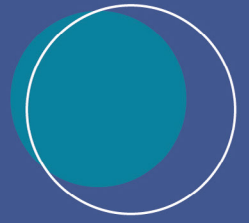




ROYAL
LIFE SAVING
SOCIETY UK



DEPUTY PRESIDENT

INFORMATION PACK 2025

CLOSING DATE MONDAY 21 JULY 2025

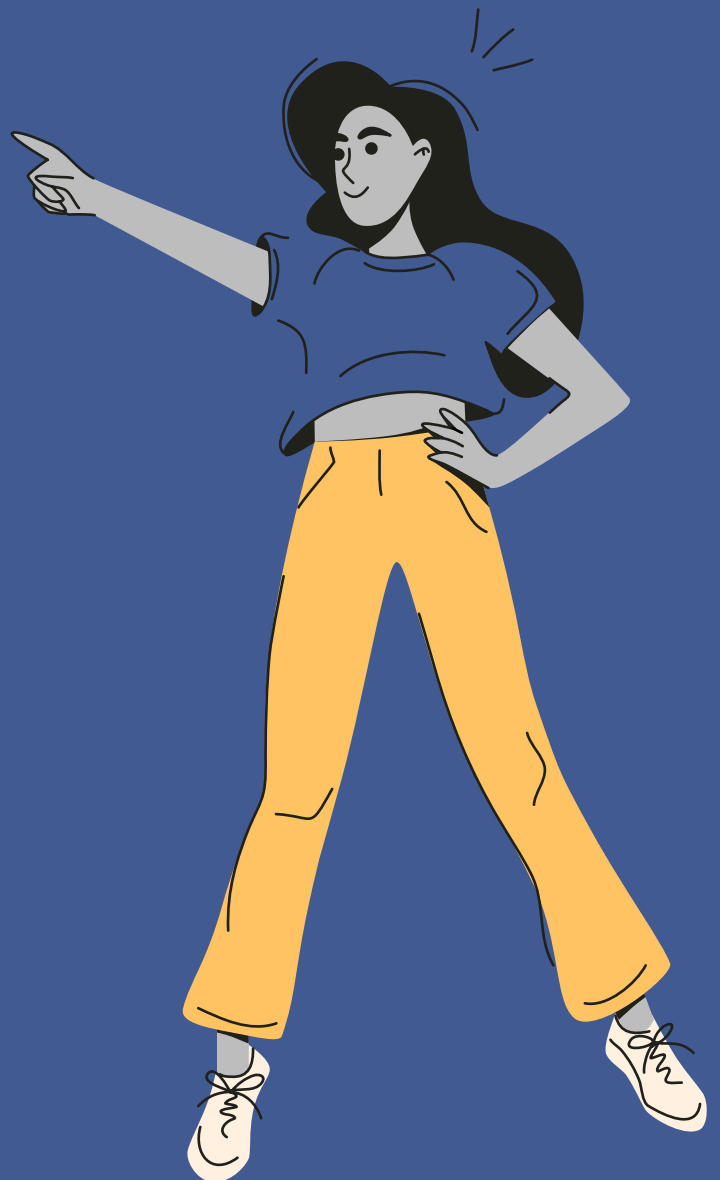


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Section One:

Welcome





A warm welcome from the Royal Life Saving Society UK (RLSS UK) and thank you for your interest in our Trustee positions. This pack outlines what we are looking for in a successful candidate and next steps.

We have one vacancy for Deputy President. Each prospective candidate will seek to be nominated by the nominations panel in order for RLSS UK members to vote, as part of the 'one member one vote' process. **The deadline for applications for Deputy President is Monday 21 July 2025 at 5pm.**

Being on our Board of Trustees is a highly rewarding role and a unique opportunity to use your skills and experience to support the Society. Our Trustees get the opportunity to learn new skills and enhance their own personal development during their time on the Board. We are seeking passionate individuals, who can work with our members, staff, athletes to spread our message.

The RLSS UK Board is committed to building a team with a variety of backgrounds, skills, and views. We continuously seek therefore to increase equality and diversity through our election and appointment of Trustees and advisors, so that we can be more inclusive.

There is an interview process with the nominations panel from the Board of Trustees via a Teams meeting. This will be on Friday 25 July with a number of set questions to assess each candidate against the Deputy President and President Role Descriptions and the identified skills the board are seeking. This is also an opportunity for all candidates to

understand the governance duties of a Trustee and the responsibilities involved in addition to providing you with a chance to ask questions you may have. The nominations panel will determine that the skills criteria has been met and agree the nomination for election.

RLSS UK is an ambitious membership led charity with a rich heritage and a passionate membership base. Our members and staff work tirelessly every day to help us achieve our vision:

Nations without drowning where everyone can safely enjoy being in, on or near water.

You will be joining RLSS UK at a critical and exciting period in our history; financially the charity is healthy but we need focus on progressing our growth agenda. It is essential that we make sound decisions as an organisation supported by strong governance under the guardianship of our Trustees and working with our CEO.

In addition to the application for Deputy President, we are also looking for one general Trustee. If your intention is to apply for this role, then please refer to RLSS UK Trustee Information Pack 2025.

I wish you every success in your application. Should you have any questions please email elections@rlss.org.uk

**Deborah Hunt, President and Chair
Royal Life Saving Society UK**

Section Two:

Job Description for the Trustee role



Trustee Role

Please note, the Deputy President is classified as a trustee so the information in this section relates to both the Deputy President and trustee roles.

We're looking for Trustees who:

- Are passionate about drowning prevention.
- Possess the essential skills, knowledge and experience required to be an effective charity trustee.
- Offers one or more of the specialisms detailed in this pack.
- Are from a wide range of backgrounds, places and perspectives as we are keen to have a diverse and inclusive board.
- Are committed to the mission of RLSS UK and have a willingness to meet the minimum time commitments.
- Have integrity and ethical stance.
- Have strategic vision, good and independent judgement.
- Have an ability to think creatively and a willingness to speak their mind.
- Have an understanding and acceptance of the legal duties, responsibilities and liabilities of Trusteeship.
- Can work effectively as a member of a team and take decisions for the good of RLSS UK.
- Ideally have experience as a Trustee of a charity/non-profit organisation (not essential).

Specialisms:

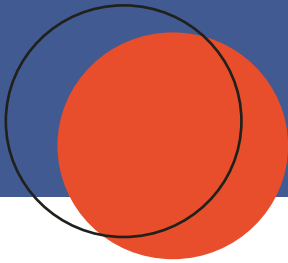
We aim wherever possible to align Trustee responsibilities (together with their skills, knowledge and experience) to the RLSS UK Strategic Framework. RLSS UK carries out a Trustee Skills Audit annually to identify any gaps in terms of skills versus deliverables.

For this voting cycle, based on RLSS UK Strategic Framework and most recent Trustee Skills Audit, we are looking for experience in one or more of the following areas:

1. Strategic leadership experience in the public, private or voluntary sectors.
2. Senior management skills in marketing and communications, or recruitment, retention and development of people, or the design, procurement, and implementation of significant IT systems and projects.
3. Senior leadership experience working with political organisations, governance or the leisure industry.

Time commitments:

- Trustees are expected to attend all Board of Trustee meetings (between four and six per year). Board meetings are held on a Saturday 9am – 3:30pm in Worcester, with options to attend virtually when necessary. A catch-up often occurs on the Friday evening.
- Papers are uploaded ahead of meetings. The President/ Chair runs the meeting on the assumption that all Trustees have read the papers.
- Additional Board meetings or teleconferences may be called to address emergency issues.
- You will receive a full induction and should expect to allocate a minimum half a day in Worcester.
- We estimate that the average minimum time commitment required will be one and a half days each month.
- If appointed onto one of our four committees they meet at the discretion of the Committee Chair as a virtual meeting at least five times per year, either in office hours or in the evening.
- Attend an annual away day which may include an overnight stay.
- Attend RLSS UK's annual general meeting of members which is held on a Saturday.



Term of office:

- Terms of Office shall be as near as possible to three years from the date of appointment. Normally, elected or appointed trustees may serve no more than three terms of office. A Trustee may put themselves up for re-election or re-appointment in accordance with the Articles of Association at the time of such election.

Remuneration and expenses:

- This is a voluntary role, and Trustees receive no remuneration. Reasonable expenses (including accommodation, meals and travel costs) can be claimed, in line with RLSS UK expense policy, for attendance at Board and other meetings and RLSS UK events necessary to fulfil the Trustee's duties.

Before you start - make sure you are eligible to apply:

- You must be at least 18 years old or over.
- You must be a RLSS UK individual member at application close date of Monday 21 July 2025 to voting close date of Thursday 16 October 2025.
- You must not act as a trustee if you are disqualified under the [Charities Act](#). This includes if you:
 - Have an unspent conviction for an offence involving dishonesty or deception (such as fraud).
 - Are bankrupt or have entered into a formal arrangement (for example, an individual voluntary arrangement) with a creditor.
 - Have been removed as a company director or charity trustee because of wrongdoing.
- You must not act as a Trustee if you have been barred under the Safeguarding Vulnerable Groups Act 2006. DBS disclosure/checks are required as part of the application process and should be returned no later than Monday 11 August 2025.
- You cannot act as an RLSS UK Trustee if you have served three successive terms (since 2013).
- You fully understand the main duties of a trustee as detailed below.

Duties as a Trustee

- Ensure that RLSS UK complies with its governing document, charity law, company law and any other relevant legislation or regulations.
- Ensure that RLSS UK pursues its objects as defined in its governing document.
- Ensure RLSS UK applies its resources exclusively in pursuance of its objects and does not spend money on activities which are not included in the objects, however worthwhile they may be.
- Contribute actively to the Board of Trustees by giving firm strategic direction to RLSS UK, setting overall policy, defining goals, setting targets, and evaluating performance against agreed targets.
- Safeguard the good name and values of RLSS UK.
- Ensure the financial stability of RLSS UK.
- To always act in the best interests of RLSS UK.



Trustees have overall control of a charity and are responsible for making sure it's doing what it was set up to do. Trustees are the people who lead the charity and decide how it is run. All Trustees share the same core duties irrespective of whether they are appointed or elected. Trustees must act as a group, not as individuals.

Trustees have a legal duty and responsibility to act in the best interests of the charity. Interests of the charity are paramount. Trustees should not allow their personal interests or views to override this.

The Charity Commission provides useful guidance on what's involved in being a Trustee.

- Charity trustee: [what's involved \(including Trustees' 6 main duties\)](#)
- The essential trustee: [what you need to know, what you need to do](#)

Values

RLSS UK is a values-led organisation. The conduct and behaviour of RLSS UK Trustees is paramount as it can significantly impact on people's perceptions of RLSS UK and RLSS UK's reputation.

RLSS UK Trustees work to RLSS UK Trustees' Guiding Principles.

RLSS UK Trustees' Guiding Principles

As trustees of RLSS UK we will demonstrate our commitment and responsibilities to all members, staff and beneficiaries by:

- Publicly supporting decisions made by the board of trustees.
- Acting in the best interests of RLSS UK whilst setting aside our personal interests.
- Being consultative and engaging in our decision making.
- Being respectful of other opinions and challenging in an appropriate way.
- Being measured in our actions and communications on RLSS UK business.

Trustees' liabilities and insurance

RLSS UK is registered as a charity and registered as a private limited company by guarantee (so can be referred as a 'charitable company'). RLSS UK trustees are also company directors and therefore beholden to both charity and company law.

Company directors have a series of duties under the Companies Act 2006 which are very similar to those of trustees. The seven key duties under the Companies Act 2006 are:

- Duty to act within the powers of the governing document.
- Duty to promote the success of the company.
- Duty to exercise independent judgment.
- Duty to exercise reasonable care, skill and diligence.
- Duty to avoid conflicts of interest.
- Duty not to accept benefits from third parties.
- Duty to declare an interest in any proposed transaction or arrangements.

Becoming a Trustee can be a very rewarding experience and we want to ensure you're reassured rather than daunted about the responsibilities and liabilities involved.

A common question from potential Trustees is 'can charity trustees be personally liable if things go wrong?'. There are two types of potential liability and reassurance can be provided on both.

(1) Liabilities to third parties that occur in the course of running a charity.

- As RLSS UK is established as a Private Limited Company, it has its own separate legal entity which means it can enter into legal relationships in its own name and, if a third party brings a claim against the charity, it is usually the charity that is potentially liable (rather than the Trustees being potentially personally liable). Note - there are some situations where trustees of a charitable company may be personally liable, including liability for wrongful or fraudulent trading if the charity is insolvent.
- As RLSS UK is established as a Private Limited Company by guarantee without share capital, it is the legal entity RLSS UK which is responsible for any debts (any RLSS UK debts are not the personal liability of Trustees/ Directors/ members).
- RLSS UK has a range of insurance policies in place to enable Trustees to volunteer with peace of mind, for example, Directors' and Officers' liability cover (£10 million indemnity).

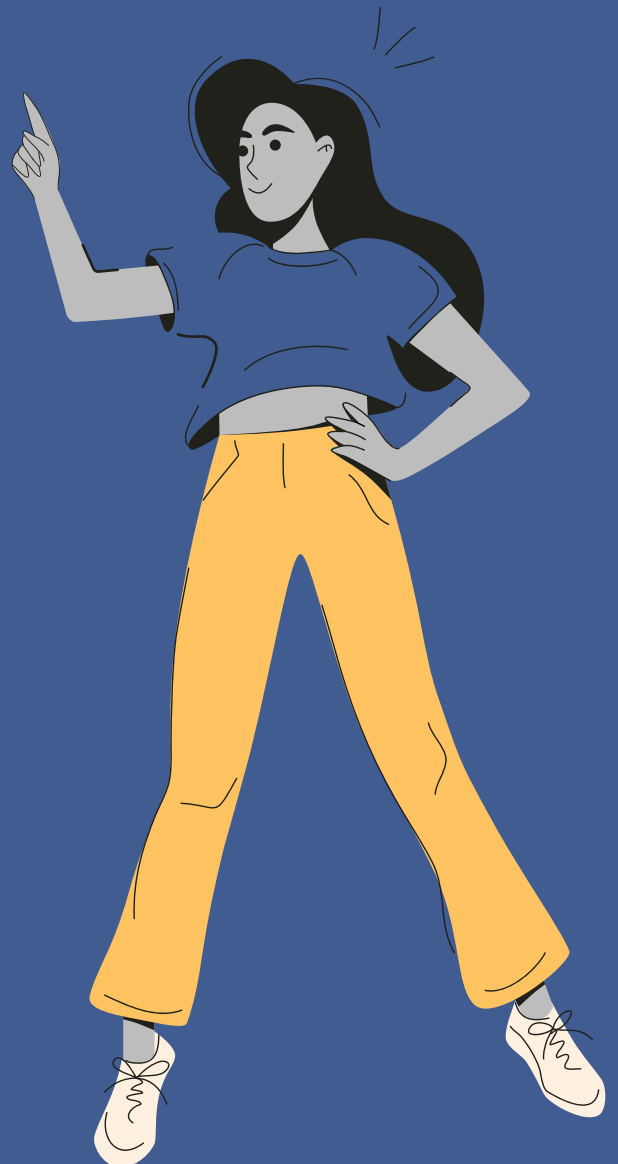
(2) Claims instigated by the charity commission in the case of a breach of trust.

- The prosecution of trustees who have acted in good faith is a very rare event. Hundreds of thousands of people have acted as trustees to charities for many decades without incident. The law generally protects trustees who have acted honestly and reasonably from personal liability to their charity. The Charity Commission and the courts can relieve trustees from liability if they have acted honestly and reasonably and have not benefited from their actions, and rarely enforce liability on an unpaid trustee who has made an honest mistake.
- The Charity Commission emphasises that it is only likely to enforce personal liability where a trustee has acted dishonestly or recklessly.



Section Three:

Deputy President and President Job Descriptions



Deputy President role

The role of Deputy President is for a three-year term; this is then followed by three years as President. Most of the details in section two about elected Trustees apply to the Deputy President/President however, there are additional expectations for these specific roles. Outlined below are the job descriptions for both Deputy President and President.

The Role of the Deputy President – RLSS UK

Trustees have a variety of roles. They are Trustees of the Charity, Members of the Trustee Board and Directors of the Company. These roles overlap but are not mutually exclusive. Unless specified; reference to The Charity will include the Society and the Company and where, appropriate will include its subsidiaries.

The Appointment Process

The position of Deputy President is elected democratically, and the applicant should expect to serve a term of 3 years as the Deputy President and to then take over as President for a further term of 3 years. Please note the Presidents Role Description is included below.

Responsibilities

The Deputy President will provide support to the President in fulfilling their responsibilities. On occasions they will deputise in the absence of the President or as advised to undertake these responsibilities.

In addition to supporting the President in any of their responsibilities, the duties of Deputy President will include:

- In the absence or unavailability of the President to fulfil the roles of the President, including when required, chairing Board of Trustees meetings or any other group/sub committees as necessary
- To support the President in their role
- To serve on the Society's National Honours Committee in their own right.
- Where appropriate accepting the role of Director of any of the Charity's subsidiary companies
- Promote the highest standards of integrity, probity and corporate governance throughout the Society
- To assist the organisation by ensuring the dissemination of relevant communications and information to the Branches and the membership
- To actively promote the aims and ambitions of RLSS UK both to the members of RLSS UK and Ireland and the public
- To identify, support and represent the views of the membership within all levels of the organisation

Person Specification

In addition to delivering the above, the Deputy President role requires specific skills, knowledge and experience to enable the Board of Trustees to reach sound decisions. This involves:

Essentials:

- Leading discussions
- Chairing meetings
- Objective decision making on strategic issues
- Providing guidance on new initiatives
- Scrutinising Board papers
- Participating in appraisal, recruitment, and disciplinary issues as required (and being prepared to undertake training if not appropriately skilled to do so)

- Providing situational leadership
- Ability to support the senior leadership team to deliver the strategy of the society
- Good team member

Desirables:

- Have a commercial mindset and appreciation of charitable operations
- An understanding of the leisure industry in the UK and Ireland
- A passion for reducing drowning
- Full understanding of RLSS UK at different levels; branch, regions and society structure
- Experience of being a Charity Trustee
- Ability to act as an Ambassador for RLSS UK locally, nationally and where required internationally
- Have IT knowledge with Microsoft 365 to understand our IT systems
- An understanding of the role Trustees play with decision making and what is best for RLSS UK's future
- Awareness of RLSS UK's Articles of Association and keeping in line with our charities purpose
- Understanding of the RLSS UK's role within the Commonwealth

The applicant should be able to display all the qualities expected of the President and be able to devote the time required to fulfil that role. The position involves representing the Society at all levels and providing leadership to the organisation.

The qualities of leadership and the ability to contribute to the strategic direction of the Society and its governance are the key aspects of the role.

It is a role that is demanding on personal time and needs a heavy commitment from anyone applying for the position. The Deputy President role should expect to give two days per month to function, one being a weekday and one being a weekend day.

It will also involve travelling, in the British Isles & Republic of Ireland and possibly internationally.

President role

The President is the Senior elected Volunteer of the Royal Life Saving Society UK.

The President's primary role is to work with the Chair of the Board of Trustees and the CEO to ensure good governance, to influence the strategy and direction of the Society.

The President is the primary Ambassador of the Society both nationally and internationally.

The Appointment Process

The elected Deputy President takes the office of President after a 3-year period as Deputy President having been elected at an RLSS UK Annual General Meeting.

Responsibilities

Where applicable, the President will need to have a synergistic relationship with the Chair and the main features of the role of President are as follows:

- The President is a Trustee and is equal to all other Trustees but has the casting vote at all meetings of the Society and the Board of Trustees if needed
- The President will represent the Society and its members to other organisations, the government, public agencies, the media and the public
- Communicating the organisations vision and mission to all
- To ensure the dissemination of relevant communications and information to the Branches and the membership
- To actively promote the aims and ambitions of RLSS UK both to the members of RLSS UK and Ireland and the public
- Prepare the Deputy President for the responsibilities of the presidency
- Giving speeches and making presentations
- Advocacy role for RLSS UK in terms of partners, patrons and ambassadors

Section Four:

The RLSS UK Board of Trustees



The Royal Life Saving Society UK is a registered charity and a company limited by guarantee. RLSS UK's Trustees are registered as directors at Companies House.

Our governing document, Articles of Association are [available to download](#).

RLSS UK is governed by a Board of Trustees, which comprises:

- President - elected by RLSS UK membership.
- Deputy President - elected by RLSS UK membership.
- Treasurer - ex officio.
- Up to six Trustees elected by RLSS UK membership.
- Three appointed Trustees.

Trustees can serve for an initial term of three years and can be re-appointed for a second and final term of three years.

The Board is supported by legal counsel and a Youth Advisor.

The Board's role is to govern RLSS UK and provide overall strategic direction to achieve its aims.

The fundamental responsibility of Trustees is to look after the resources given to RLSS UK by individuals and organisations, and ensure these resources are used effectively to achieve the purpose for which they were given. Although Trustees are ultimately responsible for the management and administration of RLSS UK, operational management is delegated to the Chief Executive.

The Board has committees where trustees with specific skills and experience can focus on priority opportunities and risks in more detail. The committees are as follows:



In addition, the Board has oversight of working groups set up to manage aspects of RLSS UK business which are important to strategy.

Section Five:

Application process/timescales



1. Monday 21 July

Deadline for applications is 5pm.
No applications will be accepted after this time.
Please complete the online [application form](#).

2. Tuesday 22 July

The time of your interview will be allocated and emailed to you.

3. Friday 25 July

Interviews with all Trustee applicants will be carried out. These will be held via a Teams call. The Trustees will ask standard questions to find out more about candidate suitability to the role. The interview is also an opportunity for candidates to ask questions to the Trustees and learn more about the role of Trustee.

4. Monday 28 July

Following their interview applicants will be contacted regarding their application/interview and informed if they have been successful. Successful candidates will be informed of next steps.

5. Monday 11 August

Submission deadline for 250 words about why members should vote for you along with an optional video. All DBS evidence should also be completed by this date. Please don't be concerned about this, the process is simple, and allows you to personally engage with our members to encourage their votes.

6. August – October

RLSS UK will promote your candidacy on our social media platforms, through member emails, website and within our magazine.

7. Thursday 2 October

Voting opens.

8. Thursday 16 October

Voting closes.

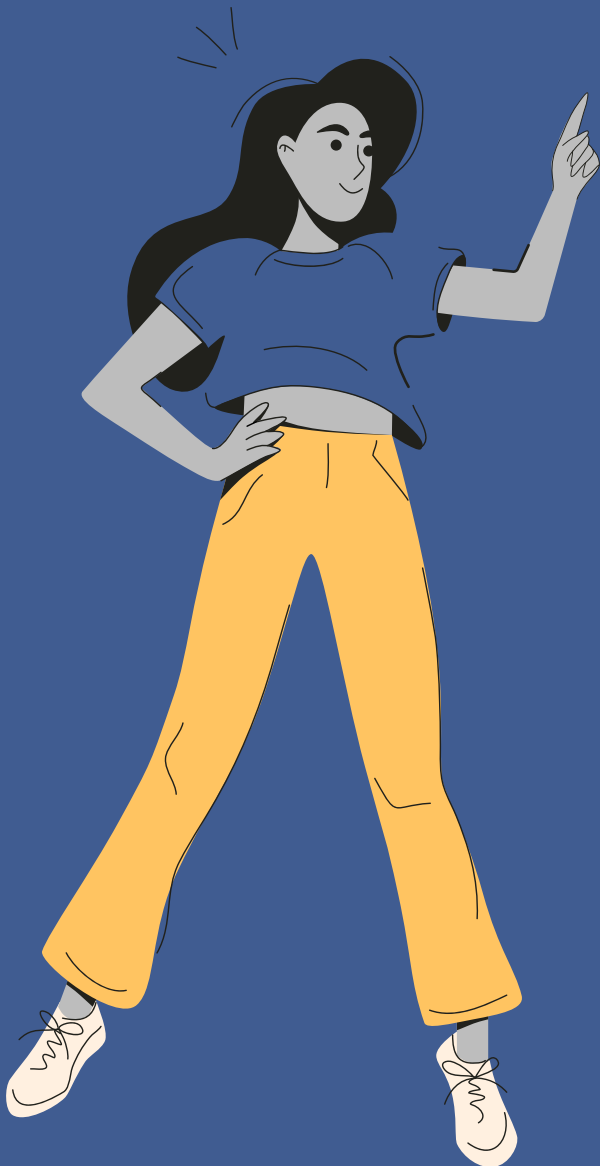
9. Saturday 18 October

11:00am - 12:00pm at the British Motor Museum (before Honours Ceremony)
RLSS UK Annual General Meeting (AGM) where the results on elections and resolutions will be made.

- We will check that you are eligible to be a trustee before we publicise all candidates to our members.
- Who can vote: All current RLSS UK members aged 16 years and over who have a fully paid for membership which attracts voting rights such as Lifesaver or Licence to operate membership. Or, someone who has been granted Honorary membership.
- RLSS UK reserves the right to withdraw candidates at any stage in the application process. The reasons for withdrawal may be due to but not limited to malice, false information, failure to comply with any eligibility criteria, failure to comply with procedural requirements. For further detail see the Election Rules document.
- An Independent Election Adjudicator is appointed by the Board of Trustees to observe the election on behalf of the candidates should any appeals etc occur during the election process.
- You are encouraged to raise your profile. Active candidates create a higher voter turnout. Rules for this are available to [download](#).

Section Six:

About Us





About RLSS UK

The Royal Life Saving Society UK (RLSS UK) has a proud history of helping to reduce the number of lives lost to drowning. Our Mission - We will **save lives** by being the **leader in lifesaving, lifeguarding, and water safety education** so that everyone can enjoy water safely.

RLSS UK has an impressive heritage. We have built up years of experience and, we are honoured, to boast a strong force of loyal members and volunteers who work with us to promote water safety and educate in lifesaving skills. Our roots were established back in 1891 as the Life Saving Society, and, in the early 1900s, with support from the Royal Family, permission was granted for the adoption of 'Royal' to our title – a badge that we are still immensely proud of today.

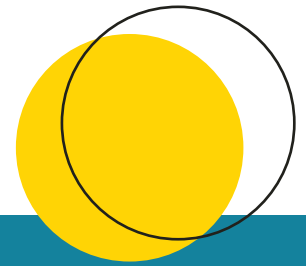
RLSS UK is a founder member of the RLSS, a Commonwealth organisation, whose patron is HM King Charles III. This membership is highly valued by our staff and members and we are excited to have been selected to host the biennial 2025 Commonwealth Lifesaving Championships on behalf of RLSS Commonwealth Drowning Prevention this summer.

RLSS UK maintains an ongoing commitment to being the governing body for Lifesaving Sport in the UK and we have used our extensive, world-leading knowledge of water safety and training to develop a comprehensive range of vocational qualifications and a series of awards and education programmes. These qualifications, awards and programmes all have the ultimate aim of preventing drowning and stopping unnecessary loss of life, with our portfolio including the National Pool Lifeguard Qualification (NPLQ) - the leading lifeguard training programme.

We have invested time on our governance, to improve an already vibrant Trustee Board with the necessary skill sets to work towards a new direction for the charity, specifically aiding us to become more financially sustainable and efficient.

RLSS UK wouldn't be the success that it is without the input and support of our volunteers, fundraisers, members, supporters and partners. As you now consider your application to become a Trustee, we'd like to encourage you to reflect on how you could personally champion our water safety messages to help us achieve our ambitions in a pivotal role within the organisation.

Our Ambitions



Our 2025 to 2030 Strategic Framework was launched in June 2025. If elected as a Trustee you will be involved in implementing the strategy of our new framework alongside the Board and senior leadership team.

Our Purpose

To **prevent drowning**, so everyone can **enjoy water safely**



Our Mission

We will **save lives** by being the **leader** in **lifesaving**, **lifeguarding**, and **water safety education** so that everyone can enjoy water safely.

We will share our expertise, skills, and knowledge. **Together** we will **prevent drowning**



Our Vision

Communities **free from drowning**



Sustainability

In order to reduce drownings, we need to ensure that we create a sustainable and robust way of supporting our drowning prevention activities.

RLSS UK Enterprises Limited

Our trading subsidiary, RLSS UK Enterprises Limited, stocks and fulfils a range of products to help support the delivery of our vocational and non-vocational awards and qualifications.

Our current commercial offering is based on the delivery of the highest quality of both OFQUAL regulated and non-regulated vocational training programmes, tailored to our customers' needs.

Charitable income

The charity and trading companies combined currently turnover c.£6 million with c.80 staff, 15,000 members and 90,000 lifeguards hold our qualification.

The future

Our model of delivery relies on a varied stream of income from commercial activities to fundraising – all supporting the delivery of our humanitarian aims. Going forward, we need to ensure we are in a strong position to be responsive to our operating environments and continue to ensure we provide quality services and solutions. We are constantly seeking to take advantage of market opportunities to help support the delivery of our drowning prevention activities. As the market leader in providing water safety education and with the industry's most respected pool lifeguarding qualification (NPLQ), we continually review evidence and research, listen to industry representatives and do our own research to ensure our products are relevant and meet marketplace demands.



Suggested Reading

Application supporting documents

- [Rules of Elections 2025](#)
- [Promotional Guidance](#)

RLSS UK Board of Trustees

- [Board minutes available to view](#)
- Our [Trustees](#)
- RLSS UK [Trustees' Conflict of Interest Policy](#)

Being a Trustee

The Charities Commission provides advice on the main duties, legal obligations and support about being a Trustee.

- Charity trustee: [what's involved \(including Trustees' 6 main duties\)](#)
- The essential trustee: [what you need to know, what you need to do](#)

RLSS UK Plans and Performance

- [RLSS UK Articles of Association \(RLSS UK's governing document\)](#)
- [RLSS UK Annual Report and Accounts](#)
- [RLSS UK Strategic Framework](#)
- [RLSS UK Impact Report](#)



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