

**BRITISH EQUESTRIAN FEDERATION**  
**REMUNERATION COMMITTEE**  
**TERMS OF REFERENCE**

The BEF Articles of Association provide that

*“There shall at all times be an audit committee and a remuneration committee, each comprising three directors and each of which shall act in accordance with any terms of reference from time to time provided by the Board. Each non-executive director may be a member of such committees; the Board Chairman must be a member of the remuneration committee and the Finance Director shall not be a member of the audit committee.” (Article 17.12)*

These Terms of Reference are for the BEF Remuneration Committee.

The Remuneration Committee shall meet at least once a year.

A person may participate in a meeting of the committee by telephone, video conferencing or other similar equipment provided that throughout the meeting all persons participating in the meeting are able to communicate interactively and simultaneously with all other parties participating in the meeting. Any person participating in a meeting in this manner shall be deemed present in person at the meeting.

The remit of the Remuneration Committee is to

- Receive recommendations from the Chief Executive regarding BEF Staff salaries. These recommendations should be received by the Remuneration Committee no later than 1<sup>st</sup> November of the year
- Review these recommendations against the BEF Budget, funding and income available and any conditions of receipt of that funding from the relevant funding body and where appropriate discuss any concerns and questions with the Chief Executive
- Decide on the level of salary for each staff member to take effect from 1<sup>st</sup> January of the following year
- The Board Chairman shall communicate the decision of the Remuneration Committee to the Chief Executive

The Chief Executive shall communicate the decision of the Remuneration Committee to the relevant staff members in writing no later than 15<sup>th</sup> December of the year