

VS STRUCTURE - EXECUTIVE and MANAGEMENT

VS is structured to reflect the diversity of its membership and to allow it to carry out its functions in the most efficient and cost-effective manner.

- a. **President**. It was vital that VS had a figurehead – analogous to a non-executive chairman - who commands respect and who is able to speak with authority and compassion in support of VS and the veterans’ community more generally. Given the predominantly military aspects of VS’ work and objectives, It is considered essential that the President of VS has an Armed Forces background, with experience of operating at the highest levels of the Armed Forces. Such a set of requirements suggest that the President of VS should be a retired Armed Forces officer of at least two-star rank.

- b. **Executive Chair**. In order to deliver its programme of activities, VS has a part-time executive chair. The post-holder may either be a former member of the Armed Forces, or have extensive experience of working with the Armed Forces and/or the Ministry of Defence. The Executive Chair’s responsibilities include:
 - i. The operational management and administration of VS.
 - ii. The requirement to represent VS on whatever committees, bodies, or other organisations are deemed appropriate in furtherance of the vision, roles and responsibilities of VS.
 - iii. The achievement of objectives and the delivery of other tasks as may be set by the VSEC from time to time.
 - iv. Chairing the VSEC, the AGM and such other VS meetings as may be arranged from time to time.
 - v. Liaison with UK and Scottish Government Ministers and officials as may be required.
 - vi. Trustee – Scottish war Blinded
 - vii. Director of COBSEO(ex officio)

- c. **Veterans Scotland Executive Committee VSEC**. The VSEC is the prime strategic body of VS (analogous to a charity’s board of trustees) and its composition reflects the fact that VS is a Scottish organisation working within a framework of legislation and administration which is significantly different from the rest of the UK. Members of the EC are Directors of VS which is a Company Limited by Guarantee and registered in Scotland. The VSEC is structured as follows:

- i. Membership consist of 6 core members and 6 additional members. It is vital that the Executive Committee reflects the views of all VS members and individual member organisations are encouraged to nominate committee members who can speak with authority on behalf of the veterans' community in Scotland.

- ii. Core membership will comprise the following:
 1. The Executive Chair of VS – Chair of the VSEC.
 2. Head of the Care Pillar
 3. Head of the Support Pillar
 4. Head of Membership Pillar
 5. Head of Housing Pillar
 6. SSAFA Forces Help representative.

- iii. The six additional members will be drawn from VS member charities, and comprise the following:
 1. Three vacancies are filled by representatives of each of the three service Benevolent Funds working in Scotland. (Seafarers; RAFBF; ABF – the Soldiers Charity)

 2. Three vacancies are filled by member organisation representatives as elected by the VS membership.

- iv. Members are voted onto the Executive committee for a period of 3 years and are normally elected at the AGM. The first tranche of members thus elected by the AGM would have their tenure staggered to allow for rotation. Such succession planning will be overseen by the Executive Chair of VS, and subject to approval by the AGM.

- v. In the event that an unforeseen vacancy arises, the Executive Chair has the right to nominate a temporary replacement member subject to:

1. The organisation nominating the original member being unable to fill the vacancy with another representative (if a nomination is forthcoming, the member so nominated shall serve the unexpired portion of the vacancy thus created).
 2. The retention, as far as is possible, of the balance and structure of VSEC membership.
 3. The formal election of a replacement member for the VSEC at the next available AGM or EGM of VS.
- vi. The Executive Chair may invite observers to all or part of VSEC meetings at his/her discretion. On this basis, the Chair will be expected to issue a standing invitation to a representative from each of the Armed Forces in Scotland.
- vii. The President of VS has the right to attend all VSEC meetings as he/she sees fit.
- viii. The VSEC shall meet quarterly on dates determined by the Executive Chair in consultation with VSEC members; other VSEC meetings may be called from time to time to discuss specific issues.
- d. **Chairs' Briefings**. The Executive Chair of VS holds two "Chairs' Briefings" annually (one to be held in conjunction with the AGM), to which the Chairs and chief executives (or equivalent) all VS member charities are invited. The purpose of the briefings is to update member organisations on major issues, describe progress against objectives and raise any other issue which should usefully be discussed with the chairs of member organisations.
- e. **Company Secretary**. The formal administration and day-to-day running of VS will be undertaken by the Company Secretary CS.