

2024/2025

Election Pack

Membership Council Representatives

rbl.org.uk



ROYAL BRITISH LEGION

Contents

Foreword	4
Overview	7
Participation in the Nomination and Election process	7
Nominations	8
Questions for Applicants.....	9
Supporting Documents	9
Briefing days.....	9
Canvassing.....	9
Verification Process	9
Assessment Panel	10
Elections.....	10
Applications For More Than One Role	10
Timetable for Elections	12
Membership Council Representative – Role Profile	14
Membership Council Representative – Skills Matrix.....	16
Expectations of Membership Council Representatives.....	17
Time Commitment	17
Membership Council Representative Meetings	17
Committees	17
Annual Events.....	17
Conflicts of Interest	17
Appraisal and Development	17
Expenses.....	17
Termination of a Membership Council Representative’s Term in Office	17
Membership Council - Terms of Reference.....	19
Appendix A – Questions for Applicants - Membership Council Representatives	22
Appendix B - Election Nomination Checklist.....	23

Foreword

Welcome from the National Chair and Director General



Jason Coward
National Chair



Mark Atkinson
Director General

In May 2025, the Royal British Legion will reach its 104th anniversary and in the same month our members will elect a new National Chair and National Vice Chair, three Trustees and 12 Membership Council Representatives. This is the largest and most significant set of elections in recent years. We encourage all members to consider stepping forward to play an important leadership role in our much-loved charity and together ensure the Royal British Legion continues to serve the needs, and represent the interests, of the Armed Forces community.

We exist to bring together nations, communities and individuals to create better futures for the Armed Forces community and their families. To do this, we need a clear and compelling strategy, a committed army of members and volunteers, talented staff, a network of partner organisations and strong financial performance. Importantly, we also need good governance: National Officers with the time, skills and credibility to push the organisation forward; Trustees who can set strategy and oversee its successful delivery; and Membership Council Representatives who can help drive the very best membership experience for all.

Serving in one of these national roles is both demanding and hugely rewarding. There is no better opportunity to strategically influence and shape the work of our charity – now and in the future. We have reviewed the elections process to make our expectations as clear as possible; to provide information and support to anyone who might be considering standing for election; and to help them demonstrate through the application process how their RBL or wider experience might stand them in good stead. Our Governance Team led by Chief of Staff, Colonel (retd) Clare Waterworth, is on hand to advise anyone who might be interested and to support Voting Branches as they make nominations and cast votes. At any time, you can contact them with questions and queries at: **Elections@britishlegion.org.uk**.

The Royal British Legion is built on the principle of Service, not Self. This is a fantastic opportunity to serve the charity – its beneficiaries and members – as we seek to modernise and deliver for our ever-changing Armed Forces community.



Jason Coward National Chair



Mark Atkinson Director General

Nomination and Election Process

Nomination and Election Process

Overview

1. This pack has information to support the process of nomination and election for Membership Council Representatives. In it, you will find all the information and supporting documents that Voting Branches will need to submit nominations for the elections, which are due to take place prior to Annual Conference 2025.
2. Elected Representatives may serve no more than three full terms and one partial term. For the 2024-2025 election cycle, some tenures may be run to a 2-year term so that we have a more balanced roll-on and roll-off system of tenure.
3. In 2025, Membership Council Representatives will be elected from the following twelve Membership Council areas:
 - Cornwall and Devon
 - Dorset, Hampshire and Isle of Wight
 - East Anglia and Essex
 - East Midlands
 - Greater London
 - National Branches
 - Northern
 - South-East
 - Overseas
 - Yorkshire
 - Wiltshire and Somerset
 - Wales
4. In accordance with Rule 12.4(c) of the Schedule to the Royal Charter (Rules of the Royal British Legion), the Board of Trustees shall from time to time make regulations and terms of reference as needed for the establishment and operation of such committees as the Membership Council. This includes determining an appropriate selection process for all prospective members of the Membership Council; including but not limited to, meeting the essential requirements of any role description and eligibility criteria. The election process set out in this pack fulfils this.
5. New to this election cycle, the process now includes an independent assessment to ensure that suitably qualified nominees who understand and support the wider remit of RBL, and who meet the skills and standards required to become a Membership Council Representatives of the RBL, are presented to Voting Branches for election. We have designed questions for applicants (para 20), and an updated assessment process (para 31) to enable applicants to show how they meet the requirements for the Membership Council representative role.
6. Please do not let the assessment process put you off – help and guidance is available to support you through the process should you want it. Please contact the Governance team via email at **Elections@britishlegion.org.uk** should you have any questions.

Participation in the Nomination and Election process

7. In accordance with Rule 29.2 of the Schedule to the Royal Charter (Rules of the Royal British Legion), only 'Voting Branches' as defined in the RBL's Royal Charter may nominate or vote in these elections. A Voting Branch is defined as a Branch which has:
 - a. Submitted, on or before 30 September in the preceding calendar year, (in other words 30 September 2024) its receipts and payments accounts for the Legion's previous Field Financial Year; and
 - b. Submitted, on or before 31 December in the preceding calendar year, (in other words 31 December 2024) its completed "Form MS1 - Branch Information" for the Legion's current Corporate Financial Year.
8. If Branches are in any doubt about whether they are a Voting Branch or if potential applicants wish to confirm which Branches are Voting Branches, they should contact the RBL Governance team via email at **Elections@britishlegion.org.uk** to confirm compliance.

Nominations

9. In accordance with section 4a of the Membership Handbook Version 1.6 (March 2024), Voting Branches within an electoral area may nominate a single Branch member who either lives within or adjacent to the area available for election. Candidates for the National Branches Region must live in the United Kingdom.
10. Nominations from Branches not compliant within the definition of Voting Branches set out in Rule 29.2 of the Schedule to the Royal Charter (Rules of the Royal British Legion) will not be accepted. Nominations must be passed at a General Branch meeting (not a Branch Committee meeting) by a simple majority.
11. In accordance with Rule 2.3 of the Schedule to the Royal Charter (Rules of the Royal British Legion) you must be a member of at least one Branch to be nominated. Any Voting Branch can nominate any applicant.
12. Greater diversity and inclusion across the RBL are objectives that underpin all our work. As such, we welcome applications from all suitably qualified persons regardless of their race, sex, disability, religion/belief, sexual orientation, or age. All nominees must be aged 18 or over.
13. Details of the roles and responsibilities of Membership Council Representatives are included in this pack (page 14), together with the skills matrix (page 16). Branches are asked to review these materials carefully before considering nominating a candidate.

Nominations (either attached to an email in PDF format or in hard copy by post) should be submitted on the Branch nomination form (Appendix B) to reach the RBL Governance team via email to **Elections@britishlegion.org.uk** or via post marked for the Attention of the RBL Governance Team, RBL Haig House, 199 Borough High Road, London SE1 1AA, Haig House no later than **5pm on Friday 17 January 2025**. Nominations received after this date will not be accepted. The receipt of nominations will be acknowledged by e-mail so please ensure postal nominations contain an appropriate email contact address.

14. Each nomination form (Appendix C) must be accompanied by:
 - a. The written consent of the nominee and a signed declaration (Appendix D)
 - b. Evidence that the nominee is a Life Member or a Member of The Royal British Legion (e.g. copy of membership card)
 - c. Completed 'Questions for Applicants' as set out in Appendix A.
 - d. Personal Statement and Curriculum Vitae (CV) (see paragraph 21 - Supporting Documents).
15. At the point that a nomination is submitted by a Branch, nominees are requested to inform their County/District Committee of their nomination so that their position is known.
16. Nominations without the required information, and/or not made on the appropriate nomination form, will not be accepted, and will be returned to the submitting Branch.
17. If only a single nomination is received for a Membership Council Representative position by the closing date (5pm, Friday 17 January 2025) and provided that this nominee has been assessed as meeting the minimum skills and standards required to be a Membership Council Representative of the RBL, then they shall be considered automatically appointed to the Membership Council without the requirement for an election. Branches will be informed if this is the case.
18. Where there are more than two nominations for the position of Membership Council Representative within an electoral area and provided that these nominees are assessed as meeting the skills and standards required to be a Membership Council Representative of the RBL, an election will be held as outlined below.
19. All nominees for the position of Membership Council Representative will be subject to a basic Disclosure Barring Service (DBS) check, which must have no adverse findings.

Questions for Applicants

20. All applicants are required to complete the 'Questions for Applicants', (Appendix A). The information that is provided will be used to assess whether a nominee meets the skills and standards required to be a Membership Council Representative of the RBL (as outlined in the Role Profile on page 14 of this pack). This document should be word processed in 11-point Arial font. Applicants should complete this section with care. Assessments will be conducted by a panel, on behalf of the Board of Trustees, who will retain the final say on whether a candidate will be allowed to stand in the election.

Supporting Documents

21. All applicants are required to submit the following documents alongside their nomination forms:
 - a. A typed Personal Statement – a personal statement outlining what the candidate would bring to the position and what they hope to achieve during their tenure. (No more than one side A4).
 - b. A typed overview of the candidate's skills, education, and work experience, including any experience that would be relevant to the role of a Membership Council Representative. This must be submitted in the form of a CV. No more than two sides A4).

Each of the above documents should be word processed in 11-point Arial font.

22. In constructing their CV and personal statement, applicants should consider including information about their background and experience to assist those on the Assessment Panel and those voting.
23. Applicants' CVs and personal statements will be collated and those which demonstrate the required skills and standards will be progressed through the assessment stage to the election stage. These will be shared in full. Applicants should be mindful of this and submit only what they are willing to be shared with Voting Branches as part of an election pack.

Briefing days

24. All members who are interested in being considered for a role within the current election cycle are welcome to join a briefing session. These will be held in person or virtually via Microsoft Teams. Three sessions will be held on the following dates:
 - Wednesday 16 October 2024; and,
 - Wednesday 13 November 2024; and,
 - Wednesday 11 December 2024.
25. The sessions are not mandatory, but interested parties are encouraged to attend. Interested parties will only need to attend one session and should book their attendance via the Governance team at **Elections@britishlegion.org.uk**. Further information can be found on the RBL Elections web page **www.rbl.org.uk/elections**.
26. The sessions will offer an insight into how the Membership Council Representative roles operate, the key responsibilities and requirements of these roles, and provide the chance to explore the typical issues that form part of Membership Council meeting agendas. They will also include information on the responsibilities of Membership Council Representatives and a question-and-answer session.
27. Reasonable out of pocket travel costs for attending one of these sessions will be reimbursed.

Canvassing

28. No canvassing is allowed, either directly or indirectly. Where canvassing is proven to have occurred, the person concerned will be disqualified from standing for any role in this round of elections/

Verification Process

29. Once a nomination has been submitted, the Governance team will undertake some basic quality assurance checks on each application to ensure all sections are complete. Checks to ensure that the nominating branch is a Voting Branch as well as a basic DBS check will be undertaken. Upon the receipt of a satisfactory outcome, all eligible nominees will be invited to an Assessment Panel.
30. If a nominating Branch is found to be non-compliant, the Governance Team will make the nominee aware. The Governance Team can provide details of Voting Branches that could be approached to support the nomination.

Assessment Panel

31. Assessment Panels will include the current Membership Council Chair or Membership Council Vice Chair and an elected Trustee. The Panel will make its recommendations to the Board of Trustees, who will approve the final list of nominees.
32. Nominees will be notified on 21 February 2025 whether they have met the necessary skills and standards. Reasonable out of pocket travel costs for attending one of these sessions will be reimbursed.

Elections

33. Where an election is to be held, the RBL Governance team will arrange for the ballot papers and candidate information to be distributed to Voting Branches by Civica Election Services no later than **Monday 10 March 2025**.
34. A Branch General Meeting (but not a Branch Committee Meeting) of Voting Branches is to consider the candidates for the Membership Council Representative roles. The Chair of the Branch General Meeting is to complete and mark on the ballot papers the Branch's preferred candidates for the available roles. Completed ballot papers must be received by Civica Election Services via post or electronically by no later than **5pm on Monday 14 April 2025**. Ballot papers arriving after that time will not be included in the count.
35. The counting of the ballots will be carried out by Civica Election Services. To be elected, a candidate must receive a simple majority of the votes cast. In the event of a tie, the election will be decided by lot. The result of the election will be announced by the Director General by no later than **Thursday 17 April 2025**.
36. The timetable for these elections is set out on page 12.

Applications For More Than One Role

37. Individuals may put themselves forward for more than one role. For example, a person may apply to be a Trustee, but should they not succeed they might wish to be considered for the role of Membership Council Representative. In this case all the appropriate paperwork should be completed for each relevant role. Such individuals must ensure they have a nomination for each role they are applying for (this may be from the same Voting Branch). At election the roles will be considered in the order National Chair, National Vice Chair, Trustee, Membership Council Representative.

Timetable for Elections

Timetable for Elections

Date	Event
2024	
26-30 September	Election Pack issued to Branches
30 September	Deadline for Branches to submit its receipts and payment accounts in order to be a Compliant Branch and therefore be considered a Voting Branch
16 October	Briefing day for interested parties*
13 November	Briefing day for interested parties*
11 December	Briefing day for interested parties*
31 December	Deadline for Branches to submit Form MS1 in order to be a Compliant Branch and therefore be considered a Voting Branch
2025	
17 January – 5pm	Deadline for nominations from Voting Branches to reach RBL Governance Team
18 January – 14 February	Assessment Panels take place
21 February	Nominees informed whether they are being put forward for election
10 March	Civica Election Services dispatch Candidate booklet and ballot papers to Voting Branches
10 March – 14 April	Voting Branches to hold Branch General Meeting to vote for preferred candidate
14 April – 5pm	Deadline for completed ballot papers to reach Civica Election Services
15 April – 17 April	Ballot papers counted by Civica Election Services. Result passed to the Director General. Candidates informed of the result by telephone Results published to RBL Branches, Trustees, County/District Chairs, and employees on RBL website
18 April – 21 April	Easter
18 May	New Trustees, National Officers and Membership Council Representatives take up position with effect from the close of the Annual Conference.

**These are not mandatory; interested parties need only attend one session. These will be held on Teams and in person at Haig House.*

Role Profile and Expectations for Membership Council Representatives

Membership Council Representative – Role Profile

The Royal Charter sets out the Membership Council as “a committee established by, and accountable to, the Board of Trustees, with such responsibility for the management and administration of Members and membership issues as the Board of Trustees.”¹

Core Purpose of the Membership Council

The Charity’s strategy is set by the Board of Trustees with Membership Council supporting its implementation through the County/Districts and out to the wider membership. Membership Council Representatives provide advice, recommendations and insight into membership related activities, and, through the Membership Council Chair, make recommendations to the Board of Trustees.

Membership Council Representatives provide leadership and guidance to Counties/Districts who in turn effectively manage and administer membership formations across the UK and overseas. Adherence to RBL policies and compliance requirements is expected across the membership network and Membership Council Representatives play a key role in communicating and working closely with the County/District Chairs to proactively manage risks and issues at County/District, Branch and Club level.

As set out in the Newport Agreement, the Membership Council is a key RBL leadership group, and as such Membership Council Representatives are critical to upholding the RBL code of conduct and demonstrating the highest standards of values and behaviours throughout their tenure.

Key Responsibilities

- To build and maintain a strong relationship with the Membership Directorate and wider RBL teams, working together to deliver on the RBL key strategic objectives.
- To be fully conversant with the Royal Charter, the Membership Handbook and all other relevant policies and procedures. To educate and work with the County Chairs so they fulfil their responsibilities in accordance with those documents.
- To provide feedback and insight to Membership Council by informing changes to Membership policies, RBL Club licences including the withdrawal or issue of a conditional licence; the formation, amalgamation and closure of branches; the County model Byelaws, County Byelaws and branch model Byelaws.
- To work closely with the County/District Chairs and their committee members and provide support, advice and guidance so they:
 - establish an effective County/District committee with officer roles filled and duties carried out effectively.
 - proactively support and manage their branches and clubs with a focus on being active in their local community as well as compliant with RBL policies and procedures.
 - develop and manage their three-year plans and oversee and maintain the County risk registers and deliver on any actions.
 - resolve issues between members and branches encouraging local resolution first before escalation up through to Legion Complaints Committee and the Membership Engagement team.
 - provide effective oversight of the County budget through the County Treasurer.
 - successfully deliver their Annual General Meetings (County Conferences) in accordance with the Royal Charter and County by-laws, whilst taking into account the views of the delegates.
 - uphold the RBL vision, values and code of conduct.

¹ Section 12.4, The 2003 Royal Charter of Incorporation and Rules Version 15, 30th September 2023

- To share reports and information with the County Chairs to enable them to brief their committee members on updates and ongoing issues at National level before cascading relevant information out to the branches.
- To actively participate in the Membership Council induction programme, appraisal process and succession planning. In turn encourage new County Chairs to participate in their induction programme including a full handover from the previous incumbent as well as future succession planning.
- To play a key role in the public relations of the RBL and represent the Legion and membership at relevant events.
- To Chair and / or sit on any Membership Council Working Group or subcommittee as directed by the Chair of the Membership Council. To also sit on other RBL meetings and to work collaboratively with the relevant peers/ staff and provide reports as appropriate.
- To recognise real and perceived conflicts of interest and to declare any such potential conflicts when they arise.

Person Specification

- Demonstrates a good understanding of the role of a Membership Council Representative and their responsibilities to the Board of Trustees as well to the County/District and Branch Network.
- Recognises and is able to commit to the time commitment involved to carry out Membership Council Representative responsibilities, including visiting the County and Branch network, preparing for meetings and sitting on Membership Council subcommittees and working groups.
- Able to focus on strategic as well as operational activities and can distinguish between the two and proactively manage associated issues and risks.
- Able to digest and understand Membership Council papers and can take a balanced and objective view as well as constructively contributing to discussions.
- Able to build effective and positive working relationships with others, built on trust and respect, across staff and members alike.
- Recognises the importance of personal development and committed to continuous learning.
- Possesses basic Information Technology (IT) skills and be able to use Microsoft Office 365 (O365) programmes, use email and be familiar with internal platforms that the RBL uses.
- Able to respect Membership Council confidentiality and Membership Council collective decision making.
- Has a strong commitment to the Equality, Diversity and Inclusivity agenda and able to challenge staff and members alike who do not align with RBL Equality, Diversity and Inclusion (ED&I) values.

Membership Council Representative – Skills Matrix

Key Elements	Meets the standard for Election to the Membership Council
UNDERSTANDING THE ROLE: Representatives must understand their role within the Council and their governance responsibilities	Able to articulate governance responsibilities of the Membership Council and its relationship to the Board of Trustees and its members. Knowledge of how governance works in a public/private/charity organisation.
TECHNICAL KNOWLEDGE: Representatives should have a sound and relevant knowledge of the Royal Charter, RBL/membership policies and the Membership Handbook	Has a clear understanding of the membership formation, branch structure and the framework within which the membership operates. Knowledge and experience of membership issues including safeguarding and branch compliance. Able to read and understand a set of accounts, data and metrics.
LEGION KNOWLEDGE & PRIORITIES: Representatives must understand the RBL strategy & services and support the cultural ambition of the RBL.	Can explain RBL's key strategic objectives. Can describe the various types of RBL welfare service provisions and understands the various opportunities for volunteers to support beneficiaries. Supports RBLs cultural ambition as well as the ongoing work around diversity and inclusion.
VOCATIONAL SKILLS: Representatives need to have several skills related to the working methods.	Able to digest and understand Council papers. Experience of working in a senior team. Can understand a brief around a complex issue.
BEHAVIOURS: Representatives need to have personal gravitas and work in a professional manner	Works collaboratively and has gravitas. Demonstrates listening skills and can contribute relevant points crisply and succinctly to discussion. Keen to take up opportunities for self-learning and training and imparting knowledge and experience to others.
LEADERSHIP: Representatives should have strong influencing skills, good powers of judgement, insight and vision, and good listening skills.	Experience of having held a leadership/senior managerial position contributing to the success of an organisation. Respects confidentiality and upholds collective decision making.

Expectations of Membership Council Representatives

Time Commitment

Once in role, Membership Council Representatives must be prepared to give sufficient time to carry out their duties properly and diligently.

Membership Council Representative Meetings

Membership Council Representatives meet six times per year as a minimum. All Membership Council Representatives are expected to attend these meetings and others as required by their roles.

Committees

Some Membership Council Representatives are also expected to Chair or become members of Membership Council Working Groups and sub-committees. The Board of Trustees has delegated authority to the Membership Council to carry out certain detailed or specialist functions through its working groups, whilst retaining ultimate responsibility through appropriate reporting systems. The terms of reference of all working groups and sub-committees are approved by the Membership Council. The key current standing working groups and subcommittees of the Board are:

- Legion Complaints Committee (LCC).
- Ceremonial Working Group.
- Membership Finance and Compliance Working Group.
- County and District Grants Committee.
- Branch Community Support (BCS) Working Group.
- RBL Clubs Working Group.
- Membership Awards Working Group.
- Overseas Working Group.
- Youth Membership Working Group.

Annual Events

Membership Council Representatives are expected to attend the Annual Conference, Festival of Remembrance and to take part in the Cenotaph Parade.

Conflicts of Interest

Membership Council Representatives may not hold office or a voting position at County/District or Branch level. Any possible conflict of interest must be declared.

Appraisal and Development

All Membership Council Representatives will be subject to individual and collective annual appraisals and will be given the opportunity for training and development as required.

Expenses

Membership Council Representatives are not remunerated however they will receive reasonable, out-of-pocket expenses.

Termination of a Membership Council Representative's Term in Office

In accordance with Section 4a of the Membership Handbook, a Membership Council Representative's tenure automatically terminates if:

- a. They possess any previous convictions or circumstances which may mean that they are not suitable for the role.
- b. They have been removed from trusteeship of a charity by a court of law or by the Charity Commission.
- c. They are deemed unsuitable by the LCC.

Membership Council Terms of Reference

Membership Council - Terms of Reference

Purpose

In pursuit of RBL's charitable objectives:

- To follow the strategic direction set by the Board of Trustees and oversee its implementation acting as a conduit through membership
- To provide advice and develop recommendations for the Board of Trustees on strategic change and improvements to membership and related activities
- To provide assurance to Board of Trustees that counties and districts, branches, clubs and members adhere to RBL policies and compliance requirements
- To provide leadership on behalf of the Board and through the counties, ensure membership formations are effectively administered across the UK and overseas districts.
- To encourage members to live out our values in every community.

Membership

The Council shall comprise at least two Trustees. One of the trustees will be appointed Chair of the Council and the other the Vice Chair. Each of the 18 current Membership Council Electoral Regions will elect one member each to the Council.

Appointments to the Council are made by the Board for a period of up to three years, which may be extended for up to two additional three-year periods, provided the member still meets the criteria for membership of the Council.

Only Members of the Council have the right to attend Council meetings. However, other individuals such as the Executive Director: Membership, Heads of Department and Managers from the Membership Department may be invited to attend for all or part of any meeting, as and when appropriate.

In the absence of the Council Chair, the Vice Chair shall chair the meeting.

Members are required to adhere to the principle that whilst they are expected to participate in all decisions representing the views of both themselves, and their Regions, once a majority decision is taken by the Membership Council it must be honoured by all members as a Council decision. Any members unable to support majority Council decisions and wishing to pursue their own views outside the Membership Council will be required to resign from the Membership Council in order to do so.

The Council Chair reserves the right to ask a member to relinquish their position if there is an evident conflict with The Royal British Legion's mission, values and objectives, where they refuse to accept a majority decision of the Council or if they have been absent for three meetings over a twelve-month period.

If an elected member of the Council resigns or is unable to continue for any reason, the Chair of the Council shall invite the second-placed candidate in the election for that Region to fill the vacancy for the remainder of the tenure of the vacated position. Should there not be a second-placed candidate, or he/she declines, the Chair of the Council may co-opt a member to fill the vacancy for the remainder of the tenure of the vacated position or until an election is held to fill the vacancy for the remainder of the tenure.

A member serving a partial term may continue to serve for up to three full terms. No member may serve for more than ten years in total.

Secretary

The Secretariat will provide a secretary to the Committee and will ensure that the Committee receives information and papers in a timely manner to enable full and proper consideration to be given to issues. The secretary shall minute the proceedings and decisions of all Committee meetings, including recording the names of those present and in attendance.

Quorum

The quorum necessary for the transaction of business shall be one Trustee (being either the Chair or the Vice-Chair) and seven elected members.

Frequency of meetings

The Council shall meet six times a year and otherwise as required.

Notice of meetings

Meetings of the Council shall be called by the secretary at the request of the Council Chair or any of its members.

Unless otherwise agreed, notice of each meeting confirming the venue, time and date, together with an agenda of items to be discussed, shall be forwarded to each member of the Council and any other person required to attend normally, no later than five working days before the date of the meeting. Supporting papers shall be sent to Council members and to other attendees, as appropriate, at the same time.

The Council is authorised to meet in person or virtually via electronic methods as appropriate.

Duties

Delegated Authority

Aligning with the One Legion strategy, The Board of Trustees has delegated the following to the Council:

- Management of Ceremonial duties and the policies which apply to those duties.
- Annual Membership Awards and the policies which apply to those.
- Management and resolution of Member-on-Member complaints and its policies.
- Management of RBL bands and the licensing of those.
- Formation, amalgamation and closure of Counties, Branches and County Supported Branches (CSBs);
- The County model Byelaws, County Byelaws and branch model Byelaws;
- The management of Issues & withdrawal of Club licenses.
- To provide assurance to the Board of Trustees that
 - a. counties, districts, branches and members are undertaking training and that they achieve and maintain compliance status, meet legislative requirements and ensure best practice; and
 - b. that counties and districts, branches, members and clubs adhere to RBL policies, procedures and compliance requirements.
- To provide Leadership:
 - a. Through the counties and ensure membership formations are effectively managed, developed and administered incl. overseas Districts; and
 - b. the Membership Handbook is maintained as the main reference tool for Membership.
- MC may propose motions for Annual Conference in relation to Membership Council matters.

Review and Recommendations to the Board

To give advice and develop recommendations on:

- a. membership strategy and its delivery;
- b. the membership offers and services to members across County/District, Branch, Club and membership generally.
- c. effective member communications.

Review of Terms of Reference

The Committee's Terms of Reference and the effectiveness of the Committee shall be undertaken annually and led by the Chair of the Committee.

Appendices

Appendix A – Questions for Applicants - Membership Council Representatives

Applicants must complete the following questions as part of their application.

For each question please describe, using examples and evidence where possible, how you meet the skills and standards required for election to the Membership Council.

The skills and standards are set out in detail in the Membership Council Role Profile on page 14 of this pack. To assess your skills and standards, please provide answers to the following questions in NO MORE than 350 words per question:

1. Understanding the role

Membership Council Representatives must understand their role within Membership Council and its relationship to the Board of Trustees and its members.

Summarise your understanding of the role of a Membership Council Representative, highlighting any direct experience you have had at this level. Please provide your interpretation of the requirements of this role.

2. Technical knowledge

Membership Council Representatives should have a clear understanding of the membership formation, branch structure and the framework within which the membership operates.

Give an example where you have needed to reference the Membership Handbook about a policy matter. Give an example where you have needed to reference the Royal Charter to clarify a membership matter. Talk through your approach to ensuring branch compliance and adherence to safeguarding requirements.

3. Legion knowledge and priorities

Membership Council Representatives must understand the strategy and services of RBL.

Briefly describe the RBL's key strategic objectives and the services that RBL provide to its serving and veteran community as well the various opportunities for volunteers to support beneficiaries.

4. Vocational Skills

Membership Council Representatives need to have several skills related to the working methods.

Provide examples where you have worked collectively as part of a senior team and your role within it; when you have had to digest and understand important papers and the challenges they can bring; and when you have had to work through a complex issue.

5. Behaviours

Membership Council Representatives need to have personal credibility and work in a professional manner.

Provide examples where you have worked collaboratively to reach a successful outcome; when you have had to work hard to install trust and respect from colleagues; and when you have imparted knowledge and experience to others and what did that achieve.

6. Leadership

Membership Council Representatives should have good influencing skills, good powers of judgement and ability to listen.

Provide an example of a time when you have had to address a member-on-member issue and how you reached a positive outcome without escalating up through the member formation; and the outcome of this activity.

Appendix B - Election Nomination Checklist

(Each nomination must contain the following per candidate)

1	Branch Nomination Form (Appendix C)	<input type="checkbox"/>
2	The written consent of the nominee (Appendix D)	<input type="checkbox"/>
3	Evidence that the nominee is a Life Member or a Member of The Royal British Legion	<input type="checkbox"/>
4	Personal Statement (maximum two pages) and Curriculum Vitae (maximum two pages)	<input type="checkbox"/>
5	Completed 'Questions for Applicants in no more than 350 words per question (Appendix A)	<input type="checkbox"/>





ROYAL BRITISH LEGION

Registered address: Royal British Legion, Haig House, 199 Borough High Street, London SE1 1AA
Registered charity number: 219279