

Dated 25th July 2014

VICE PRESIDENT WRAC ASSOCIATION

JOB SPECIFICATION

PURPOSE

To provide leadership and direction to the Board of Trustees and Council, enabling them to fulfil their statutory and advisory responsibilities for the governance, strategic direction and the maintenance of contact with the members and Branches of the Association in accordance with the Constitution 2013.

Where staff are employed, the Chairman will need to work in partnership with the Chairman Executive and Finance Committee (EFC) to ensure that decisions of the Trustee are acted upon and the charity is managed in an effective manner.

The appointment tenure is up to 4 years and thereafter may be re-appointed with annual ratification by the Trustees and Council.

APPOINTMENTS

- Chairman of Trustees
- Chairman of Council

RESPONSIBILITIES

- Responsible for the overall running of the Charity in accordance with the Constitution and as directed by the Charity Commissioners.
- Responsible for the statutory and strategic management of the WRAC Association and ATS/WRAC Benevolent Funds on behalf of the Trustees
- Represents the WRAC Association at Official Functions (external and internal)
- Responsible for overall organisation and running of Triennial Grand Reunions
- Responsible for maintaining (Custodian of) Association's history and legacy
- Attend Area Reunions and Branch functions on request

TASKS

- Planning, setting and chairing Trustee meetings, Council meetings and AGMs.
- Ensuring that all reports as required by Charity Law are submitted.
- Monitoring and evaluating the performance of the Board of Trustees and Council and reviewing direction on an annual basis.
- Monitoring, supporting and, when necessary, directing the work of the EFC, the Benevolent Funds Grants Committee and the employees of the Association.
- Leading disciplinary and appointment committees.
- Representing the Association at functions, meetings and in the press and broadcasting media.

- Acting as required outside the meeting structure to authorise intra vires, signing cheques and legal documents in accordance with Charity Law.

Dated 25th July 2014

CHAIRMAN OF THE EXECUTIVE AND FINANCE COMMITTEE WRAC ASSOCIATION

JOB SPECIFICATION

PURPOSE

Responsible to the Vice President for the execution of the Association's business in accordance with the Trustees' and Council's strategic direction. Also accountable to the Trustees and Council for all aspects of delivery in support of the Association's Object.

The tenure for appointment is for up to 3 years and thereafter may be re-appointed with annual ratification by the Trustees and Council.

APPOINTMENTS

Trustee of the WRAC Association

Deputy to the Vice President

Chairman and Member of the EFC

Line Manager of the Regimental Secretary

RESPONSIBILITIES:

- Review and monitor the strategic direction of the Association
- Review and monitor the governance structure of the Association setting work in progress as required
- Review and monitor the management structure of the Association's employees, including the salary structure
- Organise the Association events including the Grand Reunion

TASKS

- Chair EFC meetings at least 4 times per year ensuring the Agenda reflects current business
- Prepare and deliver reports to the Trustees and Council twice per year
- Prepare and deliver the EFC report to the AGM
- Review and make recommendations for the Annual Operating Budget
- Carry out an annual review of the governance structure
- Provide support to the Honorary Treasurer as required

- Provide support to the Benevolent Fund Grants Committee as required
- Ensure the implementation of any decisions made by the Trustees and Council
- Complete the annual management report on the Regimental Secretary and interview accordingly
- Act as the communication link with and to the Area Chairmen
- Provide reports of the EFC work strands to the Vice President on a regular basis
- Deputise for the Vice President as required
- Liaise with the Charity Commissioners as required

Dated 25th July 2014

HONORARY TREASURER WRAC ASSOCIATION

JOB SPECIFICATION

PURPOSE

1. To perform financial stewardship over the WRAC Association in order to provide assurance to its Trustees and Council that it operates in a fiduciary manner and sustains financial viability as long as required.
2. All operational matters relating to the financial activities of the WRAC Association Branches and the ATS & WRAC Benevolent Fund are outside the scope of the Honorary Treasurer's stewardship.
3. The consolidation of the ATS & WRAC Benevolent Fund's annual accounts is within scope of this appointment and, therefore, the Honorary Treasurer retains ultimate responsibility for the provision of this information and accordingly may seek appropriate assurances of the fund's activity from the responsible officer at any time.
4. Tenure. The tenure for appointment is for up to 3 years and thereafter may be re-appointed with annual ratification by the Trustees.

APPOINTMENTS

- Trustee of the Association
- Member of the Executive & Finance Committee

RESPONSIBILITIES & TASKS

5. The Honorary Treasurer is responsible for the following financial activities and is empowered to exert direct managerial control over the internal bookkeeping function and other operational staff, external audit and other external specialist support on a retained or contingency basis as appropriate:
 - **Budget Planning.** To produce an annual budget for the endorsement of Trustees.
 - **Investment Management.** To monitor the performance of the investment portfolio in line with the objectives set by Trustees and to execute sale, purchase and transfer decisions within delegated thresholds.
 - **Financial Management.** To monitor expenditure against budgeted plans, seek approval for changes where total forecast expenditure exceeds 10% of that planned and report expenditure against budget to Trustees biannually.
 - **Financial Control.** To ensure controls are in place and operating effectively to minimise the risk of financial loss through poor decision making, negligence or fraud.

- **Financial Policies.** To produce financial policies for all aspects of the WRAC Association including, but not limited to, Reserves, Investments, Expenses and Subscriptions.
- **Production of Annual Accounts.** To produce annual accounts, including the consolidation of the ATS & WRAC Benevolent Fund, in accordance with the statutory obligations of a registered charity.
- **Implementation of Audit Observations.** To ensure all agreed observations and recommendations made by auditors are implemented in a timely manner.
- **Strategic Planning.** To conduct strategic planning in accordance with the direction provided by Trustees and the Executive and Finance Committee.
- **Line Management.** Provide advice and guidance to and conduct annual staff appraisal of the Finance Officer liaising with the Chairman of the Benevolent Fund Grants Committee as necessary.

DELEGATED AUTHORITY TO COMMIT FUNDS

6. The Honorary Treasurer has authority delegated from Trustees to commit funds up to specified thresholds without further reference to the Executive and Finance Committee. Beyond these thresholds, terms of authorisation are defined in the terms of reference for the Executive and Finance Committee and the Trustees.

CHAIRMAN OF THE BENEVOLENT FUND GRANTS COMMITTEE WRAC ASSOCIATION

JOB SPECIFICATION

PURPOSE

The Chairman of the Benevolent Fund Grants is responsible to the Chairman of Trustees for the execution of the business of the Benevolent Fund and the regularity and propriety of the grant decisions made.

The tenure for appointment is for up to 3 years and thereafter may be re-appointed with annual ratification by the Trustees.

APPOINTMENTS

Trustee of the WRAC Association and the ATS and WRAC Benevolent Fund

Member of the EFC

Line Manager of the Benevolent Fund Secretary

RESPONSIBILITIES

- Review and monitor the disbursement of Grants in accordance with and in furtherance of the Object.
- Ensure that requests for assistance are processed as speedily as possible and that Major Grants Committees are held as necessary
- Review and monitor the salary structure of the Benevolent Fund Secretary

TASKS

- Submit to the Trustees recommendations for the review of Delegated Powers of Spend for the Minor and Major Grants Committee.
- Submit to the Trustees the Annual Benevolent Fund Budget for the coming year and provide a review of expenditure at the half year point or as required
- Act as Chairman of the Major Grants Committee and ensure that all applications are processed as speedily as possible.
- Prepare and deliver reports to the EFC, Trustees and Council as required.
- Prepare and deliver the Benevolent Fund report to the AGM
- React to any decisions made by the Trustees
- Complete the annual management report on the Benevolent Fund Secretary and interview accordingly

DELEGATED AUTHORITY TO COMMIT FUNDS

- As agreed by the Trustees