

**Scottish Mountain Rescue
General Meeting**

Tuesday 30th March 2021

Online Zoom Meeting



Agenda Item 13a – Succession Planning

Roles of the Executives:

Chairman:

- To provide leadership and direction to the Trustees and enable the Trustees to fulfil their responsibilities for the overall governance and strategic direction of the organisation;
- Work with the Trustees and General Committee to maintain the vision, aims and values of the organisation;
- Ensure that the organisation pursues its objects as defined in the Constitution, charity law and other relevant legislation/regulations;
- Ensure that policies and procedures to govern organisational activity, including guidance for the Trustees, volunteers and staff are in place;
- Ensure adherence and compliance around key policies and procedures;
- Liaise with key Trustees on SMR operational matters;
- Maintain oversight of any risk to reputation and/or financial standing of the organisation;
- Represent the organisation as a spokesperson at appropriate events, meetings or functions;
- Liaise with all agencies to ensure Scottish Mountain Rescue is properly represented;
- Liaise with the Scottish Government, UK Government, national and statutory bodies in the UK;
- Ensure Scottish MR is represented to relevant national and international land SAR bodies ensuring Scottish MR views are heard and understood;
- Act as spokesperson for the press and media;
- Chair all meetings of Scottish MR including Trustee and General meeting, AGMs and any EGMs;
- Where there is an equal number of votes for or against a resolution at a General Meeting, hold the casting vote ensuring the status quo is maintained;
- Report to each general committee meeting in the form of a written report on the activities of SMR and its Trustees;
- Confirm accuracy of all minutes and liaise with the Trustees to ensure minutes are factual and that action points are completed;
- Liaise regularly with the Treasurer to maintain a clear grasp of the charity's financial position and to ensure full and timely financial transparency and information disclosure to the Trustees and General Committee;
- To support member teams with advice as appropriate;
- To ensure that the SMR office is run effectively;
- Act as final stage adjudicator for disciplinary and grievance procedures if required.

Vice Chair:

- Perform the duties of a key Trustee working with the Chair, Secretary and Treasurer;
- act as a deputy for the chair, taking on the chair's role when the chair is absent;
- assisting the Chair in all aspects of their role;
- work with the Executive and General Committee to maintain the vision, aims and values of the organisation;
- ensure that the organisation pursues its objects as defined in the Constitution, charity law and other relevant legislation/regulations;
- liaise with key Trustees on SMR operational matters;
- represent the organisation as a spokesperson at appropriate events, meetings or functions as appropriate;
- liaise with all agencies to ensure Scottish Mountain Rescue is properly represented;
- ensure Scottish MR is represented to relevant national and international land SAR bodies ensuring Scottish MR views are heard and understood;
- act as spokesperson for the press and media;
- to support member teams with advice as appropriate;
- line management of staff;
- be a member of the HR Board;
- ensure that the SMR office is run effectively.

Secretary:

- Perform the duties of a key Trustee working with the Chair, Vice Chair and Treasurer;
- ensure the charity complies with Charity legislation and OSCR requirements;
- ensure that the Charity complies with its Constitution;
- ensure that the Charity complies with employment, HMRC and other relevant legislation;
- ensure compliance with GDPR requirements and ensure that a Data Protection Officer is appointed;
- advice on any changes to charity legislation and make arrangements to implement changes as required;
- to serve as the official correspondent for Scottish MR, dealing with correspondence, writing letters/emails on behalf of the Charity;
- ensure that Executive and General Committee meetings, including the AGM meetings are properly administered and minutes of meetings are recorded and circulated in a timely manner;
- monitor Executive and General Committee member action points and ensure that they are completed in a timely manner;
- make arrangements for any necessary reporting to be done e.g. the Executive annual report to members;

- ensure nominations for Executive positions are received in time and in the correct format;
- ensure voting procedures are followed correctly;
- ensure that historical records for SMR are held in appropriate manner and securely;
- keep membership records up-to-date, including up to date records of Executive officers;
- to liaise with the Executive and others on matters regarding the day to day management of Scottish MR business;
- act as signatory for expenditure and on the bank accounts;
- line management of staff;
- be a member of the HR Board;
- Liaise with all agencies to ensure Scottish Mountain Rescue is properly represented as required to assist the Chair;
- Liaise with the Scottish Government, UK Government, national and statutory bodies in the UK as required to assist the Chair;
- Liaise regularly with the Treasurer to maintain a clear grasp of the charity's financial position;

Treasurer:

- Perform the duties of a key Trustee working with the Chair, Vice Chair and Secretary;
- Work with Executive providing support on financial matters;
- ensure the Executive develops a long-term financial strategy for the organisation with objectives which can be monitored;
- ensure the Trustees and Charity fulfils its financial responsibilities and to ensure compliance with relevant legislation;
- maintain an overview of the organisation's financial status;
- advise on the organisation's reserves policy and investment policy;
- ensure that appropriate accounting procedures and controls are in place, including setting up appropriate systems for book-keeping, payments and lodgements;
- ensure proper systems for budgeting, including overseeing and presenting budgets to the Executive and General Committee;
- keep Trustees and the General Committee informed about organisation' financial position by written report at each Executive and General Committee meeting;
- prepare fully accrued Financial Statements on an annual basis and ensure they comply with Charities Act 2011 and the Accounting and Reporting by Charities: Statement of Recommended Practice Charities (SORP) applicable to charities preparing their accounts with the Financial Standards applicable in the UK and Republic of Ireland (FRS 102);
- present Financial Statements for audit, ensuring that all supporting evidence is available to the auditor and liaise with the auditor as required;
- present the Financial Statements at the AGM for approval;
- submit the Financial Statements to OSCR within required timeframe;

- ensure compliance with HMRC (including compliance with PAYE, NI, Pensions and employment) and H M Revenue & Customs (VAT) requirements;
- liaise with designated staff about financial matters;
- ensure everyone handling money keeps proper records and documentation;
- ensure that payroll is run on a timely basis and that all staff receive remuneration due to them;
- ensure that payments are made in a timely manner;
- manage bank accounts and act as signatory;
- lead on recommendation of appointing of auditors;
- ensure any recommendations of the auditors are implemented;
- ensure required insurances are in place;
- act as a member of the HR board;
- attend external and internal meetings to represent the Executive;
- liaise with external bodies and statutory bodies as required on financial matters;
- ensure current knowledge of accounting standards, Charity SORP, payroll, pension, HRMC and H M Revenue & Customs (VAT). Advise the Executive of any required changes.