



Making your retirement work for you.

PATRONS: Ethel Armstrong MBE
Ken Jarrold CBE

Branch Secretary

The Branch Secretary is the executive officer of the branch and, with the assistance of other branch officers, will normally undertake the following duties:

Committee Meetings

- Arranges the agenda and convene all meetings of the branch committee.
- Records the proceedings and any decisions of the branch committee meetings and the AGM (unless undertaken by a Minutes Secretary).
- Ensures that information received from Central Office is reported to the committee.

Branch Meetings

- Convenes the meetings of the branch, including the Annual General Meeting.
- Informs members of all information and advice received from Central Office.
- Ensures that all members receive a programme of events for the branch.

General

- Develops and maintains the Branch Constitution, Rules and Procedures in collaboration with the Executive Committee, (adhering to the template documentation available on the website or from Central Office), submits it to the Branch AGM for approval and lodges a copy with Central Office.
- Ensures that the Branch committee and members are aware of the Fellowship Constitution and other guidance, policies and procedures, and uses them as reference when guidance or a ruling is requested by the Branch Executive Committee
- Deals with all general correspondence.
- Acts as the point of contact with the Central Office and the Regional / Country Representative.
- Maintains files of all correspondence and documents.
- Maintains an up to date register of all branch members, their address, telephone number and email address and sends amendments to the national database to Central Office online through the website, by email or by post on a monthly basis, or immediately changes occur
- Develops a branch web page, in conjunction with the committee members, for inclusion on the Fellowship website
- Sends information of interest to Central Office, Country and Development Officers (as appropriate) for inclusion in the Fellowship newsletter(s) (unless this is delegated to another branch officer).

To share the secretarial workload, branches may choose to appoint:

- A Database or Membership Secretary to maintain the register of members, send details of new members and amendments as they occur to the Central Office and to keep all branch information on the website up to date.
- A Social Secretary to agree and arrange a programme of outings and events.

- A Programme Secretary to agree the programme for the year, to book any speakers and to confirm their attendance and equipment requirements etc.
- A Minutes Secretary to record minutes of Committee meetings and the AGM.
- An Events Secretary to organize interest groups e.g. walking, book club, theatre outings, lunch club etc.

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