

Role Descriptors for Branch Officers

Role Descriptor: Branch Chair

Title: Branch Chair role descriptor

Reporting To: Country and regional boards

Basis: In accordance with RCN Standing Orders (Definitions 1.4), a “Branch” means all the members within a geographical area which has been recognised as an RCN Branch by the Council following a recommendation by the relevant Board. Each year, the members will elect a Chair as part of a branch committee, annually at an AGM. The branch committee will be made up of between three and six members comprising of a chair, secretary and treasurer, and up to three other members.

Time commitment (including meetings): approximately 3 – 6 hours per month.

Eligibility: All branch members are eligible if their membership is active. They can be in any membership category paying full or discounted payment plans. There is no qualifying RCN membership period.

Purpose of the role

The Chair in conjunction with other committee members, will ensure 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 Respect Charter (these documents can be accessed [here](#)).

Key responsibilities of the Branch Chair’s role include:

- 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 five year strategic plan: A new dawn for nursing](#).
- To ensure that the branch complies with the Regulation on branches and other policies and processes relating to branches that can be accessed [here](#).
- 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, using all channels of communication as agreed between them including electronic channels.
- To lead on the resolution of any internal membership disputes within the branch.

Role Descriptor: Branch Secretary

Title: Branch Secretary role descriptor

Reporting To: Country and regional boards

Basis: In accordance with RCN Standing Orders (Definitions 1.4), a “Branch” means all the members within a geographical area which has been recognised as an RCN Branch by the Council following a recommendation by the relevant Board. Each year, the members will elect a secretary as part of a branch committee, annually at an AGM. The branch committee will be made up of between three and six members comprising of a chair, secretary and treasurer, and up to three other members.

Time commitment (including meetings): approximately 3 – 6 hours per month.

Eligibility: All branch members are eligible if their membership is active. They can be in any membership category paying full or discounted payment plans. There is no qualifying RCN membership period.

Purpose of the roles

The Secretary in conjunction with other committee members, will ensure 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 Respect Charter (these documents can be accessed [here](#)).

Key responsibilities of the Branch Secretary’s role include:

- 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 workplaces, 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.

Role Descriptor: Branch Treasurer

Title: Branch Treasurer role descriptor

Reporting To: Country and regional boards

Basis: In accordance with RCN Standing Orders (Definitions 1.4), a “Branch” means all the members within a geographical area which has been recognised as an RCN Branch by the Council following a recommendation by the relevant Board. Each year, the members will elect a Treasurer as part of a branch committee, annually at an AGM. The branch committee will be made up of between three and six members comprising of a chair, secretary and treasurer, and up to three other members.

Time commitment (including meetings): approximately 3 – 6 hours per month.

Eligibility: All branch members are eligible if their membership is active. They can be in any membership category paying full or discounted payment plans. There is no qualifying RCN membership period.

Purpose of the roles

The Treasurer in conjunction with other committee members, will ensure 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 Respect Charter (these documents can be accessed [here](#)).

Key responsibilities of the Branch Treasurer’s role include:

- To lead the planning and budgeting process for the Branch and to act as the conduit between the branch committee and 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 managing branch funds.

Role Descriptor: Branch Committee member

Title: Branch Committee member role descriptor

Reporting To: Country and regional boards

Basis: In accordance with RCN Standing Orders (Definitions 1.4), a “Branch” means all the members within a geographical area which has been recognised as an RCN Branch by the Council following a recommendation by the relevant Board. Each year, the members will elect officers to form a branch committee annually at an AGM. The branch committee will be made up of between three and six members comprising of a chair, secretary and treasurer, and up to three other members

Time commitment (including meetings): approximately 3 – 6 hours per month.

Eligibility: All branch members are eligible if their membership is active. They can be in any membership category paying full or discounted payment plans. There is no qualifying RCN membership period.

Purpose of the role

The committee members who are officers of a branch, shall on behalf of the members, ensure 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 Respect Charter (these documents can be accessed [here](#)).

Key responsibilities of a Branch Committee member role include:

- 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. These documents can be accessed [here](#).
- 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 [Guide to the RCN accreditation and dis-accreditation process for RCN Representatives](#).
- co-ordinate collective branch action on any matter affecting the interests of nurses and the nursing profession in line with RCN policy and the and the regulation on Industrial Action as outlined in the [RCN handbook](#)

- 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 Respect Charter and other governance policies, available [here](#).
- 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.

Approved by RCN Council, 3 December 2015
Light-touch review to update factual inaccuracies, August 2024.

Full review of this document will commence Autumn 2024.