

Job Description – Executive Legal, Constitutional & Complaints Portfolio



Title and Reporting Relationships			
Position title:	Executive Member holding the Legal, Constitutional & Complaints Portfolio		
Appointment:	Elected at the Annual General Meeting for a term of three years		
Process of Appointment:	Elected at AGM normally		
Remuneration:	None other than assistance with expenses for attendance at meetings, as applicable		
Author:	RAS Executive		
Approver:	RAS Executive	Approval Date:	December 2020

Role
<p>The role requires a person of integrity who is professional and independent when dealing with all parties. They need to have a sound knowledge of the rules and the ability to understand legal and constitutional documents and processes, as well as be able to identify and comprehend relevant facts and rules when following evidence and arguments. Equally when giving advice and weighing up different arguments they need to be able to reach a balanced decision, without prejudice. The person with this portfolio will work in close association with the legal, complaints and constitutional sub- committee and advise on constitutional or legal implications of any proposals, decisions or other matters that arise, including complaints. They will lead by example and act in good faith with due care and diligence. They must uphold the principles, rules and regulations of the organisation at all times.</p>

Key Qualities & Skills
Be able to analyse and reason
Skills in investigation and due process with a focus on transparency
Be able to formulate conclusions and give advice
The ability to write concise reports
Have an eye for detail
Be a good communicator
Be a good negotiator

Key Duties & Responsibilities
Seek to understand the key business activities of the RAS and the relevant risks which relate to each of these
Oversee the remit process as it relates to rules, legislation and the practicality of proposals

Oversee the RAS Constitution and any proposed changes as to the practicability and workability of them
Consider any actions in line with potential legislative or constitutional implications
Oversee the implementation of the complaint's procedure when applicable; involved with the complaint investigations when required
Oversee any other relevant documents (as outlined under General) and ensure they are fit for purpose
Work closely with the CEO and any appointed external advisor and sub committee
<p>General</p> <ul style="list-style-type: none"> - Know and abide by the rules of the organisation - Have a sound knowledge of the Agricultural & Pastoral Act legislation - Have a sound knowledge of the RAS Constitution - Have a sound knowledge of the RAS Equestrian Rulebook - Have a sound knowledge of the RAS Showing Rules and Regulations - Have a sound knowledge of the RAS Resolution Process - Have a sound knowledge of the RAS Social Media Policy - Have a sound knowledge of the RAS Yellow Card Process - Have a sound knowledge of, and act in accordance with, the organisation's code of conduct

Criteria
Signed and approved Memorandum of Commitment
Signed and approved Charities Commission form
Signed and approved Nomination form
Must be computer literate, have access to a computer and printer (preferably with scanning abilities), have personal email facilities and mobile phone

Date Last Reviewed:	December 2020
Next Review Date:	November 2022
To be Reviewed By:	RAS Executive
To be Approved By:	RAS Executive