

Branch officer role descriptors

This document contains:

- **Generic role descriptor for all committee members**
- **Specific role descriptor for branch chair**
- **Specific role descriptor for branch secretary**
- **Specific role descriptor for branch treasurer**

Generic role descriptor – for all committee members

To ensure, on behalf of the members, that the branch meets the purposes and responsibilities defined in the regulation on RCN branches and in accordance with RCN policy and protocols and the RCN Dignity Charter.

Accountability: The branch committee is accountable to the board, and to the branch members at the AGM.

Committee members:

- organise the branch and its activities in support of the RCN's purpose in accordance with its policies and procedures, the regulation on RCN branches, and any guidance/ protocols issued by the RCN.
- deliver a programme of events and meetings to meet the needs of members and representatives.
- recruit members and activists to meet branch membership targets.
- act on behalf of the branch in the exercise of its representative and voting rights.
- identify all the workplace units within the branch area and aim to have a link representative in each workplace unit.
- foster activity in all workplaces within the branch area
- ratify the workplace elections and removal of RCN accredited representatives, in line with the RCN policy.
- co-ordinate collective branch action on any matter affecting the interests of nurses and the nursing profession in line with RCN policy and the Regulation on Industrial Action
- promote professional awareness and development by organising local professional activities and ensure there are appropriate links in place with national forums.

- lobby on behalf of nurses and nursing within RCN policy.
- regularly communicate with branch members and link members in workplaces units.
- have concern for the well-being of members who are in adversity and/or ill-health and direct them to RCN services appropriately
- implement and monitor branch diversity and equality activities as part of the branch annual plan.
- comply with and promote the RCN Dignity Charter and other governance policies.
- work in partnership with RCN staff, ensuring there is good communication and that local issues are reported to the regional/country office.
- be accountable to the relevant board and submit an annual plan and review of its activities to the relevant Board for approval.
- link with both network and workplace leads as appropriate.

Note, the Chair, secretary and treasurer of the branch also hold an executive officer role within the committee and can

- sign nominations on behalf of the branch for candidates in RCN Council, Presidential or other elections where required (noting that the branch is able to sign more than one nomination for election)
- authorise Congress agenda item proposals
- sign other documentation on behalf of the branch

Specific Role – RCN branch chair

Summary of role

- To provide leadership to the branch and to members of the branch committee, to ensure that the branch functions effectively and helps towards delivering the *RCN Strategic plan*
- To ensure that the branch complies with the Regulation on branches and other policies and processes relating to branches
- To co-ordinate the effective teamwork of the branch committee.
- To chair branch and branch committee meetings, ensuring that they comply with relevant policies and procedures

- To ensure that there is positive and proactive communication between the branch and the RCN regional/country board.
- To lead on the resolution of any internal membership disputes within the branch.

Specific Role – RCN branch secretary

Summary of role

- To be responsible for the effective administration of the branch and the committee.
- To act as the main point of communication in all matters both internal and external to the branch.
- To make all practical arrangements for branch and branch committee meetings.
- To draft meeting agendas (in conjunction with the chair), to distribute meeting agendas and papers, and ensure accurate notes are taken and appropriately distributed.
- To organise the branch annual general meeting (AGM); ensuring that the meeting arrangements complies with relevant policies and procedures and that all paperwork is completed both prior to and subsequent to the meeting.
- To ensure proper organisation of all workplace, branch and congress election processes in accordance with RCN election procedures.
- To ensure that RCN election procedures are followed when the branch agrees to support a candidate in an RCN election.
- To maintain regular contact with RCN staff at the country/regional office and to keep them informed of branch activity and issues.
- To be the point of contact with workplace link representatives in order to support them in their role.

Specific Role – RCN branch treasurer

Summary of role

To lead the planning and budgeting process for the Branch and is the link person with the board to ensure that the branch activities are reflected in the annual country/regional plan and budget

To liaise with the identified RCN country and regional staff in matter relating to branch budgets and historic branch funds and ensure that the financial information relating to the activities of the branch are clearly presented and understood by the branch committee and members.

To present the final financial position of the branch for the previous financial year (ending 31 December) to the AGM, the report will highlight key achievements of the branch and include the performance against the allocated budget for that year. The report will also include performance against allocated budget for the first six months (30 June) for the current financial year.

To ensure that the branch complies with requirements for branch funds.

Approved by RCN Council, 3 December 2015