



ANNEX C - Terms of Reference for the Secretary-General of the Asian Racing Federation

1. To review regularly the form, frequency, duration, cost and conduct of Conferences and to make recommendations for improvements to the Executive Council.
2. To report the views of Members to the Executive Council.
3. To notify Members of the dates and administrative details of Conferences.
4. To recommend to the Executive Council arrangements, agendas and Chairmen for the business sessions of Conferences for its consideration.
5. To provide advice and support to Chairmen of all working sessions for the duration of each Conference as necessary, including collation and distribution of support papers for the respective session and the invitation of speakers.
6. To arrange and advise the Organising Committees of arrangements, agendas, speakers/panelists and papers for all working sessions and meetings. (Arrangements for affiliate Committees meeting during the Conference such as the Asian Stud Book Committee (ASBC) will be made by the respective Secretaries).
7. To provide the Organising Committee with guidelines for the conduct of the Conference and any assistance and advice on any aspects of the Conference which may be requested by the Executive Council or the Organising Committee.



8. To manage recruitment of any Conference sponsors and exhibitors at the Conference trade show.
9. To process and follow up all decisions / resolutions of Conferences and to ensure the results of any such action is notified to Members.
10. To process applications for membership of the Conference - specifically:
 - 10.1 To arrange and co-ordinate evaluation visits to such applicants as directed by the Executive Council.
 - 10.2 To provide detailed reports on the racing, breeding, betting activities and management structure of racing in applicant countries (or special administrative regions).
 - 10.3 To make recommendations to the Executive Council and General Assembly on the acceptability of applicants.
 - 10.4 To arrange sponsoring Proposers and Seconders as necessary in the Management Committee for the election of new Members.
11. To be informed of any significant racing or racing related matters or controversies inside and outside the Conference and to pass information on such matters to Members and Chairmen of business sessions as appropriate.
12. To maintain and to distribute such statistical records of Members as may be required by the Executive Council or the International Federation of Horseracing Authorities or the International Grading and Race Planning Committee or the International Stud Book Committee.
13. To attend such other racing or racing related conferences as may be considered appropriate by the Executive Council to represent the views of the Federation and to report back to Members.



14. To maintain the Federation subscription fee accounts, and the Federation Website.
15. To provide advice to the Executive Council.
16. To assist Members.
17. To coordinate the activities of the Federation.