



Australian Stock Horse  
SOCIETY

# **WA State Management Council EVENT COMMITTEE CHARTER**

## **NAME**

The name shall be THE AUSTRALIAN STOCK HORSE SOCIETY  
**WESTERN AUSTRALIAN STATE MANAGEMENT COUNCIL EVENT  
COMMITTEE**

## **AIM**

The aims of the Committee shall be: -

- a) To plan, deliver and evaluate the WA SMC CHAMPIONSHIP SHOW AND STATE EVENTS.
- b) To promote the Australian Stock Horse Society brand and gain further exposure to a wider audience.
- c) To make recommendations to the WA SMC from time to time in regards to the event to benefit the Society and its members.
- d) To conciliate and arbitrate on any conflicts that may arise in any matter relating to WA SMC EVENTS

## **KEY RESPONSIBILITIES**

The Committee shall be responsible for the following key areas required to coordinate the WA SMC EVENTS;

| <b>WA SMC EVENT Committee and Host Branch</b> |
|-----------------------------------------------|
| Event Program - Core Event Program            |
| Budget for CEP & forecast                     |
| Expenses for CEP                              |
| Announcers                                    |
| Budget- to be presented to SMC for approval   |
| Cattle Sourcing                               |

|                                                    |
|----------------------------------------------------|
| Drug Testing                                       |
| Entertainment & Social Activities                  |
| Event Equipment Hire & Logistics                   |
| Event Program (timetable)                          |
| Hospitality                                        |
| Nominations & Entry Conditions                     |
| Pattern Selection                                  |
| Photographer                                       |
| Publicity – ASHS Journal - FB                      |
| Prizemoney Allocation                              |
| Risk Management                                    |
| Trade stand Management                             |
| Volunteer Management                               |
| Sourcing Ribbons, Trophies, Garlands & Trophy Rugs |
| Sponsorship                                        |
| Supplementary Event Program                        |
| Horse Welfare                                      |
| WWC Check                                          |
| Judges                                             |
| Judges Expenses                                    |
| Sponsorship thankyou's for CEP                     |

## MEMBERSHIP

Membership of the Committee shall consist of financial members of the Society who are appointed by WASMC for a maximum of two (2) years. These members are appointed as SMC delegates or reserves and do not replace the two branch SMC delegates.

The terms of office of Members of the Committee shall commence after the WA SMC AGM each year and shall cease at the WA SMC AGM, after the two-year period.

The WA SMC EVENT Committee is to be elected on a **biannual basis**. The outgoing committee is eligible to be re-appointed and any interested members must submit an Expression of Interest form.

\*WA SMC to introduce a Expression of Interest Form, to be distributed to members through branch secretaries.

WA SMC to consider applications with reference to equal branch representation and the following.

*"Committee members should have a high level of experience with events either as an organiser, competitor or official. Committee Members also need to have a thorough understanding of the Society's Rules & Regulations."*

The Committee is to be elected as per the WA SMC EVENT COMMITTEE Charter then endorsed by WA SMC at the AGM

## **OFFICE BEARERS:**

### Executive

The Executive of the WA SMC EVENT COMMITTEE is to consist of the following:

### Committee

1. WA SMC EVENT COMMITTEE CO-ORDINATOR- Casting Vote (to be a WASMC delegate)
2. HOST BRANCH PRESIDENT (not required to be a WASMC delegate)
3. SECRETARY (not required to be a WASMC delegate)
4. FINANCE for WA STATE CHAMPIONSHIPS – designated by WASMC
5. A BRANCH REPRESENTATIVE from each of the branches - As nominated by Branch Members – and approved by WA SMC. If a branch has no interested member, the branch must notify the WASMC and forgo their vote on this committee. These representatives do not need to be SMC delegates.
  5. Great Southern Branch representative
  6. South West Branch representative
  7. Central Branch representative
  8. Midwest Branch representative

WA SMC Event Committee Co-Ordinator, Secretary and Finance are to be reviewed and appointed by SMC each SMC AGM.

## **MEETINGS**

The WA SMC EVENT COMMITTEE shall meet at such times and places as determined by the Coordinator of the Committee.

- (a) The Subcommittee may meet as it considers appropriate. It is recommended that at least seven (7) days' notice in writing, via email or SMS, be provided to all members of the Committee.
- (b) The Coordinator of the Committee shall be the Chairman of all meetings of the Committee at which he/she is present and in the event of his/her absence, the Host Branch President, if available, shall be the Chairman and in the event of the absence of the Coordinator and Host Branch President, the meeting shall

- choose a member of the Committee present to act as Chairman of the meeting. In the case of an equality of votes the Chairman of the committee shall have the casting vote
- (c) At any Meeting of the Committee the presence of **five** of the members shall constitute a quorum. If no quorum is present within ten (10) minutes of the advertised time of the meeting, such meeting shall be postponed for at least seven (7) days and not more than twenty-one (21) clear days when due notice of at least forty-eight (48) hours having been given, it shall then be held.
  - (d) A report of all meetings of the Committee (in the form of Minutes of the meeting) shall be forwarded to the WA SMC within seven (7) days of the meeting and then presented at the next General Meeting of WA SMC. The Report is to contain all resolutions of the Committee and recommendations for WA SMC's consideration highlighted.
  - (e) Committee Resolutions that are in relation to budgets, rules and regulations or that could pose significant risks to the Society shall have no effect until considered by and voted on by the WA SMC. All other committee resolutions in regards to the coordination of events shall be considered final.
  - (f) Business shall not be transacted at any meeting of the Committee unless a quorum is present.

## **MINUTES**

WA SMC EVENT COMMITTEE shall provide all minutes of its meetings and any other meetings to the next Ordinary Meeting of WA SMC.

## **ATTENDANCE**

If any member of the Committee misses two consecutive meetings without an acceptable apology his/her position is to be declared vacant. Meetings may take place using phone conferences or a similar medium in the event that the majority of members consider it appropriate.

## **VACANCIES**

Should a casual vacancy occur, the WA SMC will issue an Expression of Interest to all WA members through the branch secretaries. Any such vacancy on the WA SMC Event Committee shall be filled by appointment by the WA SMC. The appointed person shall hold office for the balance of the term of the member being replaced.

## CONFIDENTIALITY

I acknowledge and agree that:

1. I shall not:
  - I. Disclose to anyone any confidential information acquired by virtue of my role as a Member of this Committee;
  - II. Use any confidential information acquired by virtue of my position or my attendance at a committee meeting for my personal financial or other benefit or for that of any other person;
  - III. Make statements to the media in the name of the Society except as expressly authorised;
  - IV. Permit any unauthorised person to inspect or have access to any confidential documents or other information.
2. I understand that the obligation to protect confidential matters for disclosure is ongoing, during and after the term of my appointment.
3. I accept if found to have breached this agreement that I may be reprimanded or dismissed from the Committee.

## OPERATION OF CHARTER

This Charter shall be binding on each Committee Member.

The rules may be amended from time to time by the WA SMC EVENT COMMITTEE only if ratified by ASHS WA SMC

Any inconsistency between the rules of the Committee and the Constitution, the Constitution take precedence.

## Signatures

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_/\_\_/\_\_

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_/\_\_/\_\_

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_/\_\_/\_\_

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_/\_\_/\_\_

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_/\_\_/\_\_

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_/\_\_/\_\_

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_/\_\_/\_\_

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_/\_\_/\_\_