

Volunteer Working Group Terms of Reference November 2020

Aim

To provide direct feedback to British Eventing in order to continually evolve BE's relationship with the volunteer community within the sport.

Objectives

- To identify and assess areas of potential to attract, retain, reward and train volunteers.
- To provide sufficient information and research material where required, to allow the BE Sport Team to make informed and well considered decisions in the interests of volunteers, to subsequently put forward proposals to the BE Sport Committee.

Composition

The composition of the volunteer working group will be approved by the Chief Executive Officer and Sport Manager of British Eventing.

The group will be chaired by the Sport Manager and minutes will be taken by a nominated secretary for each meeting. In addition, the group will include one member from British Eventing head office staff and a BEOA representative.

All members will have recent and relevant volunteering experience and be a current British Eventing member.

Other BE board, staff or committee members may attend volunteer working group meetings at the request of the chair of the volunteer working group. The chair may also request the attendance of an appropriate adviser, if required.

The group will be composed of no less than five members and no more than ten (excluding the BE representatives). Members of the working group will come from varying volunteering roles, geographic locations and a range of ages, diversities and backgrounds that to the best endeavours represent the demographic of the volunteering community within the sport.

Frequency of Meetings

The working group will meet at least twice per annum. The meetings will be held via online services.

Terms

The initial term for each member will be one year. A review will take place at the end of year one to decide the future terms, no term will exceed three years in duration. The selection process for members may be reviewed after year one.

No member may serve more than two consecutive three year cycles. Membership must be maintained throughout the term to remain on the group.

Appointment to the volunteer working group is voluntary but reasonable travel expenses will be paid where travel is required.

Any Members who has not attended two consecutive meetings will be asked to step down and their place re-appointed.

The volunteer working group is open for all current British Eventing members to apply. Applications will be submitted via an online application process.

Expectations

Members must have regular email access and have a computer/device which enables them to participate in online meetings. i.e. with video capability.

Members of the working group are expected to engage in meetings and share the points of view from their stakeholder group.

Members should expect to participate in email communication outside of the two formal meetings.

Members who no longer wish to or are unable to take part in meetings can at any point stand down without prejudice.

Members will be bound by a confidentiality agreement such that discussions in the working groups can be open and frank with agreed topics being circulated to the wider membership.