

Armie of Parliament

First Army *for* England

Job description for Adjutant of a Regiment

Reference page 12 of Officers Handbook (1990) point 5

The Adjutant is an important part of the organisation of a Regiment; he/she is in effect the personal staff officer of the Commanding officer and as such has the authority of that officer when acting for them. The Adjutant is responsible for:

- Maintaining accurate records of the Regiment
- Advising the membership Secretary, sometimes through a Regimental membership secretary, of any changes
- Issuing Regimental Orders on behalf of the Commanding Officer
- Handling routine correspondence
- In large Regiments, consideration should be given to the appointment of Company Clerks to assist the Adjutant

A key part of the administration of the Regiment is the membership process. Some Regiments appoint a membership secretary, working for the Regimental Adjutant, in others the Adjutant handles this function directly. The membership section of the role of a Regimental Adjutant is:

1. Effective, efficient and early renewal returns- promptly and without mistakes (which can include cheques not signed or incorrect amount etc)
 - We would currently advise that individual membership cheques are paid to the regiment then single regimental cheques are generated to be paid to the SK membership secretary.
 - Membership activates and terminates annually in September with a three months grace renewal, this period running from October to December of the same year.
 - When SKF25's are submitted, these need to be closely scrutinised for errors or changes, and the SKF10 is then completed.
 - All forms submitted with an SAE to be returned to the Adjutant/membership secretary of the Regiment.
2. Renewing members encouraged to complete gift aid section of the form prior to returning form back to the Adjutant/membership secretary
3. Non renewing members chased- the target for re-joins should be a minimum target of 85%
4. On card return, all cards checked to ensure details are correct including ranks, any errors to be immediately notified to the CO, membership secretary for the SK and the Chief of Staff of the Army
5. For those who renew late must abide by the rules of the Society and lose all rank and appointments. Again, any errors to be notified to the CO, SK membership secretary and the Chief of staff e.g. retaining lapsed rank
6. A full record to be kept of all rank and file in the Regiment so that the CO has an up to date overview of numbers, appointments and ranks at all times or if requested further up the army chain
7. Any changes throughout the year of rank and/or appointments must be updated immediately, and a note kept of gazetting in Orders of the Day.
8. Forms for recommendations for appointments, honours and promotions must be sent via the army chain to the Chief of staff if processed by the Adjutant/mem secretary for the Regiment or a copy to be sent to the Adjutant/membership secretary who must wait for approval before records are updated.

When members transfer between Regiments all appointments and rank are automatically lost, unless the accepting CO has a particular reason for in wishing to maintain an officer with an agreed rank. The CO then submits a recommendation to the next senior officer on the transfer form as to why he/she wishes the rank to be maintained. Careful scrutiny must be made of these transfers and subsequently renewals as this is often where errors can occur

The current set up of the membership system is currently under review by the Board of Directors, but many of the points will still remain pertinent to the job