**County Chairman**

The County Chairman is the most senior elected Officer of the County Committee and is elected by postal ballot to Chair the County Committee for a tenure of three years.

The County Chairman is expected to show strong leadership, management, and diplomatic skills by ensuring that a close bond and liaison is maintained between the branch membership and County Committee along with building and maintaining a good working relationship with RBL staff. They should abide by decisions made by the Membership Council and Board of Trustees but also, be prepared to voice the views and concerns of the Membership within their County through the Membership Council Representative.

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The County Chairman plays a key role in the public relations of the RBL and, as such they should be capable of representing the RBL at all levels within the County.

**Terms of Reference**

The County Chairman is responsible for directing all County activities, and the effective management and running of the County.

1. The County Chairman must ensure that all County Committee members and branches  
are aware of, and adhere to the RBL vision, values and code of behaviour for working  
together, and the effective management and running of the County.

2. The County Chairman should possess good basic I.T. skills and be able to access the MAP in  
Microsoft Office 365 (O365), use email and be familiar with social media platforms that  
the RBL, County and branches may use.

3. The County Chairman must be conversant and compliant with the current Royal Charter, the  
Membership Handbook and policies and procedures, which are all located in the MAP on  
Microsoft Office 365 (O365).

4. Ensure that all positions on County Committee are filled and Role Descriptions and  
Terms of Reference (TORs) are issued. Any training requirement is to be discussed and  
arranged through the County Training Officer and/or the MEO.

5. Ensure that all members of the County Committee are aware of their responsibilities  
as outlined within the current Royal Charter, the Membership Handbook and all other  
relevant policies and procedures.

6. Ensure that those who hold specialist appointments that are subject to the RBL’s screening  
programme detailed within the RBL’s Safeguarding Policy are aware of the tasks that  
must be undertaken prior to taking up their duties.

7. The County Chairman must build and maintain a strong relationship with the MEO to ensure  
effective administration of the County.

8. With the assistance of the County Committee, develop and implement the County  
three-year plan.

9. Work closely with the County Treasurer ensuring that the budget is in place to implement  
all planned activities.

10. Brief Committee members on on-going issues at County and National level and ensure  
that branches are kept informed where appropriate.

11. Be responsible for Chairing the Annual Meeting of the County Conference, where they  
must exercise their authority and leadership on Conference matters. The County Chairman  
must be strict in their interpretation of the Royal Charter and County byelaws whilst  
taking into account the views of the delegates.

12. In order to establish good communication links with the membership, visit all formations  
within the County, for example as a guest speaker, to settle disputes or as a social visit to  
maintain contact.

13. Work closely with the MEO and the Membership Council representative, giving them their  
full support, whilst ensuring their actions have the support of the County Committee.

14. Support or reject applications for RBL Awards for Meritorious Service.

15. Consult with the County President concerning all recommendations to the National  
President for National Honours.

16. Make recommendations for RBL Club licence issue or withdrawal or issue of a conditional  
licence following consultation with the Regional Clubs Relationship Manager and County  
Committee.

17. With the support of the County Committee recommend additions to byelaws for the  
governance of the County in accordance with the terms of the current Royal Charter and  
Membership Handbook

18. Appoint and sit on any necessary sub-Committees.

19. Encourage the membership to be active in the Poppy Appeal, assist with benevolent  
work and develop an engaged Membership.

20. The County Chairman is responsible for implementing recommendations arising from  
investigations and audits conducted by the Audit, Compliance and Investigations team.

**County Vice Chairman**

The County Vice Chairman is elected by postal ballot for a tenure of three years. The role of a  
County Vice Chairman is to aid the County Chairman in managing the County.

The County Vice Chairman is expected to show strong leadership, management and diplomatic  
skills especially when deputising for the County Chairman. The County Vice Chairman must be   
prepared to advise the County Committee, accordingly, as directed by the County Chairman.

**Terms of Reference**

The County Vice Chairman is to deputise for the County Chairman in their absence at all County meetings.

1. The County Vice Chairman should possess good basic I.T. skills and be able to access the MAP in Microsoft Office 365 (O365), use email and be familiar with social media platforms that  
the RBL, County and branches may use.

2. The County Vice Chairman must be conversant and compliant with the current Royal Charter,  
the Membership Handbook and policies and procedures, which are all located in the MAP on Microsoft Office 365 (O365).

3. Attend all County meetings so that they can be conversant with on-going issues and changes taking place within the RBL, in particular at County level.

4. The County Vice Chairman must assist the County Chairman with ensuring that all County  
Committee members and branches are aware of and adhere to the RBL vision, values and code of behaviour for working together.

5. Fully support the work of the MEO and the Membership Council representative.

6. Participate in discussions with the County Chairman on important issues, give their opinion  
honestly, but having given it, defer to the Chairman’s judgement. Abide by the Chairman’s  
decisions.

7. Expect to be given specific tasks by the Chairman, such as the organisation of a County event  
or Chairing of a sub-Committee.

8. Any training requirement is to be discussed with the County Chairman and arranged through the County Training Officer and/or the MEO.

9. The County Vice Chairman must possess good basic I.T. skills and be able to access the MAP  
in Microsoft Office 365 (O365), use email and be familiar with social media platforms that the RBL, County and branches use.