



Sea Cadets: Role Descriptor

Unit Chairperson (UC)

Whether at sea or on land, Sea Cadets offers an environment where young people can find new confidence and inspiration and gain nationally recognised qualifications. Across the UK 14,000 cadets from 400 units, supported by 9,000 volunteers, are challenging themselves and developing new skills through lots of activities based on the customs and traditions of the Royal Navy, plus tons of adventure for the best possible head start in life.

Each Sea Cadet unit is an independent charity in its own right which must fundraise for its running costs while the parent charity of MSSC (Marine Society & Sea Cadets) funds the charitable infrastructure and provides national facilities. Our biggest supporter is the Royal Navy whose customs and traditions are at the heart of what we do.

Sea Cadet units are managed and run by committed volunteers. The unit management team (UMT) are volunteers and act as the unit's trustees, headed up by unit chairperson, vice chairperson, secretary and treasurer. The UMT is responsible for the running of the unit at a strategic and management level.

Each Sea Cadet unit must comply with all policies and procedures issued for the governance of Sea Cadets by, or on behalf of, the MSSC Council and the Ministry of Defence (MOD). The MOD underwrites the Sea Cadet training liability.

The management of a Sea Cadet unit is a team effort of volunteers between the Unit Chairperson (UC) of the Unit Management Team (UMT), the Commanding Officer of the Unit (CO) and the other elected Charity Management Trustees (UMT members). These UMT members have specific responsibilities to the charity regulators and the MSSC Council.

The UC has specific responsibilities through the Area Business Manager (ABM) to the MSSC Director of Business Management (DBM). The CO has specific responsibilities through the District Officer (DO) and Area Officer (AO) to the Director of Operations/Captain Sea Cadets (CSC). Each set of responsibilities is equally important to the success of the unit and both individuals can be seen to be of equal status. Ultimately the UC has the responsibility for providing the resources required by the unit, including a CO, whilst also being responsible to the various authorities for the unit as a whole. **The UC and CO have their own clear responsibilities and must not interfere with the other in performing them. It is the responsibility of both to maintain a responsible and close working relationship.**

Purposes

Primary Purpose is to maintain, develop and chair an effective UMT that effectively supports the unit.

Secondary Purposes:

- To ensure that all the unit's activities and matters are conducted legally and comply with charity regulations and MSSC policies and procedures.

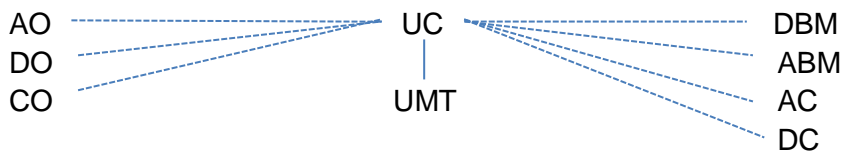
- To ensure the general welfare, safety and protection of volunteers and cadets when they are involved in unit matters or activities.
- In conjunction with the UMT, to provide a properly maintained, serviced, safe and secure unit.
- In conjunction with the UMT and advised by the CO to provide where possible the resources necessary for efficient and successful training in the unit.
- To ensure, in consultation with the DO and through him/her to the area officer (AO), that the unit has a suitable and effective CO and training staff to meet training needs.
- To identify unit priorities and potential issues and in conjunction with the UMT develop and maintain plans to address those issues.

Accountability

- **Civil Law:** The UC is accountable to the civil authority in their locality for complying with legislation applicable to the unit. This applies equally to the CO.
- **Charity Law:** The UC is accountable to the charity regulator in their part of the British Isles for the unit's compliance with local charity law.
- **MSSC Policies & Procedures** - The UC is responsible to the MSSC for the unit's compliance with MSSC policies and procedures.
- **Unit Regulations** - Having been elected by the UMT, the UC is accountable to the committee for his/her effective chairmanship of the UMT.

Organisation

10.



Line Accountability _____
 Liaison - - - - -

Authority

The UC has authority as follows:

Over all members of the UMT, including the CO, for all matters concerning the chairmanship of the committee and for:

- Compliance with the law.
- Provision and management of financial resources.
- Matters of serious misconduct by volunteers.
- Care of training equipment owned by or issued to the unit.
- Conduct of unit activities other than MOD authorised training.

- Over the chairperson of the Parent & Supporters Association (P&SA) for the correct and effective operation of the P&SA.
- The UC should note that the CO is accountable to the DO and AO for all MOD authorised cadet and volunteer training and for the effective use of unit training resources.

Principal Tasks

The UC is a volunteering role, supported by the Area Business Manager (ABM), is responsible for the following principle tasks:

- To manage the unit as a not for profit business with the UMT applying sound commercial principals and practice to the management of the unit.
- To call and chair frequent/regular meetings of the UMT, as well as the public Annual General Meeting (AGM), and to ensure the subsequent minutes/documents are circulated via the UMT Secretary to UMT members, the DO, DC (where applicable) and the ABM.
- To ensure that UMT members understand their responsibilities to the Unit including the importance of their role as UMT.
- To ensure all volunteers hold in-date MSSC Safeguarding training and criminal records checks.
- To act as a focus for all unit management matters.
- To be responsible for overseeing and resolving actions highlighted by the unit review/RNP report and for meeting the MSSC required safety and environment standards.
- To ensure sufficient funds are raised to manage the unit and to oversee the development and maintenance needs of the unit.
- To liaise regularly with the unit CO and to jointly maintain a good working relationship.
- To instigate enquiries into allegations and complaints concerning the unit, and to advise the ABM and/or the AO of all complaints of a serious nature. Where an issue relates to safeguarding to ensure that the MSSC safeguarding policies are strictly adhered to.
- To monitor, with the treasurer and the UMT, the financial accounts and ensure appropriate controls are in place to comply with the relevant charity law and MSSC policies and procedures. Copies of the accounts (agreed or draft) are to be forwarded to the ABM at year end.
- To encourage the formation of a Parents & Supporters Association (P&SA) or any other sub committee that may be required and promote the close interest of parents/guardians of cadets in how the unit operates.
- To agree, in consultation with the CO, the appointment/relief of uniformed staff and with the UMT, DO and AO to recommend the appointment/relief of the CO.
- To maintain sufficient UMT members to meet the unit's needs (including specific roles), to plan for succession and to aid the development of the elected UMT members.
- To sign legal documentation on behalf of the unit as appropriate.
- In conjunction with the CO, to ensure that all MOD property is properly maintained and accounted for.
- To ensure that adequate and appropriate insurances are in place.
- To liaise with the CO on arrangements for non-training unit activities.
- In co-operation with the CO, to ensure that every reasonable measure is taken to provide the welfare, environmental health and safety of volunteers and cadets during Sea Cadet activities.
- To ensure that cadets are safeguarded from any form of abuse, and to take action if any form of abuse happens by following the MSSC Child Protection Policy and Procedures (ASCR 9) and seeking support/advice from the MSSC Safeguarding team as necessary.

These terms of reference were agreed by the UMC of,

Sea Cadet unit on:

Signed: Date:
(Chairperson)

Signed: Date:
(Facilities Trustee)