

Role Descriptor: Branch Secretary

Title: Branch Secretary role descriptor

Reporting To: Country and regional boards

Basis: The Branch Secretary is a role held by one of 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:

- 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, a Branch is a group of 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

- 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 ensure that the Branch Treasurer role is clearly defined in the RCN Regulation on RCN Branches and in accordance with RCN policy and protocols and the RCN Respect Charter.

- 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 standards of the RCN Respect Charter (2008) (Revised) (RCNpp(t bo-4(y)-3) policies, available [here](#). WBT/F3 ATQ.0000080 59.32 31.5(a)le