

Chairman Role Description

Role Summary	<p>Our National Committees represent all the committees within their nation. Providing opportunities for networking and sharing best practice among local committee chairmen and national officers.</p> <p>You will coordinate the committee ensuring that all members provide feedback from their areas and have the opportunity to discuss success and concerns. Your approach will ensure that the committee conduct 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 nation.</p>
What's in it for you	<p>This is an opportunity to make a difference for horses and people in your nation.</p> <p>You will support the development of The British Horse Society and represent the views of volunteers at a national level.</p>
Main duties and responsibilities	<p>You will have overall responsibility for the efficient running of the committee, this will involve:</p> <ul style="list-style-type: none">• Coordinating 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 Director of Nations and BHS Headquarters• Being proactive in your area, supporting the development of links between the committees• Ensuring the meetings and activities of the committee and its volunteers are undertaken in accordance with our policies and procedures• Represent the committee and all of the volunteers in your nation at the Chairs consultation committee and communicating decisions and discussion from that committee to them• Attend at least one local committee meeting each year• Being a contact point for volunteers, especially local Chairmen, for support and guidance• Liaise with your Director of Nations to ensure the BHS are represented at key meetings, events and forums across the Nation
Skills and Knowledge	<p>Essential</p> <ul style="list-style-type: none">• Excellent communication skills• Personable with good team skills• Equestrian knowledge• Experience of the BHS• Good organisational skills• Be motivated and positive about BHS initiatives <p>Desirable</p> <ul style="list-style-type: none">• Experience of volunteering• Experience of managing teams
Training and Support	<p>Your Director of Nations 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.</p> <p>You have the option to be matched with a volunteer mentor, who can give you support and advice.</p>
Resources	<p>You will need computer and email access and must be willing to receive email, telephone and written correspondence from the BHS and BHS members.</p> <p>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.</p>
Your Commitment	<p>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 0.5 day a month to the role split over meetings, reading papers and administration tasks. Due to the nature of the role it will require evening and weekend meetings and events.</p>
How do I get involved?	<p>Complete an enquiry form and your Director of Nations will contact you to discuss the role.</p>
Notes	<p>This is an elected position. Your Director of Nations has to recommend you as Chairman and you have to be voted into the post by the majority of the committee.</p> <p>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.</p>