



Trustee recruitment pack

Supporting trustees and strengthening committees

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Introduction

Thank you for your interest in becoming a trustee for your local RAF Air Cadets squadron. Trustees play a vital role in supporting squadrons, ensuring they have the resources and governance needed to provide incredible opportunities for young people. This pack provides key information about the role, what we're looking for, and how to get involved.

About the RAF Air Cadets

The Royal Air Force Air Cadets (RAFAC) is a national youth organisation sponsored by the RAF, offering young people aged 12 to 20 exciting opportunities to develop leadership, confidence, and skills through aviation, adventure training, sports, and community service.

The organisation is structured into six regions, 34 wings, and over 900 squadrons across the UK.

Each squadron is run by dedicated volunteers, supported by a Civilian Committee - a group of trustees responsible for fundraising, governance, and supporting squadron activities.

West Mercian Wing

West Mercian Wing supports over 900 cadets across 27 squadrons, covering Herefordshire, Worcestershire, Shropshire, the Black Country, and overseas in Cyprus.

County	Squadrons		
Shropshire	24 (Market Drayton)	28 (Shawbury)	63 (Bridgnorth)
	79 (Whitchurch)	83 (St Georges)	265 (Chetwynd)
	333 (Ludlow)	1130 (Wrekin)	1165 (Oswestry)
	1119 (Shrewsbury)	2379 (Dawley)	2497 (Cosford)
Herefordshire	124 (Hereford City)	151 (Leominster)	1002 (Ross-on-Wye)
Worcestershire	156 (Kidderminster)	187 (City of Worcester)	216 (Redditch)
	233 (Persore)	1017 (Malvern)	2516 (Droitwich)
Black Country	223 (Halesowen)	347 (Dudley)	451 (Stourbridge)
	2488 (Kingswinford)		
Overseas	10S (Akrotiri)	10SDF (Ayios Nikolaos)	

What is a Squadron Trustee?

A trustee is a volunteer who plays a crucial role in the oversight and governance of a squadron. Trustees support their local squadron by:

- Overseeing governance and compliance.
- Managing squadron funds and fundraising efforts.
- Building community partnerships and securing sponsorships.
- Ensuring the squadron has the resources needed to provide the best experience for cadets.

Each squadron has a Civilian Committee, which includes a Chairperson, Treasurer, and Secretary, elected annually at the squadron's Annual General Meeting (AGM). Some squadrons also appoint deputies, vice roles, or form sub-committees to focus on specific areas like fundraising or recruitment.

Squadron committees meet at varying frequencies - some prefer monthly meetings, while others meet quarterly. Where sub-committees exist, they may meet separately to focus on specific projects.

Why become a Trustee?

Volunteering as a trustee is a rewarding experience that allows you to:

- Develop new skills in leadership, governance, and fundraising.
- Make a real impact in your community by supporting young people.
- Be part of a passionate and dedicated team.
- Shape the future of the squadron and contribute to its long-term success.

Training and support

You will not be expected to do this alone! Trustees receive support and training from:

- Squadron Chairperson, Treasurer, and Secretary
- Wing Chairperson, Treasurer, and Secretary – Providing guidance and governance support.
- RAFAC Policies & Guidance – Ensuring you understand your responsibilities.
- Other Squadron Trustees – Sharing best practices and working together to support the cadets.

What we're looking for

We welcome volunteers from all backgrounds. You don't need a military background or experience with young people - just enthusiasm, reliability, and a willingness to make a difference. We are particularly keen to hear from individuals with experience in:

- Fundraising and finance
- Governance and compliance
- Community engagement and partnerships

Commitment and expectations

- Age requirement: 20 years or older.
- Residency: must have lived in the UK for at least three years.
- Meetings: attend squadron committee meetings (weeknights monthly or quarterly, depending on the squadron) as frequently as possible.
- Safeguarding: undergo a DBS and basic security check.
- Time commitment: flexible depending on your availability and expertise.

Opportunities for progression

Joining as a trustee is just the beginning! There are opportunities to take on greater responsibility, including:

- Squadron leadership: trustees elect a Chairperson, Treasurer, and Secretary at each squadron's Annual General Meeting (AGM). Some squadrons also appoint deputies or form sub-committees.
- Wing & Regional roles: those interested can take on sector or wing-level responsibilities, supporting multiple squadrons or engaging in regional and national discussions on governance and strategy.
- Transitioning to a squadron volunteer role: if you later wish to take a more hands-on role with cadets, we can support your transition to a uniformed or non-uniformed squadron volunteer position.

How to get involved

As part of our responsibilities as a youth organisation within the Ministry of Defence (MOD), there are a few important onboarding steps that all new trustees must complete. These ensure we're meeting our legal obligations around safeguarding, data protection, and good governance – and that you have the tools to support your squadron effectively and securely.

Once you're onboarded, you'll gain:

- A secure RAF Air Cadets email address for official business – vital for handling data, managing finances, and applying for grants.
- Access to Bader, our secure internal system for policies, templates, collaboration, and communication.
- Document storage tools, making it easy to securely manage minutes, financial records, and other key information.
- Weekly national briefings, keeping you up to date with the latest information across the organisation.
- Entry to the Wing Trustee Hub, our SharePoint site with resources, guidance, and templates built just for trustees.
- A supportive network of other trustees and Wing staff, with training events and advice when you need it.

Interested? Get in touch!

If you're ready to support young people and help your local squadron succeed, we'd love to hear from you!

- Express your interest through [CharityJobs](#).
- Informal chat – we'll arrange a short call to discuss the role.
- Squadron visit – meet the team and see how a squadron operates.
- Application and checks – complete an online form and safeguarding checks.

If you have any queries, please get in touch with the Wing Chairperson:

Ryan Phillips, via chair.wmw@rafac.mod.gov.uk