



Warminster Saddle Club
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BHS Approved

ROLE DESCRIPTION: VICE CHAIR

1. **General.** This is the role description for the Club's Vice Chair. It articulates what the deputy senior executive is expected to deliver in pursuance of the Club's charitable objects.
2. **The Club's objects.** The Warminster Saddle Club (WSC) is the equine sporting centre within Warminster Garrison. The Club operates as an Association Charitable Incorporated Organisation (CIO)¹. The overarching object of the Club is to promote the efficiency of the armed forces of the Crown and MOD civil servants, in particular but not exclusively, members of Warminster Garrison. Supporting objects are:
 - a. To increase physical and mental fitness of members of the services and their dependants through the provision of equestrian facilities, equipment and sporting competitions.
 - b. To promote *esprit de corps* between members of the services and foster a close relationship between serving and former serving members of the armed forces, MOD civil servants and the local community.
 - c. For the public benefit, subject to being members of the Club, community participation in amateur sport and recreation for all members of the community including children and young people, the elderly and the disabled.
3. **Overall role.** The Vice Chair is a Trustee and deputises for the Chair as and when required and provides continuity. Is the Club's lead for communications and is the Club's Data Protection Officer. Is the sponsor of the following Club policies: communications and social media, complaints, data protection and privacy, lone working, new staff induction and safeguarding.
4. **The person.** The Vice Chair must be a serving member of the military or the civil service who is assigned to Warminster Garrison and who is genuinely invested in the interests of the Club. As a member of a military club, the Vice Chair is expected to abide by the Values and Standards of the British Army.²
5. **Management Committee responsibilities.** The responsibilities common to all Management Committee roles are as follows:
 - a. **Vision and leadership:**
 - Be committed to the vision, charitable objects and values of the Club.

¹ The Club operates under the auspices of the Charitable Incorporated Organisations (General) Regulations 2012 and overseen by the Charity Commission. The Club is governed by a constitution, which is available in the Club's office and on the Club's website: www.warminstersaddleclub.co.uk

² Values: courage (moral and physical), discipline, respect for others, integrity, loyalty, selfless commitment. Standards: lawful, appropriate, professional. Both are explained in more detail at [A Soldier's Values and Standards | The British Army \(mod.uk\)](http://A Soldier's Values and Standards | The British Army (mod.uk)).

- Provide strategic direction, including agreeing and monitoring strategic plans.
- Keep informed of the activities of the Club and the wider issues affecting its work.
- Ensure the Club's work is monitored and evaluated.

b. **Accountability and legal responsibilities:**

- Ensure the Club complies with its constitution.
- Ensure the Club adheres to the law, including that applicable to charities.
- Ensure the Club makes efficient use of resources, in particular that all monies are applied to its objects, agreed plans and budgets.
- Ensure risks to the Club, staff, members, volunteers and visitors are at an acceptable level and are effectively managed.
- Be accountable to the Club's membership, funders and other stakeholders.

c. **Financial and staff management:**

- Understand the financial position of the Club.
- Ensure the Club's finances are properly managed.
- Ensure the Club operates within its agreed accounting policies.
- To ensure adequate financial resources for the Club.
- Contribute to fundraising strategies.
- Ensure the Club is properly insured against all reasonable liabilities.
- Ensure the Club is a responsible employer and adheres to legislation.
- Effectively support and manage the staff.

d. **Qualities and skills of Management Committee members:**

- Good leadership skills.
- Understanding of and commitment to the Club's objects and values.
- Good communication and interpersonal skills.
- Impartiality and fairness.
- Ability to respect confidences.
- Good time-keeping.

6. **Specific to role responsibilities.** The Vice Chair's responsibilities are as follows:

a. **Provide Continuity.** The Vice Chair provides continuity between frequent changes of Chairpersons (and other key members of staff), endemic in a military-lead organisation, ensuring a common understanding of the Club's objects, ethos and operation persists despite staff turbulence.

b. **Deputise for the Chair as and when required.** Should the Chair be indisposed due to work, leave or illness, the Vice Chair will step up to make decisions, in accordance with extant Club policies or the Chair's previous direction. While planned deputisation (with prior warning and a formal handover leading to assumption of expected activities/duties to be conducted), would normally be expected, *in extremis* deputisation can occur. In either event, the remainder of the Management Committee must be informed as soon as possible.

c. **Lead on Communications.** The Vice Chair acts as front of house for the Club's public image and messaging. While the Yard Manager and the Office Manager deal with communication with customers, suppliers, service-providers on a daily basis, in connection with daily business, the Vice Chair is responsible for planned media campaigns, advertising and sponsorship on all platforms used by the Club. Planned campaigns will be agreed in session by the Management Committee. The Vice Chair will also be responsible for compiling, maintaining and delivering pre-planned emergency communications in response to unexpected events as detailed in the Communications and Social Media Policy. The Vice Chair shall also be responsible for ensuring contents of this policy are communicated to Club staff and they thoroughly understand it, especially their role in interaction with external media agencies, customers (Liveries, riding school customers and competitors) and the general public.

d. **Act as the Club's Data Protection Officer.** The Club holds a substantial quantity of information subject to the Data Protection Act 2018 (DPA) which currently governs data protection in the UK, as well as the General Data Protection Regulation (GDPR) and other related legislation. These laws affect how the Club gathers, stores and uses (including disposes of) data, and individual rights over access to information. The Club's enactment of these rules are enshrined primarily in the Club's Data Protection And Privacy Policy and the Communications and Social Media Policy and are to be included in the Employee Handbook which must be read, understood and adhered to by all members of staff, including volunteers. They are enforced by the Management Committee. Specifically, the Vice Chair shall:

- Be registered as the Club's appointed data protection officer to cover all aspects of information including DPA and Freedom of Information Act (FOIA) compliance. To achieve this, the Vice Chair shall undergo accredited training to ensure appropriate compliance can be achieved, especially where such compliance is required by the Club's various insurance policies.
- Audit the Club's information systems to find out who holds what data, and why.
- Consider how data is used, and issue guidelines for the Club about how to manage information.
- Ensure all information collected complies with the DPA, FOIA and GDPR:
 - Check the security of information stored.
 - Check the transfer of information.
 - Check the Club's use of automated decision-making tools.
- Review, update and enforce policies and practice concerning the Club's use of the provided telephones, social media, email and physical post.
- Review policies and practice relating to the private use of the Club's telephones, social media, email and physical post.
- Monitor information compliance on an ongoing basis.
- Prepare an emergency information breach plan to include:
 - Risk assessment.
 - Identifying an information breach.
 - Breach response.
 - Breach recovery.

e. **Maintain governance and policies.** Sponsors the following Club policies:

- Communications and Social Media Policy.
- Complaints.
- Data protection, information security and privacy.
- Lone working.
- New staff induction.
- Safeguarding.

f. **Qualities and skills required.** Specifically:

- Good leadership skills.
- Good communication and interpersonal skills.
- Impartiality, fairness and the ability to respect confidences.
- Ability to ensure decisions are taken and followed-up.
- Good time-keeping.
- Tact and diplomacy.
- Understanding of the roles/responsibilities of a management committee.
- Experience of organisational and people management.
- Knowledge of the operating environment for charities in England.

7. **Time Commitment:** The role of Vice Chair requires an estimated commitment of 10 hours per month, depending upon the amount of activity the Club is undertaking.