



NSA Operating Guidance for Ram sales committees

The NSA Articles of Association provide the rules necessary for regions to be compliant with charity and company law. These are outlined in points 47-50 of the Articles. This document offers guidance in encourage best practice and provide a direction of travel. Points required by the Articles or to enable legal compliance by the Association, are shown in **bold text**.

General

1. Ram sale committees are in place to ensure successful running of NSA rams sales and to encourage flows of information and opinion both ways between the ram sales and the NSA Board, its supporting committees and NSA staff.
2. All ram sale committees should operate in a manner that allows the NSA to comply with its legal obligations.
3. Ram sale committee members must be fully paid up members of the NSA (requirement of Articles) and should be proposed, seconded and elected by other members of the committee, or how that ram sale committee deem appropriate. Non NSA members with particular valuable skills or roles can be co-opted to be part of a committee but in the event of a vote cannot carry voting rights.

Committee structure

4. Each ram sale committee should have the following elected officers:
 - Chairperson
 - Vice Chairperson
 - Treasurer

These office holders will work closely with the ram sales manager or secretary to prepare agendas, reports and proposals for consideration by the committee. All the elected officers should be approved annually and the length and number of terms served is to be agreed by the ram sale. For the Chairman it is usually a three-year term.

5. The number of committee members may be agreed by the committee and be dependent on the size and scale of the business conducted.

Ram sale committee meetings

6. Each ram sale committee will meet as many times in a year as appropriate. Each ram sale will hold at least one annual business meeting where the election of officers should take place. There must be a minimum of 21 days' notice of the annual ram sale business meeting to members of the committee.
7. Ram sale committee meetings should include reports from the most recent NSA meetings where appropriate, and always the NSA UK Policy and Technical meeting. Each ram sale committee will have a dedicated person to receive UKP&T agendas and minutes, who should



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report these to the ram sale committee and feedback any views, either to NSA Head Office or at a UKP&T meeting.

8. Annual ram sale business meetings should include:-
 - a. Election or re-approval of the Chairperson, Vice Chairperson and Treasurer
 - b. Nomination of the ram sale's representative to share information between the ram sale committee and NSA UKP&T committee.
 - c. A Chairperson's report
 - d. A Treasurer's report relating to the ram sale's finances
9. The committee will approve the continuation (or appointment) of the Ram Sale Manager/ Secretary annually if this post is not an employee of the NSA.

Financial matters

10. The ram sale committee is empowered to conduct the management and finances of the ram sale. It may not however be allowed to depart from the objectives of the association or to result in legal non-compliance. Financial reporting must be routinely made to NSA Head Office and the Board of Trustees.
11. The financial reserves of the ram sale shall be primarily banked in a ram sale account and at all times must be individually identifiable and accountable. The ram sale's funds shall be used at the discretion of the committee and the ram sale is empowered to hold reserves sufficient to run the ram sale effectively and securely.

Ram Sale Managers/Secretaries

12. The appointment of ram sale managers and secretaries should be undertaken with the knowledge of the ram sale committee although the delivery of this may be devolved to the Chairperson/Vice Chairperson and Treasurer.
13. Regional posts that are self-employed or working on honorariums will report to the region's Chairperson, Vice Chairperson and Treasurer and should have a job description that provides detail of responsibilities and terms. Any posts on PAYE must also report to NSA Head Office and have a contract and job description that provides detail of responsibilities and terms.

Finally

14. The NSA Board reserves the right to review and update the ram sale operating guidance as appropriate, ensuring compliance with the Association's Articles of Association and in consultation with the ram sales committees.

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