

National Rifle Association
Appointment of Designated Trustee
Adopted by Council on 15 February 2019

The appointment of a “Designated Trustee” and that role’s Terms of Reference have been approved and adopted by the Trustees of the National Rifle Association (the “Association”) and it shall be a standing position within the Council. The intention of the Council is to provide a means for members and employees of the Association to communicate with the Trustees concerning certain issues of a serious nature as described below falling outside the jurisdiction of the disciplinary committee.

1. General Description

- (a) The Council will appoint from among its members, a Trustee who will act as the “Designated Trustee”
- (b) The person so appointed will remain confidential among the Trustee members and that person’s identity shall not be disclosed to the Association’s membership or its employees (other than the Secretary General) in order to protect the integrity of the Designated Trustee role.
- (c) The Designated Trustee shall serve for a period of one year or his or her remaining term as Trustee, whichever is less and shall be eligible for re-appointment at the end of such term provided he or she continues as a Trustee.
- (d) The Chairman of the Disciplinary Committee shall not be eligible to act as the Designated Trustee.
- (e) The Association will establish the email address designated.trustee@nra.org.uk for the exclusive purpose of receiving reports of Designated Issues and the Designated Trustee will have sole access to that email account.
- (f) Any written correspondence either addressed to the “designated issues email address,” the Designated Trustee or otherwise identified as being in the nature of a Designated Issue shall be referred to the Designated Trustee
- (g) Where the reporter of the Designated Issue has not submitted the report on an anonymous basis, receipt of such report will be acknowledged within thirty (30) days following the date of receipt using the same method of submission and to the address provided in the report.
- (h) Except in extraordinary circumstances, disposition of the Designated Issue reported shall be notified to the person who reported it within six (6) months of receipt of the report.
- (i) The above notifications will be made by the Secretary General or a member of Council other than the Designated Trustee in the sole discretion of the Designated Trustee.

2. Duties of the Designated Trustee

The Designated Trustee shall

- (a) Receive and review any emails or other written correspondence concerning Designated Issues
- (b) Conduct a preliminary investigation in order to report to Council the nature and details of the reported Designated Issue
- (c) Make recommendations as to further actions concerning the Designated Issue reports received:
 - (i) no action;
 - (ii) possible resolution for approval by Council;
 - (iii) appointment of a committee to investigate the matter fully including whether such committee should be required to report back to Council for a final decision or be given full authority to decide the matter in question.
- (d) Arrange for the acknowledgements of receipt and notice of disposition as required above. The Designated Trustee shall not be under any obligation to provide an explanation as to the reasons for the disposition of a particular matter except as directed by the Council.

3. Authority of the Designated Trustee

The Designated Trustee is authorised by the Council:

- (a) to investigate any matters within these terms of reference;
- (b) to seek any information it requires from any employee of the Association or any of its subsidiaries and all such employees will be directed by the Secretary General to co-operate with any request made by the Designated Trustee;
- (c) to obtain outside legal or other independent professional advice, such as a forensic accountant within a budget not to exceed £10,000 per annum unless otherwise authorised by the Council;
- (d) to call a special meeting of Council if the matter appears sufficiently urgent to warrant immediate action;
- (e) in his or her absolute discretion, to refer the matter to (i) the Secretary General/Chief Executive or (ii) the Disciplinary Committee, as required,

where the matter is not appropriate for Trustee review; and

- (f) where an employee's contract so provides, to hear an appeal to a Trustee relating to an employment matter and to dispose of such matter in consultation with the Council.

In any event, the Designated Trustee shall not have jurisdiction over any matter which falls within the jurisdiction of the Disciplinary Committee.

4. Designated Issues

Designated Issues shall include (but are not limited to):

- (a) Matters identified in the Association's Whistle Blowing Policy involving the Secretary General/Chief Executive or members of the Senior Staff (namely, Head of Range Services, Group Accountant, Head of Shooting and Training, Head of Membership, Commercial Operations Manager, Regional Ranges Manager);
- (b) Violations by the Chief Executive/Secretary General or members of the Senior Staff of the Equality Policy and related policies of the Association
- (c) Serious matters in the nature identified in (a) and (b) above brought by Senior Staff involving the Chief Executive/Secretary General; and
- (d) any other matters identified by Council and referred to the Designated Trustee as may by resolution from time to time occur.

The Council shall have full discretion as to whether to review or investigate any matter brought to its attention and may, in its sole discretion, decline to review or investigate such matter regardless of the recommendations of the Designated Trustee. Should the Council decide not to review or investigate a matter, it shall so advise the party who submitted the report but shall not be obligated in any way to provide any explanation for its decision.

5. Reporting to Council

- (a) Council shall consider at its next Meeting any recommendations made by the Designated Trustee which the Designated Trustee considers require Council's immediate attention.
- (b) The Designated Trustee shall report regularly to Council as to his/her activities, if any.

6. Interpretation

In these Terms of Reference:

"Council" means the board of Trustees of the Association;

"the Association" includes the Association and its subsidiaries; and

reference to Secretary General/Chief Executive shall include reference to the executive from time to time holding the same position under any revised job title or from time to time performing (to the extent relevant to the work of the Designated Trustee) the duties previously performed by such executive.