



BLUEBELL RAILWAY PRESERVATION SOCIETY

Role of Vice Chairman¹

Purpose of role

The Vice Chairman supports and assists the Chairman, acts as a deputy in their absence, as required².

The Chairman supported by the Vice Chairman provides overall leadership of the Bluebell Railway Preservation Society, for managing its affairs in accordance with the Articles of Association,³ for the development of policy and the future strategic direction of the Bluebell Railway and compliance with legal requirements. As a Trustee director they hold in trust, on behalf of the members, the majority shareholding in Bluebell Railway PLC.

Note. Members seeking election to this role should not under-estimate the time commitment required.

General responsibilities

The high-level responsibilities of the Vice Chairman, who is a Trustee director is set out in the Articles of Association. These include, but are not limited to, the following examples:

- Represent the Society and advocate for and represent it at external meetings, events etc.
- Ensure that the finances of the Society are managed in accordance with the Articles of Association.
- Compliance with its governing documents, relevant legislation, regulations as well as the strategic vision for the Railway.
- Taking responsibility for certain tasks, producing papers for recommendation for decisions and leading discussions on specific assigned tasks.
- Effectively communicate the vision and purpose of the Railway.
- Be aware of current issues that might affect the organisation.
- Compliance with the guidance set out in the volunteer handbook.
- Other leadership responsibilities in a supporting role include:
 - Working with directors of Bluebell Railway PLC and Bluebell Railway Trust in developing initiatives or delivering projects and attending meetings with them as required.
 - Scrutinising various papers, minutes and proposals prior to meetings.
 - Providing guidance on new initiatives.
 - Chairing or participation in working groups outside of board meetings.
 - Dealing with membership issues such as complaints, grievances, disciplinary issues etc.
 - Plan for recruitment and renewal of the society committee.
- Work closely with the elected Chairman.
- To safeguard the good name and values of the Bluebell Railway by reference to Nolan's seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership.

¹ This document is designed to assist a member considering seeking election to office by setting out some general information about the role and in no way supersedes or changes the Articles of Association of the Society which should be read in full before application is made.

² See job role for Chairman.

³ The Bluebell Railway Preservation Society is a company limited by guarantee subject to its Articles of Association and company law.

Role specific responsibilities

These include.

- Input on setting high-level objectives to Bluebell Railway PLC as majority shareholder and evaluate its performance.
- Help lead the Trustee board in its obligation to providing strategic direction and policy for the Railway, including planning for capital projects.
- Attend monthly board meetings, normally held at Sheffield Park in the evening, plus the AGM and EGMs.
- Should the Chairman cease to be permanently in post, for whatever reason, then the Vice Chairman is expected to;
 - Take the role of acting Chairman until the next AGM, and
 - Be appointed as a non-executive director of Bluebell Railway PLC and a trustee Governor of the Bluebell Railway Trust.

Experience / qualifications / knowledge

Essential

- An adult Society member with at least three successive years of membership prior to the date of nomination to stand for election to office.
- Ability to work collaboratively as a leader of a team.
- Have strategic vision.
- Meet criteria to be a company director in accordance with the Companies Act and understand the responsibilities of a director.
- Willingness to devote the necessary time and effort to the role and to attend essential meetings and complete agreed tasks in a timely way.
- Have a motivational, 'can-do' team building and team-player style.
- Excellent oral and written communication and people management skills as required for this senior leadership role.
- Have good working knowledge of Microsoft Excel and Word or equivalent and has their own PC with connection to the Internet.
- Be confident in addressing the membership at the Society AGM or EGM and dealing with membership issues.
- Willingness to delegate and encourage the individual development of Trustee directors.

Desirable

- Senior management experience, professional or higher-level qualification.
- Experience of working as a volunteer on the Bluebell Railway.
- Familiarity of the operation of the Bluebell Railway.