

REME ASSOCIATION

THE VINCENT METCALFE TROPHY

Background

1. The Vincent Metcalfe Trophy has been presented to the Corps by Major General V Metcalfe (Retd) who wishes it to be used for annual presentation to a Branch of The REME Association.
2. The Trophy commemorates the donor's successful leadership, as the first Chairman of the Executive Committee from April 1993 to October 1996, of the effort made at that time to reorganise and revitalise the Association.
3. The Rules governing the award of the Trophy follow.

Criterion for the Award

4. The Trophy will be awarded each year to the Branch which is judged to have performed best over the previous calendar year in furthering the published Aims of the Association actively, effectively and efficiently.

Eligibility

5. The Trophy may only be awarded to a Branch which, over the period under consideration, has been fully formed and is therefore in possession of a Branch Standard which has been formally dedicated.
6. For practical reasons, the Trophy will normally only be awarded to Branches based in the United Kingdom. Exceptionally, Branches based overseas may be recommended for the award on the understanding that, if successful, the Trophy will be held on their behalf at Association Headquarters.
7. A Branch may be awarded the Trophy once only in any period of five years.

Nomination

8. In February each year, each Area Branch Representative will review the performance of the Branches in his Area over the previous year and will select the Branch which he considers has best met the Criterion for the award. He will consult the Association Secretary to obtain his view on how the Branch has performed in co-operating with Association Headquarters and in supporting events organised at National level.
9. At the same time, the Association Secretary will consider whether an overseas Branch merits nomination.

10. For each Branch selected, a Citation is to be prepared by the Proposer and forwarded to the Association Secretary for consideration by a Selection Panel.

Selection

11. The nominations will be considered by a selection Panel chaired by the Executive Committee Chairman and including the Representative Vice-Presidents and the Corps Secretary as members.

12. The Panel will agree a first and a second choice for the award and the Corps Secretary will forward the Panel's recommendations with Citations to the President of the REME Association for a decision. In exceptional circumstances, the President may decide that no Branch has performed well enough to merit the award.

Presentation

15. Wherever possible, the presentation of the Trophy to the winning Branch will be made publicly at the REME Association Annual Reunion after the Citation has been read out.

Custody

16. A Branch which has been awarded the Trophy is responsible for its safe keeping and may display it on appropriate Branch occasions. Insurance of the Trophy will be arranged by Association Headquarters.

17. The Trophy is to be returned to Association Headquarters in sufficient time in the following year for the name of the next winning Branch to be engraved on it prior to presentation.

Commemorative Memento

IS. On returning the Trophy to Association Headquarters the Branch will be presented with a Commemorative Memento as a permanent reminder of the year when it earned the award

REME ASSOCIATION HEADQUARTERS RESPONSIBILITIES

Duties and Responsibilities of The Association Secretary

1. Providing administrative and secretarial support to the Executive Committee.
2. Secretarial duties and other responsibilities, as required by the Executive Committee, in support of the Association Shop operation.
3. Providing guidance to new and existing Branches on running their affairs.
4. Arranging financial assistance to Branches as decided by the Executive Committee.
5. Liaison with Special Interest Groups and referring requests for recognition as Sponsored Groups or as Affiliated Groups to the Executive Committee.
6. Preparing and distributing The Handbook of the REME Association and updating it as necessary.
7. Recruiting Life Members of the Association by encouraging regular recruits and newly commissioned officers of the Corps to join.
8. Arranging National recruiting campaigns and providing assistance to local recruiting campaigns.
9. Providing a focus through which assistance to Life Members resettling into civilian life or seeking employment may be channelled from the appropriate agencies.
10. Providing a focus through which requests for assistance, financial or otherwise, from Life Members or their dependants who find themselves in difficult circumstances may be passed to the appropriate agencies.
11. Arranging visits to Life Members hospitalised in the UK from overseas or living in residential ex-service homes.
12. Arranging representation, at National level, in the annual Acts of Remembrance.
13. Arranging support, financial or otherwise, at National level for those activities which bring credit to the Corps.
14. Arranging, with financial support as decided by the Executive Committee, an annual Reunion at National level.
15. Arranging financial support for Regional Reunions.
16. Arranging the Annual Delegates Meeting.

17. Arranging Association participation in the Corps Weekend (when held) and in other appropriate central Corps functions.
18. Holding the Headquarters Association Standard and arranging for the Headquarters Association Standard Bearer to parade it on appropriate occasions.
19. Arranging the provision, on loan, of Branch Standards and arranging for the Headquarters Association Standards Marshal to take charge when a number are paraded together.
20. Collecting Life Subscriptions from applicants for Life Membership and passing them and donations from any source to the Corps Treasurer.
21. Issuing Life Membership Cards to new Life Members and providing them with a copy of the Rules on request.
22. Arranging contributions from the Central Funds of the Association to the REME Benevolent Fund, the REME Museum Fund and other funds which further the Aims of the Association and approving minor grants under delegated financial powers.
23. Participating in the preparation of Annual Budgets for the Central Funds of the Association, monitoring expenditure against budget and reporting to the Executive Committee.
24. Arranging publicity for the Association and its activities in the Corps magazine, *The Craftsman*.
25. Receiving and passing to the Director of the REME Museum of Technology material of historical interest concerning the Association.
26. Drafting an Annual Association Report for submission by the Executive Committee to the Corps Committee.

Responsibilities of Supporting Staff

31. **The Corps Treasurer.** The Corps Treasurer is to:
 - a. Maintains the Central Accounts of the Association ensuring that subscription income is divided between Capital and Income Accounts as directed and that Life Subscriptions from serving members are transferred from their initial contributions to the REME Central Charitable Trust as decided by the Corps Committee.
 - b. Arranges the investment of the capital of the Association as decided by the REME Corps Funds Investment Committee.
 - c. Assists in the preparation of the Annual Budgets for the Central Funds of the Association and in monitoring income and expenditure against budget for the information of the Executive Committee.
 - d. Prepares Final Accounts as at *31 December* each year and submits them together with the year's accounts for audit by auditors appointed by the Corps. Committee.

32. The Editor of *The Craftsman*. The Editor of *The Craftsman* is to arrange for material concerning the Association and passed on by the Association Secretary to be published in the Corps magazine.

33. The Director of The REME Museum of Technology. The Director of the REME Museum of Technology arranges for material of historical interest concerning the Association to be stored in the Corps Archives and displayed as appropriate.

WEARING OF REME EMBELLISHMENTS WITH PLAIN CLOTHES

The REME Regimental Tie

1. The REME Regimental Tie is defined in Corps Instructions and may be worn by Life Members of the Association.

The REME Association Tie

2. The REME Associate Tie, formerly known as the REME Civilian Tie, is defined in Corps Instructions and may be worn by Associate Members of the Association.

The Corps Badge

3. The Corps Badge is defined in Corps Instructions and may be worn on the breast pocket of a dark blue blazer by Life Members of the Association. Life Members who were serving in the Corps prior to the adoption of the present Corps Badge may wear the original Corps Badge in a similar position. Life Members in possession of a black blazer carrying the Corps Badge may continue to wear it.

The REME Association Lapel Badge

4. The REME Association Lapel Badge is a miniature version of the approved REME Association Badge and may be worn by All members of the Association.

Branch and Special Interest Group Ties

5. Branches and special interest Groups which wish to sponsor Ties for wear only by their members may do so provided prior approval of the design has been obtained from the REME Regimental Committee. Branches are to base their Ties on the Corps Badge.