



SEMAPHORE SHORT

AHOY SHIPMATES More admin this week, with a deadline for Annual Conference documents fast approaching, a reminder to Branches to send a delegate to represent them, and an opportunity for Naval Associations to join a gathering in Portsmouth next month. We have also appended a job description for the post of RNA Honorary National Treasurer, which has become vacant with the decision of S/M Ian Irvin to step down – a hard act to follow, but we are sure that the ideal candidate is out there!

PLAY THE ROYAL NAVAL ASSOCIATION WEEKLY LOTTERY AND WIN UP TO £25,000 [PLAY NOW](#)

ASSOCIATIONS SET TO GATHER

The RNA, which currently presides over the Conference of Naval Associations. (CONA), is hosting a gathering at the end of March in Portsmouth Historic Dockyard. CONA aims to highlight industry issues, show unity among the associations and work together for the benefit of all members. The gathering in the Princess Royal Gallery, is on Friday 28 March, and will include Naval and charity sector briefings. It will be an ideal opportunity to network and focus on improving the lives of all those with a Naval connection. There is still time for delegates to register an interest in being part of the day – if you are interested email Malcolm Little on dcos@rnassoc.org. And if your organisation has not yet joined CONA, you might like to contact Malcolm in order to explore how membership might be advantageous to your members.



VICTIMS HONOURED Every year around 5 March Brightlingsea Branch holds a memorial service for three sailors who died aboard Fairmile D Motor Torpedo Boat (MTB) 667 in Brightlingsea during World War 2. The men were asphyxiated on 5 March 1943 by a leak of methyl bromide from the newly-built boat's fire suppression system. CMM Charles Harris and LMM Frederick Phair are buried in All Saints Churchyard in Brightlingsea; the third victim, PO James Heaney, was buried elsewhere by his family. *Our image, from the Imperial War Museum collection: (© IWM (A 4252)) shows Royal Navy MTBs off Essex in June 1941.*

CONFERENCE DEADLINE

There is just a week to go before the deadline for proposed motions for Annual Conference in June. Proposals must reach the General Secretary of the RNA by 1600 on Friday 28 February, and the same deadline applies to nominations for National Council Members (NCMs) in Areas 1, 6, 7, 8, 11 and Scottish, and for Deputy NCMs in Areas 1, 2, 3, 6, 7, 8, 9, 11 and Scottish, and for nominations for the Governance Standing Orders Committee. For details and nomination forms see pages 43-5 in the February Semaphore Circular (<https://www.royal-naval-association.co.uk/category/semaphore-circular>). Applications for Branch delegates to the Conference must be submitted no less than a week before Conference, which takes place on Saturday 21 June. The relevant form is attached to this Semaphore Short.

FIRESIDE CHATS The next Fireside Chat on Monday (24 February) will feature Cdr Phil Richardson on the subject of Pegasus RNR Air Branch. Fireside Chats start at 1830 every Monday, and to access the chats, log into Zoom [here](#). The meeting ID is 288 830 5105 and the access password is Shipmate. Please note that the speaker and subject matter of these Chats is subject to change at short notice.

ADHD SEMINAR Are you a serving Royal Navy or Royal Marines family with a child who has ADHD or ADHD traits? The Royal Navy and Royal Marines Charity (RNRMC) and Southampton Family Trust have organised a free online seminar on "An Introduction to Parenting Children with ADHD", which aims to provide insights and strategies to support such families. The seminar is on Tuesday 25 February between 7.30pm and 9pm, and if you are interested you can book a place by emailing info@sftrust.org.uk

RNA Central Office,
Lanyard House, Scott Road, HM Naval Base, Portsmouth PO1 3LU
comms@rnassoc.org
www.royal-naval-association.co.uk



ROYAL NAVAL ASSOCIATION

The Royal Naval Association is incorporated by Royal Charter. Full recognition by the Royal Navy. Registered charity No. 266982

Delegate to Annual Conference 2025 - PORTSMOUTH

Branch secretaries should note the following before submitting their application.

No Branch shall be permitted to send a delegate to the Conference unless it has observed the regulations of the Association in regard to the return of balance sheets, the Branch Annual Report and the formation of Branches. This provision has no application to the right of, and expectation for, ships and establishments to send a delegate to the Conference. Associate members are eligible to act as a Branch Delegate at Area meetings and Conferences, provided that they have completed three years continuous membership of the Association immediately prior to election as Delegate.

Each Branch which has been in commission for at least three months by the date of a Conference shall be entitled to nominate one eligible Association Member as its Delegate to attend a Conference.

Each Branch nominating a Delegate shall send details to the Council **to arrive not less than one week before the date of Conference**. A Branch may change its nominated Delegate provided the Council is notified not less than twenty four hours before the Conference.

Branch		Area	
Name of Delegate			
Delegate's e-mail			
Number of Observers if known			
Name of Branch Hon Secretary			

NB: A Delegate will not be confirmed as such unless or until the Branch Balance Sheet for 2024 and Branch Annual Report for 2024 have been received in RNA Central Office.

Should either not have been received in Central Office, the Delegate's Status will be deemed to be that of an Observer.

Branch Secretaries are to ensure that their nominated Delegate, receives the copies of the agenda and minutes of the previous years' AGM prior to representing their Branch at the AGM. Copies will be made available at the AGM, but sight of these prior to the day is considered essential. Branch Secretaries will be forwarded this paperwork from Central Office as soon as it is finalised.

Please forward the completed form to RNA Central Office, Lanyard House, Scott Road, HM Naval Base, Portsmouth, PO1 3LU or email to ams@rnassoc.org

To check ahead of Conference, please call Sara on 023 92 723747

Honorary National Treasurer (HNT)

Terms of Reference

The principal role of the HNT is to approve, as the Finance Trustee, the Statutory Accounts for the Royal Naval Association (RNA), <https://www.royal-naval-association.co.uk/> . The RNA is a Charity and operates under UK statute regulated by the Charities Commission of England and Wales.

The HNT will also provide advice to the RNA Executive (Exec), and to the RNA National Council (NC), being the Board of Trustees, on all aspect of financial management and governance, and, as necessary, liaise with professional advisors to ensure that the Exec and NC are properly advised.

Liaise with the administration function of the Royal Navy and Royal Marines Charity (RNRMC), <https://www.rnrmc.org.uk/> , who manage day to day finances of the RNA, doing so on behalf of the Exec.

Member of Finance and Admin Committee (FAC), being a sub-committee of NC.

Member of the Investment Committee (IC) of RNRMC, who manage the RNA surplus invested funds. The RNA funds held are modest relative to the funds managed by RNRMC, but RNA Shipmates take comfort by the attendance at the IC by the HNT.

Review RNA Annual Budget with Exec prior to submission to FAC and NC for approval.

Review RNA Annual Accounts with Exec prior to submission to FAC and NC for approval.

Liaise with the RNA external reporting accountant.

Present Accounts to Shipmates at the RNA National Conference.

The HNT also sits on the Governance Committee and Governance Working Group

Candidate Requirements

Member of a recognised UK accounting body.

Ideally serving or former serving Royal Navy.

Ideally with knowledge of charity workings.

Time Commitment

The NC meets quarterly, with occasional additional meetings. Generally, two meetings per annum are in Portsmouth, with the others being held online. The meetings are weekdays and are generally held in the forenoon.

The RNA National Conference weekend, which is held annually at different locations around the UK.

The FAC generally meets quarterly with meetings usually held online (usually 2 – 3 hours).

The IC meets quarterly in London at the offices of the RNRMC Fund Manager. Meetings are hybrid, with attendance either in person or online (usually 2 – 3 hours).

Budget planning meeting with the EX, usually in London (3 – 4 hours), ahead of presentation, by EX, to FAC and NC.

The Governance Committee and Governance Working Group meet on an 'ad hoc' basis, usually in London.

Future

The RNA is currently redrafting the Royal Charter, working with the Privy Council. The plan is to establish a separate, smaller Board of Trustees and for the NC to become a Management OperationaBoard. The HNT would become the Finance Trustee (FT) on the restructured Board of Trustees.

Summary

The HNT is a Senior Trustee within the RNA and, despite the complexities and challenges of the role, it should be, for the right candidate, great fun to be part of a well-focused and well led group of Trustees and Shipmates within the RNA.