



## **Industry Services Committee**

### **Terms Of Reference**

#### **1. Purpose**

The function of the Industry Services Committee is to assist the Board in the discharge of its responsibilities by:

1. Determining and recommending, for Board approval, initiatives and proposals that could be implemented and/or supported by HRI as industry initiatives in order to strengthen the skills, learning and development of those employed in the industry.
2. Representing the interests of those employed in the industry.
3. Monitoring the domestic and international horse racing industry in relation to developments affecting those employed in the industry, and ensuring that the Board is updated in relation to these matters.

#### **2. Membership**

The Industry Services Committee shall comprise 5 members (including a Chair).

Members that represent the interests of the following shall be nominated to serve as members of the Industry Services Committee—

- (a) jockeys and qualified riders,
- (b) persons (other than stable staff) employed in the horseracing industry, and
- (c) stable staff.

Each of the following shall nominate one member to be appointed to the Industry Services Committee by the Board of HRI:

- SIPTU
- Mandate
- Irish Jockeys Association
- Irish Stable Staff Association
- Horse Racing Ireland

The Industry Services Committee may include persons who are not Board members of HRI.

Executive management of HRI and others may be invited by the Chair of the Committee to attend all or part of any meeting.

### **3. Term Of Appointment & Retirement**

The term of office of a member of the Industry Services Committee shall be 4 years and no member shall serve more than 2 consecutive terms.

A Committee member may resign or may be removed from the Committee by the HRI Board at any time.

A Letter of Appointment shall be issued to each member of the Committee by the Company Secretary setting out the terms and conditions of their appointment.

### **4. Chair**

The members of the Industry Services Committee shall elect the Chair of the Committee who shall also be nominated for appointment as a Horse Racing Ireland Board member (provided that the person meets the criteria for Board membership as determined under the provisions of the Irish Horseracing Industry Act, 1994 (as amended)).

### **5. Secretary**

The HRI Director Of People, or their designate, shall act as Secretary to the Industry Services Committee.

## **6. Quorum & Voting**

The quorum necessary for the transaction of business shall be 3 members.

Committee Meetings may be held by conference call.

It is accepted that participation of any member by means of telephone call shall be included for the purposes of the reckoning the quorum necessary to hold the meeting. Additionally, it is accepted that Committee members may indicate their position on any given matter by way of email communication to the Secretary or other designate and where all members do so, the decision shall be equally binding as if the matter was decided at a meeting of the members.

Where there is an equality of votes at any time, the Chair shall hold a second or casting vote.

## **7. Frequency Of Meetings**

The Industry Services Committee shall meet as necessary to allow the Committee to carry out its functions but shall have at least 4 meetings in each calendar year.

## **8. Notice Of Meetings**

Meetings of the Industry Services Committee, other than those to be held on dates agreed by the Committee, may be called by the Secretary on the direction of the Chair of the Committee or the Chair of Horse Racing Ireland.

Unless otherwise agreed, notice of each meeting confirming the venue, date and time of the meeting together with an agenda of matters to be discussed and supporting papers shall be forwarded to each member of the Committee as early as practicable.

## **9. Minutes Of Meetings**

The Secretary shall minute the proceedings and decisions of all meetings of the Industry Services Committee including recording the names of those present and in attendance.

Minutes of Committee meetings shall be circulated to the Chair and, once endorsed by the Chair, to all members of the Committee in advance of the next meeting of the Committee.

#### **10. Reporting Responsibility**

The Chair of the Industry Services Committee, shall report, as appropriate, to the Board of Horse Racing Ireland on the proceedings of the Committee. Reporting to the Board of HRI shall take place to the next Board meeting immediately following a Committee meeting.

#### **11. Remuneration & Expenses**

Committee members may be paid travel expenses at the prevailing Civil Service mileage rates for their attendance at meetings of the Committee.

Committee members shall not otherwise receive any remuneration for fulfilling their duties as members of the Committee.

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