Horse Riding Clubs Association of Victoria (HRCAV)

Terms of Reference – Sub-Committees

1. Purpose

These Terms of Reference govern the establishment, composition, function, and responsibilities of Sub-Committees formed under the auspices of the Horse Riding Clubs Association of Victoria (HRCAV). Sub-Committees are established to support the Executive Committee in the delivery of activities that advance the objectives of the HRCAV.

2. Establishment and Oversight

2.1 Sub-Committees are formed at the discretion of the Executive Committee where there is sufficient member club interest and benefit to the HRCAV in supporting a specific activity or discipline.

2.2 The Executive Committee retains overall oversight and authority over all Sub-Committees.

3. Membership and Appointment

3.1 Each Sub-Committee shall consist of:
a) One Executive Committee member appointed by the Executive Committee (Chairperson), and
b) A minimum of two and a maximum of six financial members of the Association. Eligibility conditions may apply depending on the Sub-Committee's function.

3.2 The Executive Committee appoints the Chairperson annually or upon vacancy. This role must be filled by an Executive Committee member.

3.3 Each Executive Committee member may serve as Chairperson of only one Sub-Committee. However, Executive Committee members may attend any Sub-Committee meetings as observers.

4. Meeting Procedures

4.1 The Chairperson shall preside over all meetings. In the Chairperson’s absence, an Acting Chairperson must be appointed by the Sub-Committee and recorded in the minutes.

4.2 Sub-Committees must meet at least quarterly, including an Annual Meeting, which must occur no less than one month prior to the HRCAV Annual General Meeting (AGM).

4.3 Meetings must be open to all HRCAV members and advertised in advance via the HRCAV’s official communication platforms, such as the website or social media (e.g. Facebook).

4.4 Sensitive matters may be dealt with in camera. A motion must be passed to move in camera, at which point all non-Sub-Committee members are to exit the meeting. They may return once the issue is resolved.

5. Selection and Tenure of Members

5.1 All non-Chairperson members must stand down annually. Re-selection occurs as follows:

a) Expressions of interest are invited at the Annual Meeting.
b) If nominations do not exceed the maximum allowed, all nominees become members.
c) If nominations exceed the maximum, non-appointed Executive Committee members must withdraw.
d) If the number still exceeds the limit, a vote is conducted by those present.
e) If vacancies remain, Executive Committee members may be selected by vote to fill them.

6. Responsibilities

Sub-Committees are responsible for:

6.1 Supporting the Executive Committee in specific areas of discipline or activity.

6.2 Submitting minutes of all meetings and a written report for presentation at the AGM.

6.3 Presenting a Chairperson’s report to the Executive Committee after each Sub-Committee meeting. Reports should be submitted at least one week prior to Executive Committee meetings.

6.4 Submitting digital copies of examination papers, training materials, and handbooks to the HRCAV office when finalised and providing updates when amended.

6.5 Maintaining accurate records of issues related to the Sub-Committee’s activities, including the status and qualifications of HRCAV Officials.

7. Financial Management

7.1 Sub-Committees must obtain Executive Committee approval for all expenditure, unless a pre-approved annual budget exists.

7.2 Members shall not be paid for their contributions except for pre-approved out-of-pocket expenses.

8. Governance of Training and Accreditation

8.1 Facilitators who develop exam papers for training/refresher days are exempt from refreshing for one period only, not exceeding two consecutive periods.

9. Discipline-Specific and General Guidelines

9.1 Sub-Committees must operate under both this document and any discipline-specific guidelines issued by the HRCAV.

9.2 The Executive Committee may take corrective action, including dissolving a Sub-Committee, if it fails to meet performance or compliance expectations.

10. Issue Escalation and Complaint Handling

10.1 If a complex matter is referred by the Executive, a formal discussion paper will be provided.

10.2 Sensitive matters are to be escalated to the Executive Committee with a report and recommendation.

10.3 Complaints or concerns about HRCAV Officials must be submitted to the HRCAV office within 30 days of the occurrence. Serious complaints are escalated to the Executive Committee. Lesser issues may be reviewed by the relevant Sub-Committee.

10.4 When reviewing a complaint, the Sub-Committee shall:

- Inform the official of the concern and request a response,
- Consider both the complaint and the response, and
- Recommend one of the following actions:
    - No further action,
    - Additional training or mentoring,
    - Written warning,
    - Suspension or withdrawal of accreditation.

10.5 All outcomes must be recorded in the minutes and formally submitted to the Executive Committee for endorsement before finalisation.

11. Review

These Terms of Reference are to be reviewed by the Executive Committee at least every three years or earlier if necessary.

Approved by the HRCAV Executive Committee
Date of Approval: 1st August 2025
Next Review Due: August 2026