Association of Irish Riding Clubs Officers in the Region

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A region must appoint a number of officers to their area at their annual general meeting each year.

These include a chairperson, secretary, treasurer, grading officer, public relations officer and national committee representatives.

Each regional officer plays an important role within the Association and this document outlines their functions.

Regional Chairperson

The chairperson is the principal officer of a region. As well as chairing committee and other regional meetings, the chairperson has prime responsibility for ensuring that the region is a well organised, well managed and an active unit.

The chairperson should be dedicated to the job, have good communication skills, have the ability to delegate key tasks and above all, be a person of integrity in the community. The contribution of the chairperson to the effective working of a region can never be underestimated.

Term of office
Elected by the regional committee, annually, for a term of one year. The chairperson is eligible for re-election.

Roles
- Chairperson and member of the regional committee
- Ex officio member of any sub committees

Key areas of responsibility
- To preside at meetings of the regional committee.
- To ensure that the business of the region is carried out properly and fairly.
- To ensure that the regional committee meets its responsibilities.
- To ensure that the region meets its responsibilities to the Association of Irish Riding Clubs and carries out its functions as set out in the Constitution and Rules of the Association.
- To represent the region with integrity, honesty and fairness at all times.
- To present a report to the Annual General Meeting of the region.
- To carry out any other functions and duties as required by the regional committee from time to time.

Working with
- Officers of the Region
- Regional Committee
- Regional representatives on the National Committee
- Sub Committee(s)

Accountable to
- Regional Committee

Time commitment
Meetings of the regional committee and any sub committees must be attended. In addition, meetings with the regional secretary and treasurer may be required to prepare for such meetings.

Qualifications
- Membership of the Association in accordance with the Rules.
- Full knowledge and understanding of the aims and policies of the Association
- To demonstrate an ability to discharge the key areas of responsibility.

Regional Secretary

The secretary is primarily responsible for the administrative affairs of the region.

Term of Office
Elected by the regional committee, annually, for a term of one year. The secretary is eligible for re-election.

Roles
- Secretary of the region
- Secretary and member of the regional committee

Key areas of responsibility
- To convene meetings of the regional committee in consultation with the regional chairperson.
- To prepare the agenda for meetings of the clubs committee in consultation with the regional chairperson.
- To record the minutes and decisions of the regional committee.
- To ensure that the club meets its administrative responsibilities to the Association of Irish Riding Clubs and carries them out in accordance with the rules of the Association.
- To carry out of the administrative matters of the region and to deal with any correspondence.
- To notify National Office of grade changes approved at any meeting that are in accordance with current rules.
- To notify and advise National Office of personnel changes within the region.
- To prepare and present an Annual Report to the Annual General Meeting of the region.
- To carry out any other functions or duties as required by the regional committee.
- To liaise with clubs in the region when required, in particular, for arranging volunteering cover at National Events.

Working with
- Officers of the Region
- Regional Committee
- Club Secretary's in the Region
- Regional representatives on the National Committee
- National Office

Accountable to
- Regional Committee
- National Office

Time commitment
Meetings of the regional committee must be attended. In addition meetings with the chairperson and the treasurer may be required to prepare for such meetings. Time will be needed for preparation of the various documents required.

Qualifications
- Membership of the Association in accordance with the rules.
- Full knowledge and understanding of the aims and policies of the Association.
- To demonstrate an ability to discharge the key areas of responsibility.

Regional Treasurer

The treasurer is primarily responsible for the financial affairs of the region.

Term of Office
Elected by the regional committee, annually, for a term of one year. The treasurer is eligible for re-election.

Roles
• Treasurer and Member of the regional committee
• Treasurer of any sub committees

Key areas of responsibility
- To deal with the financial affairs of the region.
- To prepare and present the annual budget for approval by the regional committee.
- To prepare and present the annual accounts to the Annual General Meeting of the region.
- To work with the secretary to ensure an up to date register of all regional property and equipment is maintained.
- To ensure, in consultation with the regional committee, adequate insurance cover is in place to protect any regional equipment and property.
- To establish and manage the regions bank accounts.
- To be responsible for the supervision of the financial planning of and monitoring of income and expenditure from all activities, events, etc of the region.
- The implementation and monitoring of the application of the Associations “Finance in the Club” guide within the region where appropriate.
- To carry out any other functions or duties as required by the region.

Working with
- Regional Chairperson
- Regional Secretary
- Regional Committee
- National Office

Accountable to
- Regional Committee

Time commitment
Meetings of the regional committee and any sub committees must be attended. Time will be needed for preparation of the various budgets, accounts and documents required in addition to the work required for the carrying out of the financial affairs of the region.

Qualifications
- Membership of the Association in accordance with the rules.
- Full knowledge and understanding of the aims and policies of the Association.
- To demonstrate an ability to discharge the key areas of responsibility.

Grading Officer

The role of the grading officer is to monitor and ensure that members within the region are graded in accordance with rules of the Association.

Term of office
Elected by the regional committee, annually, for a term of one year. The grading officer is eligible for re-election.

Roles
- Member of the regional committee
- Member of the Regional Grading Advisory Committee (RGAC)

Key areas of responsibility
- Must have an understanding of the grading structure of the Association.
- To report to the regional committee on all matters relating to the grading of members within the region.
- To maintain a record of downgrades approved at regional meetings.

Working with
- Regional Chairperson
- Regional Secretary
- Regional Committee
- National Office

Accountable to
- Regional Committee

Time commitment
Meetings of the regional committee. Time will be needed for preparation of any documents required or matters which arise and must be attended to in between meetings and in preparation for meetings.

Qualifications
- Membership of the Association in accordance with the rules.
- Full knowledge and understanding of the grading rules of the Association.
- Full knowledge and understanding of the aims and policies of the Association .
- To demonstrate an ability to discharge the specific areas of responsibility associated with the Appointment.

Public Relations Officer

The role of the public relations officer is to communicate with the general public in an effective manner, on behalf of the region and Association, presenting a positive manner of the region and the Association in their area.

Term of office
Elected by the regional committee, annually, for a term of one year. The public relations officer is eligible for re-election.

Roles
- Member of the regional committee

Key areas of responsibility
- To promote the activities of the region to the local community in their area using all available methods of communication.
    - Email
    - Social Networks
    - Press Reports (including photographs where possible)
- Prepare and submit results and reports to local media.
- Maintain and update the regional website or social networks sites on behalf of the region.
- Keep records for historical purposes.
- Make sure the region is well presented.

Working with
- Regional Chairperson
- Regional Secretary
- Regional Committee
- National Office

Accountable to
- Regional Committee
- National Office

Time commitment
Meetings of the regional committee. Time will be needed for any reports or results required or matters which arise and must be attended to in between meetings and in preparation for meetings.

Qualifications
- Membership of the Association in accordance with the rules.
- Full knowledge and understanding of the aims and policies of the Association.
- To demonstrate an ability to discharge the specific areas of responsibility associated with the Appointment.

National Committee Representative

The role of the national committee representative is to liaise with the clubs within their region, the national committee and the executive committee.

A national Committee member is there to represent the views of its region at all times and not the club they are a member of.

Term of office
Elected by the regional committee, annually, for a term of one year. The national committee representative is eligible for re-election.

Roles
- Member of the regional committee
- Member of the national committee

Key areas of responsibility
- To channel information from clubs within their area to the national committee on matters of importance.
- To monitor and ensure that qualifiers for national championships are run in accordance with the rules of that championship.
- To channel ideas, thoughts and suggestions from regions to the national committee which can then be channelled to the executive committee for their consideration.
- To be proactive at national events to ensure the events can operate smoothly and efficiently.

Working with
- Regional Chairperson
- Regional Secretary
- Regional Committee
- Executive Committee
- National Office

Accountable to
- Regional Committee
- Executive Committee

Time commitment
Meetings of the regional committee. Time will be needed for any reports or results required or matters which arise and must be attended to in between meetings and in preparation for meetings.

Qualifications
- Membership of the Association in accordance with the rules.
- Full knowledge and understanding of the aims and policies of the Association.
- To demonstrate an ability to discharge the specific areas of responsibility associated with the Appointment.