

# Could this be YOU?



Royal College  
of Nursing  
Northern

**Taking on a branch role is a great way of becoming more involved with the RCN, energising RCN members in your local area and developing both personally and professionally.**

## A branch chair...

- provides 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
  - ensures that the branch complies with the regulation on branches and other policies and processes relating to branches
  - co-ordinates the effective teamwork of the branch committee.
  - chairs branch and branch committee meetings, ensuring that they comply with relevant policies and procedures
  - ensures that there is positive and proactive communication between the branch and the RCN regional/country board
  - leads on the resolution of any internal membership disputes within the branch.



## A branch treasurer...

- leads the planning and budgeting process for the branch and be the link person with the board to ensure that the branch activities are reflected in the annual country/regional plan and budget
  - liaises 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
  - presents the final financial position of the branch for the previous financial year (ending 31 December) to the AGM, highlighting key achievements of the branch and including performance against the allocated budget for that year.
  - ensures that the branch complies with requirements for branch funds.



## A branch secretary...

- is responsible for the effective administration of the branch and the committee
  - acts as the main point of communication in all matters both internal and external to the branch. makes all practical arrangements for branch and branch committee meetings.
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  - drafts meeting agendas (in conjunction with the chair), distributes meeting agendas and papers, and ensures accurate notes are taken and appropriately distributed
  - is the point of contact with workplace link representatives in order to support them in their role
- organises 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
- ensures proper organisation of all workplace, branch and Congress election processes in accordance with RCN election procedures
- ensures that RCN election procedures are followed when the branch agrees to support a candidate in an RCN election
- maintains regular contact with RCN staff at the country/regional office and to keep them informed of branch activity and issues.



## Get Involved, Get Inspired

Find out more. Contact [northern.region@rcn.org.uk](mailto:northern.region@rcn.org.uk)