



# WP&CS Responsibilities of Committee Members

## Welsh Ponies & Cobs



**THE BREED  
FOR  
ALL THE FAMILY**



# The Society

- ◆ **Membership - Full, Associate, Life & Honorary**
- ◆ **The Stud Book – authenticated record of breeding.**
- ◆ **Business of Society Controlled by  
Rules of Incorporation  
Associations Incorporation Act 1981  
Constitution & Rules of Society 2021**



# Structure of the Society

- ◆ **The Society**

  - Membership – 2000 members**

  - Welsh Ponies & Cobs**

  - Rules of Incorporation**

  - Rules of WP&CS of Australia Inc**

- ◆ **Committee of Management**

  - Editing Committee**

  - Finance Committee**

  - Events Committee**

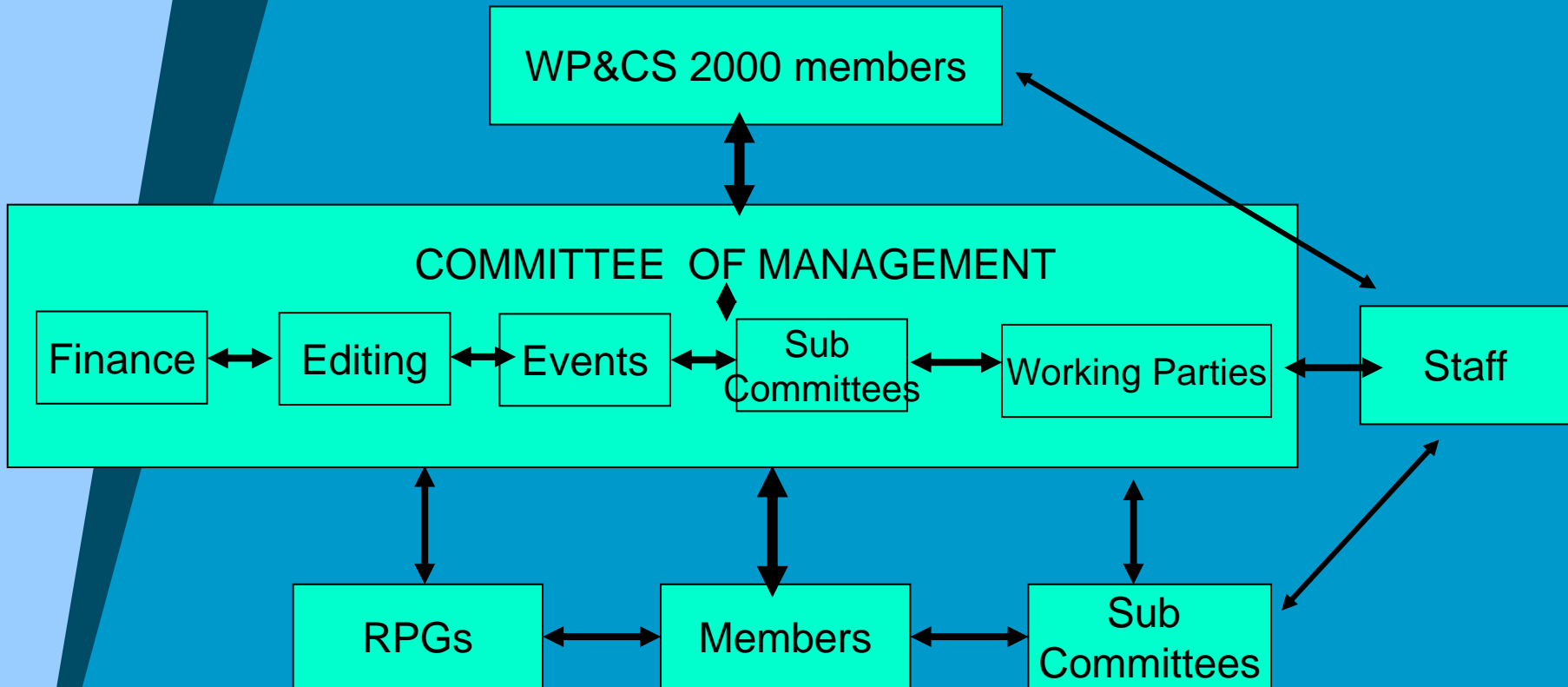
  - Sub Committees ( working groups)**

  - Coordinators – Advertising, Stud Book etc**

- ◆ **Regional Promotional Groups & Sub Committees**



# Structure of the WP&CSA Inc.





# Rules of the WP&CSA Inc.

- ◆ Rules of Incorporation
- ◆ The Society Rules (Constitution)
- ◆ Studbook Regulations
- ◆ Standard Operating Procedures Manual for all Sub-committees
- ◆ COM & RPG's / Sub-committees / Working Parties and guided and regulated by the Rules and Regulations.



# Difference between COM & RPGs

- ◆ COM is an elected National body
- ◆ RPGs / Sub-committees promote the breed in specific geographic areas
- ◆ COM is accountable to the members and government bodies such as Consumer Affairs Victoria and ASIC
- ◆ RPGs / Sub-committees accountable to COM and the members
- ◆ RPGs / Sub-committees present all minutes & financial statements to COM
- ◆ COM can delegate to RPGs
- ◆ Standard Operating Procedures Reference Manual for Sub-committees)



# Difference between Working Parties & RPGs / Sub-committees

- ◆ A working party is appointed by the COM; an RPG / Sub-committee is elected by the members and approved by COM.
- ◆ Working parties (misnomer sub-committees) are appointed to undertake a specific task.
- ◆ The Working Party consists of at least one member of COM who is the co-ordinator (chairperson) on behalf of COM.
- ◆ Working parties report directly to COM.
- ◆ Working parties must work within financial constraints and terms of reference set by COM.
- ◆ Working parties present all minutes & financial statements to COM.
- ◆ Working parties can be disbanded once the delegated task is completed.



# Committee of Management

- ◆ The Role of the Chairperson
- ◆ The Executive members
- ◆ Responsibilities of committee members:
  - To familiarise themselves with Rules
  - To know & understand meeting procedures
  - To work together as a team
  - Communication with Chairperson
  - Delegated tasks – sub committees/individuals
- ◆ -Meet timelines



# Sub Committees & Working Parties

- ◆ Finance Committee – considers matters of Society finances and makes recommendations to COM for approval
- ◆ Editing Committee - registrations, prefixes & brands and makes recommendations to COM for approval
- ◆ Events Committee – considers events / judges submissions and makes recommendations to COM for approval
- ◆ Working parties -
  - Welsh National Show
  - Action
  - Journal
  - ARC
  - Youth Encouragement Program
  - Others as agreed by COM

# COM Positions

- ◆ Action Editor
- ◆ Journal Editor
- ◆ Stud Book Coordinator
- ◆ Member Liaison Officer
- ◆ Publicity Officer
  - Local
  - International
- ◆ Advertising Officer
- ◆ Promotions Officer
- ◆ Conference Coordinator
- ◆ Sponsorship
- ◆ *Some of these roles may be undertaken by WPCSA members not necessarily on COM*



# Meeting Procedures

- ◆ Chairing the meeting
- ◆ Quorum
- ◆ Speaking through the Chair
- ◆ Moving a motion
- ◆ Minutes
- ◆ Respect and consideration at meetings
- ◆ Confidentiality



# Decision making

- ◆ Within the Rules
- ◆ Best interests of all members
- ◆ No personal agendas
- ◆ Must be consistent
- ◆ Take into account previous decisions of COM
- ◆ Communication with members & RPGs
- ◆ Transparency



# Decision making

## To make decisions rationally:

- Know the objectives
- Know all possible alternative solutions to the decision
- Know the relative pros & cons of each alternative
- Choose the decision that maximises attainment of the objective
- Consider the future implications of any decisions

## Emotional Blocks:

- Fear of making a mistake
- Fear and distrust of others
- Grabbing the first idea that comes along without considering in full



# Summary

## COM role:

- ◆ To manage business affairs of Society
- ◆ Best interests of members & the Breed
- ◆ National body
- ◆ Team effort
- ◆ Encouragement of individual input
- ◆ Appreciation of volunteers