



Warminster Saddle Club
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BHS Approved

ROLE DESCRIPTION: CHAIR

1. **General.** This is the role description for the Club's Chair. It articulates what the 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 Chair is a Trustee and the senior executive of the Club who has a strategic role to play in representing the Club's charitable objects listed above. Chairs management committee meetings and other Club meetings as required. Is the Club's spokesperson. The Chair ensures the management committee functions properly, there is full participation at meetings, all relevant matters are discussed and effective decisions are made and subsequent actions are carried out.

4. **The person.** The 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 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://www.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 Chair's responsibilities are as follows:

a. **Ensure the management committee functions properly.** Specifically:

- Plan and run meetings in accordance with the Club's constitution.
- Ensure matters are dealt with in an orderly, efficient manner.
- Bring impartiality and objectivity to meetings and decision-making.
- Facilitate change and address conflict within the board.
- Review governance performance and skills.
- Plan for recruitment and renewal of the management committee.

b. **Ensure the organisation is managed effectively.** Specifically:

- To liaise with the Yard Manager, as appropriate, to keep an overview of the Club's affairs.
- Co-ordinate the management committee to ensure responsibilities for particular aspects of management (e.g. personnel matters, financial control etc) are met and specialist expertise is employed as required.
- Facilitate change and address conflict within the Club, liaising with the relevant committee member(s) to achieve this.

c. **Provide support and supervision to staff.** Specifically:

- Directly line manage the Yard Manager.
- Sit on appointment and final appeal grievance panels, as appropriate.

d. **Represent the organisation.** Specifically:

- Act as the Club's spokesperson.
- Communicate effectively the Club's charitable objects.
- Advocate for and represent the Club at external meetings and events.
- Be aware of current issues that might affect the Club.

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

- Constitution.
- Rules.
- All risk assessments.
- Equality and diversity.
- Health and safety.
- Volunteers.

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 Chair requires an estimated commitment of 20 hours per month, depending upon the amount of activity the Club is undertaking.