



Appendix 5

Contingency Measures

Purpose:

To put in place arrangements to ensure adequate cover in the event of non availability of both Chairman and Vice Chairman to Chair meetings and deputise for other relevant duties of either office bearer, including involvement in internal and external collaborations and also to cover contingency to ensure continuity in secretarial and treasurer services.

To also allow meetings to be held by video conferencing platforms in the event of emergencies or National / International pandemics.

Events when contingency arrangements would come in to force:

- A. Chair and Vice Chair incapacitated, unable to perform normal duties
- B. Chair and/or Vice Chair resign from post for any reason
- C. Secretary incapacitated, unable to perform duties or resigns from post or RoSPA withdraws secretarial support
- D. Treasurer incapacitated, unable to perform duties or resigns from post
- E. During National / International emergency / pandemic situations

Contingency measures:

1) Chair and Vice Chair unable to honour duties:

- a) From the Trustees, appoint a temporary Deputy Vice Chair, who would manage the situation and take over Chair's allotted duties, commitments and representations until the Chair or Vice Chair was able to resume his/her position (NB This cannot be a trustee from a supporter organisation or independent)
- b) The Deputy Vice Chair would also arrange cover for all assigned duties of the Chair and Vice Chair, by discussion with all remaining Trustees. All trustees should consider every request for assistance taking into account availability, ability and geography

2) Chair and/or Vice Chair resign:

- a) If the Chair resigns for any reason, the Vice Chair would assume all duties of the Chair until the first available AGM or EGM where the normal constitutional election process would be followed, and the Deputy Vice Chair would assume the duties of the Vice Chair until the AGM or EGM
- b) If the Vice Chair resigns, the Deputy Vice Chair would assume Vice Chair duties until the first AGM or EGM where normal constitutional elections would take place

3) Secretariat unable to continue normal duties:

- a) From the Trustees, appoint a shadow secretary who would assist the secretariat in the execution of secretarial duties and stand in at meetings, commitments, and representations
- b) If the elected secretary was incapacitated, the shadow would assume the secretaries role until a return to duty/service resumption
- c) If the elected secretary resigns, the shadow secretary would assume all secretarial duties until the next AGM or EGM where normal constitutional elections would take place
- d) In the event that RoSPA withdrew secretarial support, the shadow secretary would take minutes of meetings, and the elected secretary would seek to find a replacement from a pre-prepared and negotiated list of potential secretariat replacements

4) Treasurer resigns or is unable to continue normal duties:

- a) From the Trustees or if essential co-opted from an external source, appoint a shadow treasurer who would assist the elected treasurer in the execution of treasurer duties and stand in at meetings, commitments, and representations
- b) If the elected Treasurer was incapacitated, the shadow would assume the treasurers role until a return to duty
- c) If the elected treasurer resigns, the shadow would assume all treasurer duties until the next AGM or EGM where normal constitutional elections would take place

5) Appointment of Deputy Vice Chair:

- a. This place should be considered at the first Board meeting after the AGM or EGM and a volunteer sought from within the trustees. There is no official title
- b. Other than being kept within the appropriate communications loop there are no official duties until such stage as one of the above scenarios develops

Note: – The Deputy Vice Chair must be kept appropriately briefed in terms of duties and commitments assigned to the Elected Chair/Vice Chair. He/she must receive copies of all minutes/communications of Office Bearers meetings, both internal and external as if they were an officer. He/she must also be provided with all relevant contact details of external bodies for both elected Chair and Vice Chair. The Deputy Vice Chair will be part of the overall SGUK strategy team/steering group

6) Shadow Secretary and Treasurer

- a) Generally assist the elected office bearers and stand in as required. It is anticipated that these could potentially be progressive positions to Secretary/Treasurer

Note: – To facilitate the contingency plan effectively and correctly, the constitution has been appropriately amended, and submitted to the Board for ratification at our AGM in line with the current constitution and strategy. All positions outlined above are not elected positions as depicted in the constitution, reliance will be on volunteers from the non-office bearing Trustees