



Making your retirement work for you.

PATRONS: Ethel Armstrong MBE

Ken Jarrold CBE

Branch Chairman and Vice Chairman

The Chairman is ultimately responsible for promoting the efficient working of the branch. Specific duties may include:

General

- Representing the branch in discussions with the local NHS Authority, the media and other external organisations.
- Responsible to the membership for promoting the efficient working of the branch.
- Responsible for ensuring that the aims and objectives of the Fellowship are carried out.
- Sets the tone for successful meetings and events.
- Leads the planning of the development of the branch, recruitment and retention.
- Promotes good relationships amongst members.
- Ensures branch attendance at regional / country meetings.
- Liaises with the Regional / Country Representative and is actively involved in the appointment of Regional / Country Representatives.
- Liaises with the Development / Fellowship Officer.
- Encourages members to attend conferences, seminars, social events and the national AGM.
- Agrees with the Honorary Treasurer a policy for the safe carriage of monies to the bank.
- Arranges for an independent examiner of good repute, who is not a member of the branch executive committee, to examine the branch Annual Financial Statement.

Branch Meetings

- Welcomes members and guests to branch meetings (with other members of the branch committee or with specific “meeters and greeters”).
- Ensures that arrangements are made to welcome and integrate new members.
- Welcomes speakers to meetings.
- Chairs and opens the meeting.
- Ensures that all necessary information is given to members (to include information from central office, national and branch events, outings etc.).
- Closes the meeting.

Committee Meetings

- Liaises with the branch secretary to confirm and agree an agenda.
- Ensures that minutes are taken at each committee meeting recording every decision taken
- Signs the minutes as a correct record.
- Conducts the meeting in accordance with the agenda and ensures that each committee member is encouraged to participate.

Publicity and Promotion

- Publicises the branch in local media and local NHS Authority newsletters.
- Ensures a presence in any local NHS pre retirement courses.
- Maintains contact with local CEOs and senior managers of Health Authorities.
- Invites attendance and input from CEOs / local NHS Chairman etc.
- Encourages the appointment of a local NHS liaison person from the NHS Authority.

Vice-Chairman

The Vice Chairman will deputise on any occasion in the absence of the Chairman and may take a lead role for some of the duties of the Chairman.

22.10.2015