

Vice -Chairman Role Description

Role Summary	<p>Our Regional Committees represent all the committees within their region. Providing opportunities for networking and sharing best practice among local committee chairmen and regional officers.</p> <p>You will support the coordination of 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.</p>
What's in it for you	<p>This is an opportunity to make a difference for horses and people in your region.</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 work with the Chairman to ensure the efficient running of the committee, this will involve:</p> <ul style="list-style-type: none">• Supporting committee volunteers and where delegated to by the Chairman, managing specific Volunteer Officers.• Supporting the delivery of committee meetings, and activities.• Liaising with the 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
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 will be or have been a Regional Vice - Chairman, 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 or Chairman will contact you to discuss the role.</p>
Notes	<p>This is an elected position. Your Director of Nations has to recommend you as Vice - Chairman for your area 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>