

Control Sheet

Document Management	
Document Name	Activity Advisory Board Terms of Reference
Version	1.1
Author	Governance Steering Group
Approver (group or individual)	RDA UK Trustee Board
Date Approved	26 March 2025
Circulation (who is the document issued to)	RDA UK Network via MyRDA
Review Date	March 2026

Change Control		
Version Number	Revision	Date
1.0	Draft following Governance Steering Group's initial thoughts	07/02/2025
1.1	Final Version following RDA Board approval	26/03/2025

Activities Advisory Board Terms of Reference

RDA UK

Purpose:	<p>To provide advice on the range of activities that RDA delivers, helping to shape the full range of riding, carriage driving and equine assisted services that RDA offers (including the governance of RDA sporting competitions).</p>
Advisory Board Chair	<p>RDA UK Chief Executive (the RDA UK Chief Operating Officer will deputise as Chair of the Advisory Board for the Chief Executive when required).</p>
Membership	<p>General Advisory Board membership principles</p> <ul style="list-style-type: none"> • Members of the Advisory Boards will serve 3-year terms of appointment which can be renewed 3 times (total service of 9 years). Following the completion of a 9-year term, after 3 further years a volunteer may return to a role previously held. (Note: election of members covered at section 6 below). • Meetings of the Advisory Boards will be considered quorate if 6 of the members are in attendance. • Members of the Advisory Boards cannot be current RDA UK Trustees or staff. <p>Advisory Board Membership</p> <ul style="list-style-type: none"> • Members representing: National Championships, Participants, Dressage, Performance Showing, Carriage Driving, Show Jumping, Vaulting, Endurance, Countryside Challenge, Tea with a Pony, Equine Assisted Services, Equine Welfare, Physiotherapy, Advanced Coach (3 year terms, up to 3 terms). • Regional Chair attendance: one RC representative attends each Board for a 12-month term with the purpose of providing a communication link between the Advisory Board and the Regional Chair's Committee and supporting the Advisory Committee in understanding the impact of its advice on RDA Groups. • RDA UK staff attending as required, based on specific meeting content

Responsibilities	<ul style="list-style-type: none"> • Consider and advise on the range of RDA activities, helping to prioritise and promote enhancements to the delivery of those activities by Member Groups. • Advise on the needs of Member Groups to deliver RDA activities, and provide insight to how this can be best supported by RDA UK. • To consider the development of RDA activities and programmes, providing advice on innovation in activities. • To provide governance for the cycle of RDA competitions, including the RDA National and Virtual Championships. • Support the maintenance of RDA competition standards to ensure appropriate alignment with discipline governing bodies (where appropriate). • To consider Task and Finish Groups as appropriate to progress identified pieces of work (such as to support the delivery of National Championships or to progress a specific participant programme).
Powers	<p>There are no decision-making powers designated for the advisory board. The board is to advise RDA UK on matters outlined in its purposes. In some circumstances, especially those relating to competitions, members will be asked to undertake organising responsibilities outside of the formal meetings.</p>
Proceedings and Reporting	<p>Advisory Boards will meet twice a year, with further meetings if requested by the RDA UK Board, Chief Executive or Regional Chairs Committee. Meetings will be held online, and secretariat functions will be provided by RDA UK staff.</p>
Approval and Review	<p>The approval, review and amendment of this document is reserved for the RDA UK Board of Trustees, in consultation with the current advisory board members.</p>