

## **GUIDELINES FOR REGIONAL COUNCIL MEMBERS**

The following guidelines, which should be read in conjunction with the Byelaws and Articles of Association of the Jacob Sheep Society, are intended for general information. For specific guidance on individual issues in the Region, RCMs are advised to speak to either the Chairman or the National Field Officer or the Treasurer. The Articles of Association have been agreed by the Charity Commissioners and underpin our charitable status. All Council Members are Directors of the Jacob Sheep Society and have a responsibility to help run the Society according to these Articles and to the Byelaws.

1. As a Regional Council Member you should attend Council Meetings, normally two per year, and if unable to attend personally you should send a nominated deputy from the Regional Committee.
2. If possible, you should form a Regional Committee to help with the running of the Region. With your committee you are expected to organise an Open Day for members each year and any other events as required. A risk assessment form can be found under the Health and Safety section on [www.farmsunday.org](http://www.farmsunday.org). (Go to the Open my Farm page, then Downloads and page 6). You should also liaise with the National Field Officer to arrange a judges' seminar at least once every three years at an open day.
3. When the national AGM weekend is held in your Region, with your committee you should organise the hotel accommodation, flock visits, gala dinner, etc. (separate guidance is available for those RCMs organising national AGM weekends).
4. Regions are encouraged to run a flock assessment every other year - budgeting for it so that the entry fees charged cover the expenses if at all possible. The assessment fees are agreed by Council and must be applied.
5. When informed by Grassroots of new members in the Region, the RCM should arrange for all new members to be contacted. E-mail addresses and telephone numbers can be found in the members' handbook. The RCM should contact new members in the way most convenient to themselves i.e. it is not necessary to write to them.
6. When RCMs make contact with new members they should make the offer of an experienced judge visiting their flock and ask them when they would like the judge to visit. If the member chooses to have that visit the RCM will contact the Field Officer with the details of the new member. The Field Officer will then appoint a Panel Judge who will usually be a judge closest geographically to the new member in order to minimise the judge's travelling costs, and mileage will be paid at the current agreed rate. The judge will then contact the member and make arrangements for the visit. It is not necessary for the RCM to go with the judge but if they choose to (at this or any other time) it must be entirely at the RCMs own expense.

Further contact with members in the Region can be made through phone, or email/post via GRS and letters can be sent out with the Journal. Any visit to a member by an RCM will be made at the RCM's own expense. With regard to the education of members it was agreed by Council that the members must take responsibility themselves for their own education by attending such events such as open days etc.

7. You must advise the Chairman and National Field Officer of the dates of regional events.
8. The Regional Council Member is responsible for informing the Website Editor of any updates or alterations that are required for the regional page on the Society website. The Website Editor will keep these pages up to date.
9. Liaise with the Chairman to help with the promotion of the breed at events in the Region. E.g. NSA events.

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10. If there is an official Society Show and Sale in the Region, the RCM should help to organise it with the Auctioneers, liaising with the National Field Officer. The RCM should also aim to obtain local sponsorship if possible.

Such sponsorship should only be used for the direct benefit and costs of the Show and Sale e.g. prize money, trophies and special rosettes. The RCM must inform the Treasurer how much has been raised and account for spending of that money. It is also appropriate to consider reference to the sponsors in the Show Catalogue together with a free advert if applicable. Sponsorship monies should not be used for entertainment (e.g. food and drink) for members/non-members.

In addition to, and including Shows and Sales, at any event or time, when money is raised which is not intended as a donation to the Society, the donor must be informed of the use that money will be used for before the money is accepted. At events the extra money gained by a competition or raffle may be used to help cover the costs of that event.

The RCM is the main contact for potential new buyers and a statement to this effect will be included in all Show and Sale catalogues.

11. There should be a Regional AGM and this is held in most regions in conjunction with a social event. It is an opportunity for members to keep in touch at a regional level. Minutes should be taken and a copy forwarded to the Chairman for information.

12. Grassroots will distribute fliers for events and activities in the Regions. The RCM can email the item to Grassroots and inform them of what and who should be sent the information. Grassroots will then send the information via email to members where they hold an email address and post hard copies to members not on email. This is a saving of money to the Society and saves the RCM a lot of time.

13. Regional expenses: It is the Regional Council Member's responsibility to ensure that the Region's finances are managed in accordance with the Treasurer's guidelines.

- a) Regions should be self-financing wherever possible, calculating the costing of events to avoid creating either a profit or a deficit.
- b) Income and expenditure within the regions should be accounted for simply.
- c) Any surplus over £100 should be returned to the Treasurer at the year end and will be ring fenced for the generating region.
- d) The Treasurer will provide a simple template to account for income and expenditure, to be returned showing details from 1 October to 31 March and a further return with details from 1 April to 30 September for the year end. Alternatively Bank Statements which show income and expenditure will suffice as half yearly and annual governance and should be sent to the Treasurer.
- e) Bank accounts set up in the regions should continue as the most secure and responsible way to hold regional expenses. There should be at least two signatories to a bank account, the Regional Council Member and the Treasurer.
- f) Any monies held by the incumbent RCM including £100 floats should be returned to the Treasurer at the end of tenure and the Treasurer will re-issue to the incoming RCM if required.
- g) The Treasurer will set up regional cost centres on the Society's accounting programme, SAGE, to account for all regional monies generated in order to track monies made at the year end and returned to the region when requested.

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- h) Auctions, raffles, plant stalls etc. which are held to generate monies for post-show parties should be made very clear to the audience and these funds raised should not be included in the accounts.

14. Breed Promotion: The main purpose of the Society is to promote the Jacob breed and the Society will normally have enough funds allocated for breed promotion to enable local activities to take place. While all costs need to be carefully managed, reasonable travel and other expenses may be claimed as may other one off costs, such as accommodation, when helping at a main regional event far from home. All expenses should be agreed in advance by the Treasurer who will explain the required system to you at the start of your term of office and organise an appropriate float for you if required. The Treasurer will also be happy to provide further advice and guidance as appropriate on any regional financial matters.

- a) Where Breed Promotion activities involve attendance at shows or other events where payment for a stand/space is required, the costs can be substantial. The RCM must therefore gain Council approval well in advance – i.e. at the November Council meeting for the following year and/or the March Council meeting for the remainder of that year.
- b) Breed Promotion Assets: Each Region has a variety of items which can be used at Breed Promotions events. For example, display stands, photographs, leaflets, pull up banners, tie on banners and the like. The list is not exhaustive but the Treasurer has an inventory of items held in each Region. These items can have a considerable value. At the end of a term of office, it is the responsibility of the outgoing RCM to ensure that all such assets are handed over to the incoming RCM.

15 Merchandise: The Society has a range of merchandise items which both promote the breed and raise additional income for the Society. While the Society would encourage every RCM to hold stock and to offer it for sale at Regional events, it is recognised that it might not always be practical. Rather than hold stock that is stored and not offered for sale, it would be better for that Region to opt out of merchandise. Where a Region holds stock, the RCM is ultimately responsible to account for the stock and as part of this responsibility, a stock take should be recorded when requested (currently twice a year) to enable the member in charge of merchandise nationally to monitor and account for the stock to Council. At the end of their term of office, the stock should be signed over to the new incumbent.

16. Handover at end of term of office: When the RCM comes to the end of their term of office, it is essential they provide any information that would be helpful to the new RCM such as files, records and any other useful information which will help the new appointee to get up and running quickly, including being willing to mentor/advise the new RCM for a period of time if required.

17. Separate guidance has been produced for the organisers of National Annual General Meetings to cover all authorised expenditure resulting from the AGM weekends including presents for flock hosts, table decorations, transport (buses between flock visits), and prizes for the photographic competition winners, etc.