



Shire Horse Society

Chair of Editing Committee – role description and person specification

1. Introduction

The Shire Horse Society (“the Society”) is a national charity dedicated to the protection, promotion, and improvement of the Shire Horse (Registered Charity No210619).

The Society has a Board of Trustees (“the Board”), a Council of members appointed by election, and four standing committees:

- Editing Committee
- Education and Training Committee
- Show Committee
- Strategy and Development Committee

The Society has a professional staff of four people, working from an office located in the grounds of Rockingham Castle in Leicestershire.

The Shire horse has a significant place in the national heritage, and today is recognised as a “rare breed,” in the “At Risk” category of the Watchlist of the Rare Breeds Survival Trust.

A vacancy has arisen for the Chair of the Editing Committee to take on the role from 1 January 2025, with a prior hand-over.

2. Editing Committee

a. Role

The Editing Committee is responsible for the following:

- i. Maintenance and development of the Society’s breeding programme, which aims to maintain, improve, and conserve the Shire breed.
- ii. Maintenance of the Stud Book and all related matters.
- iii. Oversight of the work of the Stallion Panel.
- iv. Maintenance of the Guidance and Rules for Judges and Probationary Judges, and appointment of Probationers.
- v. Maintenance of the Society’s Foot Scheme and Minimum Standards for Shoeing of Shire Horses, and oversight of the work of the Foot Panel.
- vi. Rules relating to showing.
- vii. Development and maintenance of the Society’s horse welfare policy.

b. Composition

The Committee comprises the Chair, who is appointed by the Board; elected members (normally six) drawn from the Society's Council; and the Society's Honorary Veterinary Surgeon. Up to two members may be co-opted. Guests are occasionally invited to meetings for expert advice on specific topics.

3. Chair of the Editing Committee

a. Terms of appointment

The Chair is appointed for three years and is eligible for re-appointment for a further three years.

This is a voluntary role. It is unremunerated, but the Society will reimburse travel or other expenses where claimed.

The Chair must be a member of the Society, or willing to become a member if appointed as Chair of the Committee.

b. Time commitment

The Committee has two meetings a year, usually in April and September. A third may be held.

The Chair attends two Council meetings a year (three may be held) to report on the Committee's work and present proposals. These are usually within four weeks of the Committee meeting.

The Chair attends three "Board & Chairs" meetings a year. These are meetings between the Board of Trustees and the Chairs of all four standing Committees for strategic overview, information exchange and co-ordination.

Meetings are usually held in or near the Society's office but may be held at other locations around Britain.

The standing committee Chairs attend the Society's AGMs to make brief presentations on their Committees' work. The AGM is held in a late afternoon on the first day of the Society's three-day annual National Show, which is held in March at Staffordshire Country Showground. Attending all or part of the National Show itself is optional but useful. The dates for 2025 are 7-9 March.

The Editing Chair may also opt to attend (i) Affiliated Shows to represent the Society during Foot Inspections, (ii) Stallion Inspections, and (iii) Heavy Horse Camp.

c. Role description

Ensure that the Committee:

- Works within, and fulfils, its Terms of Reference
- Contributes effectively to the Society's 5-year plan and budget
- Works with transparency, precision and timeliness in all areas within its remit

Provide leadership to the Committee and advise the Council and Board of Trustees on matters within the Committee's remit. This includes providing updates on the Committee's work to the Board and Council, and presenting proposals and recommendations put forward by the Committee.

Plan committee meetings, set up agendas and meeting objectives, and ensure smooth running of meetings, working closely with the stud book / registrations administrator.

Work with the Society's Chief Executive and staff team to deliver the Committee's responsibilities, including specific plans and projects.

Have oversight of the budgeting for, use of, and reporting on the annual grant from the Horserace Betting Levy Board made for the improvement of the breed.

When appropriate, lead the development and maintenance of relationships with third parties involved in the Committee's activities, or support the staff team in doing so.

Stud book issues. Work with registrations administrator to decide on questions that arise on registrations and other aspects of stud book administration and related rules and processes.

Support communications with the Society membership. This includes: writing articles on the Committee's activities and for the Society's members' newsletters; sign-off as needed on press releases/social media posts; preparation and delivery of the Editing report to AGM.

d. Person specification – experience and attributes

Essential

The elected members of the Editing Committee are active in breeding, judging and exhibiting Shires. They therefore have conflicts of interest in almost all areas of the Committee's work all the time. It is therefore essential that the Chair is independent and entirely neutral, not involved in owning, breeding, judging, exhibiting or using Shire horses.

A commitment to the Society's purpose and objectives.

Experience of chairing committees.

An inclusive leadership style.

Ability to listen and engage effectively. Comfortable with challenge and robust debate.

Ability to understand and engage effectively with complex issues and topics that may be unfamiliar to you, and to initiate and facilitate informed discussion and reach conclusions.

Ability to think creatively and strategically, and exercise good, independent judgement.

Able to communicate effectively with committee, Council and Board members, Society staff and other stakeholders.

Skills in project leadership and management.

Able to work collaboratively.

Able to be both proactive (e.g. identifying opportunities to and advance, enhance or progress the Committee's work) and responsive (e.g. advise, support or give consent to issues that crop up from time to time).

We seek an individual who is available and responsive in a timely manner.

Willing to act at all times in the best interests of the Society and the Shire horse breed.

Desirable

Knowledge of, or interest in, maintenance and conservation of breeds of animals.

4. Application and appointment process

To apply for the role, please send your CV and covering letter to the Society's Chief Executive, Victoria Clayton by 30th August 2024 using the contact details below. Your letter should set out how why you are interested in the role, and how you meet the Person Specification above.

Interviews will be held for shortlisted candidates and are likely to be at the Society's office.

The appointment of the successful candidate is subject to approval by the Board.

If you have any questions or would like a confidential discussion about the role, please contact Victoria Clayton.

Contact details:

Shire Horse Society
The Old Dairy
Rockingham Castle
Market Harborough
Leicestershire LE16 8TH

victoria@shire-horse.org.uk

07702 542819