

Vice-Chairman Role Description

Role Summary Our local committees are the local face of the British Horse Society. As the Vice-Chairman you will help to coordinate the committee, bringing everyone together as a team. You will deputise for the Chairman and assist them in delivering a range of activities that deliver our objectives in your area. Your Chairman may delegate some aspects of the committee management to you.

You will enthuse others to join and contribute to the committee and act as an advocate for the British Horse Society.

What's in it for you You will have the opportunity to make a difference for horses and people in your local area. You will be meeting new people and building their skills, experience and confidence.

Main duties and responsibilities You will work with the Chairman to ensure the efficient running of the committee, this will involve:

- Supporting committee volunteers and where delegated to by the Chairman, managing specific Volunteer Officers.
- Being proactive in your area, supporting the development of links between the committee and other organisations, businesses and local authorities.
- Working with our volunteers, members and staff teams to planning activities that meet their needs and deliver our objectives.
- Supporting the delivery of committee meetings, activities and events.

Skills and Knowledge Essential

- Excellent communication skills
- Personable with good team skills
- Equestrian knowledge
- Experience of the BHS
- Good organisational skills
- Be motivated and positive about BHS initiatives

Desirable

- Experience of volunteering
- Experience of managing teams

Training and Support Your Chairman and Regional Development Officer/Director will be there to support you throughout your role. They will work with you to design an induction and training plan specific to your area and your skills.

We will also match you with a volunteer mentor who will be or have been a Vice-Chairman in another area who can give you support and advice.

Resources You will need computer and email access and must be willing to receive email, telephone and written correspondence from the BHS, your committee volunteers and our members. It is essential that you have the ability to travel and it is beneficial that you have or have access to a vehicle that you can use in your role.

Your Commitment We ask all our local Vice-Chairmen to commit to a minimum of a three year term from your election. On average our Vice -Chairmen contribute a minimum of 1 day a month to the role split over meetings, events and administration tasks. Due to the nature of the role it will require evening and weekend meetings and events, including attending all local Committee meetings.

How do I get involved? Complete an enquiry form and your Chairman or Regional Development Officer/Director will contact you to discuss the role.

Notes This is an elected position. Your Regional Development Officer/Director has to recommend you as Vice -Chairman and you have to be elected by a majority vote of the committee. You will be elected for a three year term and can serve a maximum of two terms.

No one who has been disbarred under the Companies Acts from holding office as a company director, or anyone convicted of fraud may serve in this position.