



SUMMARY OF ROLES AND RESPONSIBILITIES (SoRR)

UNIT MANAGEMENT TEAM TRUSTEE (UMT TRUSTEE)

Introduction

Sea Cadet units are managed and run by committed volunteers. The Unit Management Team (UMT) are the unit's trustees, headed by the Unit Chairperson (UC). The UMT is responsible for the running of the unit at a strategic and management level.

Time in Post

UMT Members, including the UC, are elected annually and may stand for re-election at the AGM.

The Role

As independent charities, each Sea Cadet unit has a number of trustees to oversee the management and legal undertakings of the unit.

This role will undertake "regulated activity" and will therefore require an enhanced disclosure with barring check to be repeated at no less than three yearly intervals.

Primary Purpose

The primary purpose of the UMT Trustees is to support the UC to manage a safe, effective and successful Sea Cadet unit.

Secondary Purposes

The secondary purposes of the UMT Trustees are:

- To be a charity trustee of the Sea Cadet unit.
- To play an active role in the UMT supporting the unit and the sea cadet experience.
- To elect from their number a person to serve as UC.

Accountability

While the UC is ultimately responsible the overall performance of the unit, the UMT Trustees are equally accountable to:

- **Civil Law:** the UMT is accountable to the civil authority in their locality for complying with legislation applicable to the unit.
- **Charity Law:** The UMT is accountable to the charity regulator in their part of the British Isles for the unit's compliance with local charity law.
- **MSSC Policies and Procedures:** The UMT is responsible to the MSSC for the units compliance with MSSC policies and procedures.
- **Unit Regulations:** Having been elected, the UMT is accountable to the members of the unit throughout their tenure.

Authority

The authority for UMT Trustees is laid out in the Sea Cadet Standard Constitution.

Competencies

This section will be completed once the Competence, Role and Rank work is concluded.

Principal Tasks

The following are the principal tasks of the UMT Trustees but the list is not exhaustive:

- Ensuring that the unit's activities and matters are conducted legally and comply with charity regulations and MSSC policies and procedures.
- Ensure the general welfare, safety and protection of volunteers and cadets when they are involved in the sea cadet experience.
- Provide properly maintained, serviced, safe and secure unit premises and assets.
- To identify unit priorities and potential issues and maintain plans to address those issues.
- Raise funds and ensure financial viability of the unit running costs.
- Raise funds to provide the resources necessary for efficient and successful training in the unit and other projects as they arise.
- Ensure that the unit has a Commanding Officer (CO) and sufficient instructional volunteers to meet the training needs of the cadets.
- To ensure that cadets are safeguarded from any form of abuse and to take by following the MSSC Child Protection Policy and Procedures and seeking support/advice from the MSSC Safeguarding team as necessary.
- The Sea Cadet Standard Constitution have further guidance for the duties of the UMT Trustees.

Performance Review

As part of the monthly UMT meetings, the UC will review overall performance and UMT aims and objectives.

Getting the most out of your volunteering

It is really important that we provide guidance and support to make the most of your time as a Sea Cadet Corps (SCC) volunteer. Below is what you can expect from us to enable you to give us your very best.

You can expect us to:

- Support you to understand your role, how to do it and the difference you make to the SCC
- Understand the skills and experience you have, as well as your aspirations for volunteering
- Provide you with an induction, ongoing support and training to undertake your volunteer role
- Provide regular updates about any developments in the charity that are relevant to you
- Value your contributions and providing you with potential opportunities to progress

Equal opportunities Statement

MSSC is committed to safeguarding and promoting the welfare of young people, with a child centred approach and expects all volunteers to share this commitment. MSSC aims, through the implementation of its Equality and Diversity Policy to ensure that no young person or volunteer receives less favourable treatment, is excluded from benefiting from its services (within the bounds of safety to themselves and others), or suffers disadvantage by reason of: class; ethnic origin; culture, nationality or race; gender; age; marital or sexual status; mental or physical ability; political or religious belief or unrelated criminal conviction unless the responsibilities of a role require us to do so in order to safeguard our cadets and volunteers.

Signature Blocks

Signed:
Trustee

Date:

Signed:
Unit Chair

Date: