

# Chairman Role Description

**Role Summary** Our local Committees are the local face of The British Horse Society. As the Chairman you will coordinate the committee, bringing everyone together as a team. Your role will be to ensure that the committee is delivering a range of activities that contribute to BHS charitable objectives.

You will enthuse others to join and contribute to the committee conducting proceedings in an efficient, friendly and inclusive manner. As the Chairman you will be an advocate for The British Horse Society and the work in your area.

**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 helping to build their skills, experience and confidence as well as your own.

**Main duties and responsibilities** You will have overall responsibility for the efficient running of the committee, this will involve:

- Managing the Vice-Chairman, Secretary and Treasurer and supporting all other committee volunteers
- Ensuring that committee accounts are maintained in accordance with BHS financial procedures. As Chairman you have ultimate financial responsibility
- Liaising with the BHS Development Officer/Director and BHS Headquarters
- 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 plan activities that meet their needs and deliver our objectives
- Ensuring the meetings and activities of the committee and its volunteers are undertaken in accordance with our policies and procedures

**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 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.

The BHS will also match you with a volunteer mentor who will be or have been a Chairman, 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 and BHS 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 Chairmen to commit to a minimum of three year term from your election. On average our Chairmen contribute a minimum of 2 days 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.

**How do I get involved?** Complete an enquiry form and your 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 Chairman for your area and need 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.