Epsom Riding for the Disabled – New Trustees Needed

We are looking for two trustees to join our dedicated team of volunteers to help run our fantastic organisation. Being a trustee at Epsom RDA provides an exciting opportunity to help shape the future of an organisation which brings together over 300 disabled riders, 200 volunteers and our herd of ponies to make a valuable contribution to our community. We are looking for new Trustees to fill two specific roles. Both postholders need to have excellent communication skills in order to ensure the smooth running of the organisation:

Secretary

The Secretary is an officer of the charity, along with the Chair and Treasurer. Previous experience of RDA is not essential for someone to take on this role. Tasks include:

- Contributing to decision making and setting the strategic direction.
- Arranging Management and Trustee meetings (both approximately every 3 months), preparing and circulating agendas and taking minutes.
- Organising the AGM and associated paperwork.
- Providing advice and support to the Chair, Trustees and Management committee.
- Maintaining a working knowledge of and providing guidance on matters relating to charity governance.
- Maintaining a working knowledge of and providing guidance on relevant documents, legislation and guidelines from external organisations, for example RDA National and the Charities Commission.
- Being one of three cheque signatories (alongside the chair and treasurer)
- Liaising with RDA National and providing information when requested, including the annual census.
- Being the group contact for external organisations.
- Along with other Trustees, be involved in a review of the group’s use of IT with special regard to database management
- Building and managing a team to:
  - Maintain and develop rider and volunteer databases
  - Build a database of supporters and external contacts
  - Ensure that first aid training is arranged
  - Write the annual report
**Trustee with responsibility for Horses & Ponies**

The Horse and Pony Manager Trustee is a key role and responsible for the largest budget within the organisation. Experience of the organisation would be an advantage to someone taking on this role. Tasks include:

- Contributing to decision making and setting the strategic direction.
- Attending and reporting to Management and Trustee meetings (both approximately every 3 months).
- Authorising expenditure under the Horse & Pony budget.
- Maintaining key supplier relationships.
- Building a good working relationships with Session Leaders and volunteers.
- Communicating information about ponies in a timely, clear, and consistent manner.
- New ponies – working with other volunteers on:
  - Procurement
  - Training & settling in
  - Arranging vettings
- Pony Welfare
  - Ensuring that Session Leaders are aware of and actioning daily routines
  - Keeping track of on-going issues
  - Making suitable arrangements for the care of sick ponies
  - Liaising with vet
  - Feeding
  - Grazing
- Liaising with the Trustee responsible for rider competition to ensure that ponies are prepared
- Liaising with property team re pasture management
- Maintain the herd inventory
- Building and managing a team to carry out the following tasks:
  - Administration of passports
  - Maintaining annual vaccinations
  - Maintaining stock of medication and seasonal supplies
  - Liaising with farrier
  - Worming
  - Fitness and schooling
  - Maintenance and procurement of rugs
  - Maintenance and procurement of tack
  - Maintenance and procurement of grooming kits
  - Weighing
  - Arranging chiropractor visits and communicating outcomes
  - Arranging dentist visits and communicating outcomes
  - Clipping

A team is already in place undertaking these tasks. The new post holder would be free to manage and build the team.

Both current post holders who have many years experience are happy to provide full support to the new trustees whilst allowing them the freedom to make the jobs their own.

If you are interested in either role please email Epsomrdarecruitment@outlook.com by 15 April.