be invited based on suitability and will be determined by the Chairman, Chief Executive and Charitable Foundation Trustees.
- 4) The Chairman shall be responsible for ensuring that briefing notes are provided for the BE Board and the Trustees of BE's Charitable Foundation
- 5) Any Board Director may attend Committee meetings

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Frequency of meetings

At the discretion of the Chairman, but in any event not less than two meetings per annum. Meeting dates to be advised to all members of the BE Board and the Trustees of BE's Charitable Foundation who may attend the meetings at their discretion.

Terms

The term of each member shall be determined by the Chairman in conjunction with the Chief Executive but each term will usually go with the role of the individual. Any invited member shall serve for an initial 4 year term which may be extended with the agreement of the Trustees.

April 2018