



Making your retirement work for you.

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Branch Executive Committee

Descriptions of the roles of branch executive committee members have been brought together from staff and members and are based on current practice. The purpose of the descriptions is to assist branches; they are not exclusive or prescriptive. The numbers of committee members and the roles that they undertake is for branches to determine.

General principles

The majority of the branch committee should comprise members who have retired from working in the NHS and social care. The Chairman is the representative of the branch who will normally liaise with the local NHS Chief Executive and senior managers, the media and other external organisations; it is therefore recommended that this role should be taken by a retired NHS or social care employee.

Succession of roles

In some branches a vice or deputy to an Executive Committee member is usually the person who takes over the “lead” role at the end of that person’s period of office. This practice has advantages:

- The deputy has a period to become acquainted with the role whilst having an experienced “lead person” to shadow.
- The deputy is given an opportunity to identify the workload required and assess whether they can commit to this in the lead role.

There are, of course, disadvantages to this practice:

- A person putting themselves forward for election will be committing themselves to, perhaps, a total of six years; three years as a deputy and another three years as the “lead” officer.
- A branch may lose the opportunity to appoint an experienced person when electing to a particular lead role.

A member may be unwilling to put themselves forward for election if they are in the habit of going away for periods during the year. A strong committee with sufficient “deputy cover” will enable a continuity of support.

Members can be given the opportunity to “shadow” the committee member for a period of time to assess whether they feel able to put themselves forward for election.

Other than the chairman, the secretary and the treasurer, it is a matter for branches to decide what additional officers are required. Some branches have a publicity officer, a social secretary and a welfare officer; others have a number of people to support the secretarial and administrative function of the branch and to be the organiser of particular

activities e.g. a walking group, book club, photography group. The size of the branch and the amount of activity will determine the size of the committee and the required roles.

It is important that members should enjoy their role within the Fellowship, that no-one is given a role that is burdensome, and that shared responsibility (with clear boundaries) may reassure members who have other demands on their time or who may be apprehensive about taking on an unfamiliar role.

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