



The Military Vehicle Trust

OFFICER, TRUSTEE, MANAGER, AREA ADMINISTRATION & HONORARY ROLE DESCRIPTIONS

Being a Trustee

The trustees of a charity have overall control and are responsible for making sure it's doing what it was set up to do. Trustees may be known by other titles, such as: directors, board members, governors or committee members, etc.

Whatever they are called, trustees are the people who lead the charity and decide how it is run. Being a trustee means making decisions that will impact on people's lives. Depending on what the charity does, you will be making a difference to your local community or to society as a whole.

Trustees use their skills and experience to support their charities, helping them achieve their aims. Trustees also often learn new skills during their time on the board.

Some trustees have special roles, such as the chair and the treasurer and are known as officers. A charity must comply with any specific provisions in its governing document about officers. Officers don't automatically have any extra powers or legal duties than the other trustees, but may carry out specific roles or have specific responsibilities delegated to them.

Don't forget - all trustees remain jointly responsible for the charity. For example, all trustees share responsibility for finances (not just the treasurer).

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Organisational Structure

Officers

The Military Vehicle Trust has three “officer” positions: Chair, Treasurer and General Secretary. The Chair and the Treasurer have to be trustees and it’s optional for the General Secretary to be a trustee.

Trustees (Council of Management)

Trustees of the Military Vehicle Trust are appointed by members of the Trust and form a governing board referred to as the Council of Management. The trustees are able to delegate responsibilities to the Management Committee and Area Administrators of the Trust.

Lead Trustees

Lead trustees use their skills and experience to provide focus on running particular aspects of the charity.

Management Committee

Members of the Military Vehicle Trust are invited to join the Management Committee to support the Council of Management in running the charity by managing particular tasks.

Area Administrators

Area Secretaries and Area Treasurers are appointed by the Council of Management to set up and administer regional areas of the Military Vehicle Trust in Great Britain and Northern Ireland. **The Council of Management delegate responsibility to Area Secretaries and Area Treasurers to hold meetings, organise events and shows and to support members affiliated to the area** and volunteers who wish to promote the charity.

Meetings

Trustee Meetings

Trustee meetings are held as required for officers and trustees to discuss issues and agree plans for what the charity does to meet its charitable objects.

Council of Management Meetings

Officers, trustees, managers and area administrators of the charity meet on a regular basis to discuss issue and how best to complete the tasks required of the plans for the charity.

Area Meetings

Area Secretaries hold meetings with the area treasurer, area volunteers and area members to agree what they area going to do to realise the plans for the charity.

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Officer Role Descriptions

Chair

In addition to the general responsibilities of a trustee, duties of the chair include the following.

- Providing leadership to the organisation and the Council of Management by ensuring that everyone remains focused on the delivery of the organisation's charitable purposes in order to provide greater public benefit
- Chairing and facilitating board meetings
- Giving direction to board policy-making
- Checking that decisions taken at meetings are implemented
- Representing the organisation at functions and meetings, and acting as a spokesperson as appropriate
- Bringing impartiality and objectivity to decision-making
- Liaising with the trustees to keep an overview of the organisation's affairs and to provide support as appropriate
- Sitting on appointment and disciplinary panels

With the General Secretary:

- Planning the annual cycle of the Council of Management meetings and other general meetings where required, for example annual general meeting (AGM)
- Setting agendas for the Council of Management and other general meetings
- Developing the board of trustees (Council of Management) including induction, training, appraisal and succession planning
- Addressing conflict within the Council of Management and within the organisation

With the Treasurer

- Maintaining the finances of the organisation to ensure that the Trust operates within its means and obtains best value when looking at service providers

With the Vice Chair:

- The vice-chair acts for the chair when the chair is not available and undertakes assignments at the request of the chair



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In addition to the person specification for a trustee, the chair should have the following qualities.

- Leadership skills
- Experience of committee work
- Tact and diplomacy
- Good communication and interpersonal skills
- Impartiality, fairness and the ability to respect confidences.

In most circumstances, it would also be desirable for the chair/vice-chair to have knowledge of the type of work undertaken by the organisation and a wider involvement with the voluntary sector and other networks.

General Secretary

The role of the General Secretary is to support the chair by ensuring the Council of Management functions smoothly. The General Secretary may carry out their duties directly or delegate them to ensure that they have been carried out.

The General Secretary is responsible for the maintaining organisational records and the efficient administration of the organisation, ensuring it is always compliant with organisational governance and statutory requirements.

The General Secretary is the main point of contact for the public and members of the Military Vehicle Trust.

In addition to the general responsibilities of a trustee, duties of the secretary are as follows.

- Preparing agendas in consultation with the chair and circulating them and any supporting papers in good time
- Making all the arrangements for meetings (booking the room, arranging for equipment and refreshments, organising facilities for those with special needs, etc.)
- Receiving agenda items from other trustees and officers
- Checking that a quorum is present
- Taking minutes (or being responsible for them being taken) and circulating draft minutes to all trustees
- Ensuring that the minutes are signed by the chair once they have been approved
- Checking that trustees and officers have carried out actions agreed at a previous meeting
- Circulating agendas and minutes of the annual general meeting (AGM) and any special or extraordinary general meetings (where required)

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- Fulfilling the functions of a company secretary if these responsibilities have not been delegated
- Sitting on appraisal, recruitment and disciplinary panels as required

Person specification

In addition to the person specification for a trustee, the secretary should have the following qualities:

- Organisational ability
- Knowledge or experience of business and committee procedures
- Minute-taking experience, if this is not being delegated to staff

Treasurer

The overall role of a Treasurer is to maintain an overview of the organisation's affairs, ensure its financial viability and ensure that proper financial records and procedures are maintained.

The Treasurer manages the assets of the Trust and may take a greater role in the day-to-day finances of the organisation.

In addition to the general responsibilities of a trustee, duties of the treasurer include the following.

- Overseeing, approving and presenting budgets, accounts and financial statements
- Being assured that the financial resources of the organisation meet its present and future needs
- Ensuring that the charity has an appropriate reserves policy
- Reporting and forecasting financial performance against budget
- Preparing and presenting financial reports to the Council of Management
- Ensuring that appropriate accounting procedures and controls are in place
- Liaising about financial matters
- Advising on the financial implications of the organisation's strategic plans
- Ensuring that the charity has an appropriate investment policy
- Ensuring that there is no conflict between any investment held and the aims and objects of the charity
- Monitoring the organisation's investment activity and ensuring it is consistent with the organisation's policies and legal responsibilities



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- Ensuring that the accounts are prepared and disclosed in the form required by funders and the relevant statutory bodies, for example the Charity Commission and/or the Registrar of Companies
- Ensuring that the accounts are scrutinised in the manner required (independent examination or audit) and any recommendations are implemented
- Keeping the Council of Management informed about its financial duties and responsibilities
- Contributing to the fundraising strategy of the organisation
- Making a formal presentation of the accounts at the annual general meeting (AGM) and drawing attention to important points in a coherent and easily understandable way
- Sitting on appraisal, recruitment and disciplinary panels as required

Person specification

In addition to the person specification for a trustee, the treasurer should have the following qualities.

- Financial qualifications and experience
- Some experience of charity finance, fundraising and pension schemes
- The skills to analyse proposals and examine their financial consequences
- Being prepared to make unpopular recommendations to the board
- A willingness to be available for advice and enquiries on an ad hoc basis

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Trustee Role Description

Trustee

The duties of a Trustee are as follows.

- Ensuring that the organisation pursues its stated objects (purposes), as defined in its governing document, by developing and agreeing a long-term strategy
- Ensuring that the organisation complies with its governing document (i.e. its trust deed, constitution or memorandum and articles of association), charity law, company law and any other relevant legislation or regulations
- Ensuring that the organisation applies its resources exclusively in pursuance of its charitable objects (i.e. the charity must not spend money on activities that are not included in its own objects, however worthwhile or charitable those activities are) for the benefit of the public
- Ensuring that the organisation defines its goals and evaluates performance against agreed targets
- Safeguarding the good name and values of the organisation
- Ensuring the effective and efficient administration of the organisation, including having appropriate policies and procedures in place
- Ensuring the financial stability of the organisation
- Protecting and managing the property of the charity and ensuring the proper investment of the charity's funds
- Following proper and formal arrangements for the appointment, supervision, support and appraisal of the Chair

In addition to the above statutory duties, each trustee should use any specific skills, knowledge or experience they have to help the Council of Management reach sound decisions. This may involve scrutinising Council of Management papers, leading discussions, focusing on key issues, providing advice and guidance on new initiatives, or other issues in which the trustee has special expertise.

Person specification

- Commitment to the organisation
- Willing to devote the necessary time and effort
- Strategic vision
- Good, independent judgement
- An ability to think creatively
- A willingness to speak their mind

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- An understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship
- An ability to work effectively as a member of a team
- A commitment to Nolan's seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership.

Lead Trustee Roles

Lead Trustee - Membership

The lead trustee for membership is the point of contact for members who need help with any aspect of membership. He or she oversees the administration of the membership operation carried out by third party service providers and has regular monthly conference calls, to review performance and deal with any problems that may have occurred, to ensure our membership systems run smoothly.

The lead trustee for membership will, subject to availability, accompany our publicity trailer to the events and shows, which have been selected by the Council of Management, to promote the Military Vehicle Trust, meet with Trust members and the public.

Lead Trustee - Data Protection

The lead trustee for data protection keeps the Military Vehicle Trust up to date with the latest legislation. He or she makes sure our data protection policies and procedures are adhered to and that all officers, trustees, management committee member's, area secretaries and area treasures of the Trust sign a declaration each year to confirm their understanding and acceptance of their data protection responsibilities.

Other duties include monitoring any external organisation that deals with the Trust's data, to ensure these organisations comply with the latest regulations and to carry out audits to confirm compliance.

Lead Trustee – Safety

The lead trustee for safety is the point of contact for any safety queries concerning the Military Vehicle Trust. He or she monitors events and shows, attended by members of the Trust as exhibitors, which are organised by the Trust or other external organisations. They can provide advice about insurance and how the Trust applies its safety measures and will ensure any display intended to promote the Military Vehicle Trust has the approval of the Trust's Council of Management.

Key elements of this lead role is to help with organising the Trust's annual safety training days, which are open to any member of the Trust involved in organising an event or show on behalf of the Trust, and to ensure all the Trust's events guidance policies and procedures have been understood and are being followed. These include, but are not limited to:

- Critical Incident Procedure
- Events Guidance & Risk Management Policy

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- Event Guidance Handbook
- Health & Safety Policy, and
- Members Code of Conduct

These policies and procedures are to be reviewed annually and updated as required.

Lead Trustee – Safeguarding

The lead trustee for safeguarding is the point of contact for any safeguarding queries concerning the Military Vehicle Trust.

Key elements of this lead role is to help ensure the Trust’s safeguarding policies and procedures have been understood and are being followed. These include, but are not limited to:

- Safeguarding Statement
- Child & Vulnerable Adult Safeguarding Policy, and
- Volunteer Policy

These policies and procedures are to be reviewed annually and updated as required.

Lead Trustee - Area Liaison

The lead trustee for area liaison is the link between the Council of Management and all of the Trust’s regional membership areas. He or she is the first point of contact for Area Secretary’s and will ensure the Trust’s regional members have a voice at Council of Management meetings. Duties include notifying the General Secretary of agenda items for Council of Management meetings, maintaining a rota and accommodating requests for Area Secretaries, or their proxy, to attend these meetings. Other duties include, but are not limited to, working with the other lead for trustees, ensuring all the Trust’s area administration policies and procedures are understood and are being followed. These policies and procedures are to be reviewed annually and updated as required.

Lead Trustee - Websites

The lead trustee for websites is the point of contact for queries concerning Military Vehicle Trust websites. He or she maintains the national website and supports the administration of the regional area websites. This includes, but is not limited to, observance of legal requirements, website terms and conditions of use, website privacy policy, keeping role descriptions up to date and ensuring availability of the most current versions of the Trust’s governing document, policies, procedures and codes of conduct.

Lead Trustee - Fundraising

The lead trustee for fundraising provides advice to the Council of Management of suitable funds to apply for to help the Military Vehicle Trust promote its charitable objects. He or she will make applications for funds on behalf of the Trust and support the Council of



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Management in the process of allocation of funds through the Trust's request for budget and grant making policies.

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Management Committee

Manager Role Description

The Management Committee is made up from members of the Military Vehicle Trust who have volunteered and been appointed by the trustees to manage particular tasks. Managers can influence the Council of Management by contributing to their meetings, but they do not have voting rights at these meetings and all decisions made are the responsibility of the trustees.

The duties of a Manager are as follows.

- To focus on the task for which they have volunteered and been appointed
- Ensuring that the organisation complies with its governing document (i.e. its trust deed, constitution or memorandum and articles of association), charity law, company law and any other relevant legislation or regulations
- Ensuring that the organisation applies its resources exclusively in pursuance of its charitable objects (i.e. the charity must not spend money on activities that are not included in its own objects, however worthwhile or charitable those activities are) for the benefit of the public
- Safeguarding the good name and values of the organisation
- Ensuring the effective and efficient administration of the organisation, including having appropriate policies and procedures in place

In addition to the above, each Manager should use any specific skills, knowledge or experience they have to help the Council of Management reach sound decisions. This may involve scrutinising documents, leading discussions, focusing on key issues, providing advice and guidance on new initiatives, or other issues in which the Manager has special expertise.

Person specification

- Commitment to the organisation
- Willing to devote the necessary time and effort
- Good, independent judgement
- An ability to think creatively
- A willingness to speak their mind
- An understanding and acceptance of the legal duties, responsibilities and liabilities of the role
- An ability to work effectively as a member of a team

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Manager Roles

Publications Manager

The publications manager is responsible for the publication, printing and delivery of the Trust's bi-monthly magazine, Windscreen and the production of all printed material used by the Trust and any of its regional areas. This can include, but is not limited to, business cards, publicity flyers, annual accounts and address sheets for the Trust's magazine. He or she will liaise with the magazine editor and printers to ensure publication dates are achieved at the best possible price. Duties include, but are not limited to, reporting cost and performance and making the Council of Management aware of opportunities and risks.

Insurance Manager

The insurance manager is responsible for authorising requests for the Military Vehicle Trust's public liability insurance. He or she will work with the lead trustee for safety to support members of the Trust and event organisers with any questions or concerns they have about the Trust's individual and group public liability insurance. Duties include maintaining the best level of insurance cover for all aspects of the Trust's activities, monitoring insurance requirements, seeking competitive quotes and making recommendations to the Council of Management. This includes, but is not limited to, reporting cost and performance and making the Council of Management aware of opportunities and risks.

Social Media Manager

The social media manager looks after the Military Vehicle Trust's social media accounts and create posts on current topics and events. Duties include the appointment of moderators to ensure members of the Trust do not breach the Trust's social media code of conduct. He or she will control the acceptance or denial of access to the Trust's social media sites and take any required appropriate corrective action. The role includes, but is not limited to, reporting social media activity, making recommendations and advising the Council of Management of opportunities and risks.

Sales & Wants and Events Listing Manager

The sales & wants and events listing manager can authorise and post adverts on the Military Vehicle Trust's websites. This vital role helps members of the Trust find hard to come by military vehicle parts or to offer spares and equipment to other Trust members.

The manager should scrutinise adverts from members of the Trust and external organisations to ensure they are appropriate and easy to read. All adverts are shared with the editor of the Trust's bi-monthly magazine, Windscreen, so he or she can arrange publication in the magazine.

The role includes, but is not limited to, reporting sales & wants and events listing activity, making recommendations and advising the Council of Management of opportunities and risks.

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Publicity Trailer Manager

The publicity trailer manager is responsible for liaising with the contractor appointed by the Council of Management for delivery, collection and storage of the publicity trailer.

To increase the profile of the Military Vehicle Trust, the Council of Management will agree the events and shows that the publicity trailer will attend. The publicity trailer manager will ensure the contractor is aware of all the bookings and provide the required details to get the trailer on site, at the allotted time and with the correct equipment. They will also detail when the trailer needs to be collected and returned to storage.

With advice from the Trust's contractor, the publicity trailer manager will agree any work that needs carrying out by the contractor to maintain the trailer to a high safety standard.

The role includes, but is not limited to, reporting, making recommendations and advising the Council of Management of opportunities and risks.

Awards & Trophies Manager

The Awards & Trophies Manager is responsible for ensuring the location of the awards and trophies are known and that they are returned in time for presentation to the next recipients at the Trusts Annual General Meeting.

Duties include the administration of any Awards & Trophies for which members 'compete' and to be the judge and adjudicator to decide the recipients.

The role includes, but is not limited to, reporting results, making recommendations and advising the Council of Management of opportunities and risks.

Vehicle Verification Manager

The Vehicle Verification Manager should have personal qualities of:-

- Integrity, objectivity, independence.
- Effective communication skills with a tactful approach in dealing with applicants.
- Clear headedness and common sense with an analytical & practical approach.
- Confidentiality of client information

The OBJECTIVE of vehicle verification is to inspect and verify the chassis and engine numbers and establish the date of manufacture as accurately as possible of a vehicle, for official registration purposes, for the DVLA on the UK mainland. Other self-governing British Crown dependencies like the Isle of Man or the Channel Islands are not part of the UK, so this service currently does not apply.

Notes: The MVT Verification Service relies on the generosity and honesty of its Inspectors. The Vehicle Verification Manager should periodically monitor the times it takes to receive the completed inspection form and avoid using an Inspector who takes too long in the future. Any suspicion of impropriety or illegality and the Inspector is to be struck off the register.

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Area Administrators

Administrator Role Description

Area administration is undertaken by members of the Military Vehicle Trust who have volunteered to for the roles of Area Secretary and Area Treasurer. They are appointed by the trustees to administer particular regions and areas where members of the Trust wish to meet and / or hold events and shows. Area administrators can influence the Council of Management by contributing to their meetings, but they do not have voting rights at these meetings and all decisions made are the responsibility of the trustees.

The duties of area administrators are as follows.

- To focus on the task for which they have volunteered and been appointed
- Ensuring that the organisation complies with its governing document (i.e. its trust deed, constitution or memorandum and articles of association), charity law, company law and any other relevant legislation or regulations
- Ensuring that the organisation applies its resources exclusively in pursuance of its charitable objects (i.e. the charity must not spend money on activities that are not included in its own objects, however worthwhile or charitable those activities are) for the benefit of the public
- Safeguarding the good name and values of the organisation
- Ensuring the effective and efficient administration of the organisation by following the appropriate policies and procedures that are in place

In addition to the above, each Area Administrator should use any specific skills, knowledge or experience they have to help the Council of Management reach sound decisions. This may involve scrutinising documents, leading discussions, focusing on key issues, providing advice and guidance on new initiatives, or other issues in which the Area Administrator has special expertise.

Person specification

- Commitment to the organisation
- Willing to devote the necessary time and effort
- Good, independent judgement
- An ability to think creatively
- A willingness to speak their mind
- An understanding and acceptance of the legal duties, responsibilities and liabilities of the role
- An ability to work effectively as a member of a team

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Administrator Roles

Area Secretary

The primary responsibilities of an Area Secretary are:

- To ensure the activities within the Area comply with the Military Vehicle Trust's governing document (Articles of Association).
- To be the link between Area members and the Council of Management.
- To facilitate the activities and meetings run by the Area.
- To work with and support the Area Treasurer (if the Area has one) to fulfil their role.
- To receive communications from the Council of Management and implement them at Area and report back where necessary.
- To be the Trust representative at local level.

Details:

- The Area Secretary is the Area leader and primary responsible person for all activities within the Area.
- The Area Secretary and Area Treasurer are the two official Area positions that both carry responsibilities linked to the Council of Management.
- The Area Secretary and Area Treasurer will work to support each other in their duties and responsibilities. The Council of Management is also there to offer any support that is needed.
- If an Area chooses to elect a chairman, show secretary or any other positions, they have no recognition beyond the Area.
- Area activities must be in accordance with the Charitable Objectives of the Military Vehicle Trust, which are shown in the governing document (Articles of Association) on the Trust's own website (see: <https://www.mvt.org.uk>).
- The basic steps for running an Area can be found in the, "Area Set Up & Administration Policy", which is on the Area Support webpage of the Trust's own website (see: <https://www.mvt.org.uk>).

Area Meetings

- The Area Secretary is responsible for organising local meetings, usually monthly, arranging the Area Annual General Meeting (AGM), the annual election of Area officers and keeping meeting and AGM minutes of the AGM to record all decisions made within the Area.



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- The Area Secretary will encourage members living in the district to affiliate to the Area and will be provided with a list of Area affiliates, potential and actual, as necessary by the Council of Management.
- Whilst any member of the Military Vehicle Trust can attend any Area meeting, only those affiliated to an Area are allowed to vote at the Area AGM and on any Area business.
- In the event of a tied vote at an Area meeting, the Area Secretary shall have the casting vote.
- The Area Secretary will encourage the Area meetings and activities to serve as social meeting places, which are open to the public where information can be exchanged and recruitment encouraged.

Area Bank Account

- The Area Secretary must normally be the second signatory on the bank account. However, where this rule cannot be met and the Area Secretary cannot be the second signatory, the signature of one of the two appointed Trustees would be used.

Events, Shows & Road Runs

- It is hoped a team of volunteers will support the Area Secretary where an Area wants to organise shows and events, which must be run in accordance with the Trust's governing document, policies, procedures and Code of Conduct without exception.
- The Area Secretary must submit area event or show details by completing the Trust's "Events Guidance & Risk Management Policy" document.
- Area shows and events must be authorised by the Council of Management to ensure observance of policy and provision of insurance.
- Only the Area Secretary can list Area activities on the Trust's website and in the Trust's magazine, Windscreen.
- Where Area members attend events and shows that are arranged by other organisations, they must seek approval from the Council of Management for all actions taken in the name of the Military Vehicle Trust. For example, if they intend to create a formal display, event, "show within show" or road run to represent and promote the Military Vehicle Trust.
- Where Area members simply want to attend events and shows that are arranged by other organisations, the Military Vehicle Trust codes of conduct and guidance provided by the event organiser (who will have made their own arrangements for Safeguarding, etc.) must be followed and respected. Approval from the Council of Management is not required.
- Road Runs intended as an Area activity to promote the use of historic military vehicles, which have a limited opportunity for interaction with the public, do not

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need approval from the Council of Management. The Military Vehicle Trust codes of conduct must be followed and respected.

Area Websites & Social Media

- If the Area chooses to run a local Area website, and appoint a local webmaster, the Area Secretary will still have ultimate responsibility to ensure the website is run correctly.
- Areas cannot have a website forum, Blogs or a Facebook (or other social media) page in the Trust's name, without approval from the Council of Management.

Area Treasurer

The primary responsibilities of an Area Treasurer are:

- To ensure that funds are only spent in line with the Trust's Charitable objectives
- To ensure that moneys owed to the Trust are collected in a timely fashion
- To maintain proper accounts and provide these to the Trust's Treasurer on request and annually.

Details:

- The Charitable Objectives are shown on the Trust's own website and are also available from the Charity Commission Website.
- The conduct of a charity is described on the Charity Commission's website and further useful detail on finances can be found here:
<https://www.charitycommission.gov.uk/detailed-guidance/money-and-accounts/> .
- It is important to understand that all money collected in the Trust's name is the property of the whole Trust not the Area affiliates or the Area.
- Any funds spent should be duly accounted for. This means retaining invoices (scanned copies are acceptable). The Treasurer must be able to demonstrate that the funds were spent in line with a previously agreed decision of the Area. The simple way of annotating the bank statement appropriately in order that an Income and Expenditure statement can be prepared later, is adequate.
- Area Membership fees are not allowed. Those attending Area meetings may be asked to support the costs of holding the meeting although this must be on a voluntary basis and cannot be obligatory.
- Should the Area wish to seek a grant then this should be applied for to the Council of Management before 1 November each year. Exceptionally grants may be considered at other times of the year. The annual grants procedure is described on the Area Support webpage. If any other form of grant is to be sought (e.g. National Lottery) then this must be agreed with the Trust's Treasurer.



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- For VAT purposes, trading by the Area is not permitted. If there is a desire to sell items bearing the Area logo then this should be arranged through the Trust's Shop.
- The Treasurer must be the main signatory on the Area bank account.
- The Area is not permitted to depreciate Fixed Assets. Any full value of any assets purchased will be written off in the current year.
- The Area Treasurer is responsible for ensuring that an Income and Expenditure (I&E) Statement is prepared for each show run under the Area's auspices. This should be prepared within a month of the show – if necessary on an estimated basis. A final I&E Statement should follow as soon as possible. These statements should be sent in electronic form to the Trust's Treasurer.
- Annually an Income and Expenditure Statement must be prepared covering the period 1 October to 30 September. This must be submitted in electronic form to the Trust's Treasurer during the following October. The format for such a statement is given on the Area Support webpage.
- The Trust's Treasurer is ultimately responsible for the Trust's finances and advice can and must be sought should difficulties arise.
- When an Area Treasurer leaves office or the Area closes, he or she must hand back all documents (cheque books, bank statements, I&E statements) to an officer of the Trust (the Area Secretary, newly appointed Treasurer or a Council member).

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Honorary Roles in the Military Vehicle Trust

Patron

The Council of Management may from time to time elect a Patron of the Military Vehicle Trust to hold office for a period of three (3) years. No membership subscription shall be required from the Patron and he or she may stand for re-election for additional terms.

The Patron has no executive function and the role carries no Trustee responsibility.

The Patron shall be entitled to attend Council of Management meetings, but not to vote.

President and Vice Presidents

The position of President and Vice President is an honorary position awarded to current members of the Military Vehicle Trust, normally a former member of the Council of Management, who have given unstinting service to the Trust.

These honorary positions have a level of responsibility as ambassadors for the Trust. As such they must conduct themselves with decorum, abide by the duties of a trustee and the trustees code of conduct.

The President and Vice Presidents can be called upon by the trustees to carry out specific tasks, for instance to deputise for the Chair and act as Vice Chair at Council of Management meetings or the Trust's Annual General Meeting. They might also be asked to help with research into a particular aspect of the organisation.

Other than when undertaking the role of Vice Chair, the President and Vice Presidents do not have voting rights at Council of Management meetings and all decisions made are the responsibility of the trustees.