

Branch Secretary Role Description

This role description is only a guideline and each branch may require something slightly different

Purpose of the role

The role of the Branch Secretary is to support the Chairman in ensuring the smooth functioning of the Branch including its compliance to the Branch's constitution.

Key activities

- To prepare agendas in consultation with the Chairman.
- To circulate agendas and any supporting papers in good time.
- To ensure arrangements for meetings are met (booking the room, arranging for equipment and refreshments, organising facilities for those with special needs, etc) liaising with the Branch's Social Secretary if required.
- To check that a quorum is present at meetings and to keep a record of attendees at the meetings.
- To minute meetings and agree the draft minutes with the Chairman (and possibly committee members) before circulating to the committee members.
- To circulate agendas and minutes of the annual general meeting (AGM) and any special or extraordinary general meetings within the time specified by the Branch's constitution.
- To ensure up-to-date records are kept of committee membership and any changes made on the Membership Database with a note to the Regional Director.
- Respond to all committee correspondence.
- Liaising with the Branch Social Secretary for the timing and venues of meetings and with the Branch Contact (if this is a separate post).

Code of conduct

- To refrain from putting forward any personal points of view that is against CAMRA's policy or might bring the Campaign into disrepute.

Time commitment

- This role can take up as much time as you are prepared to give. Circa 2 hours a month is probably a minimum except at key times, for example in the run up to the Annual General Meeting, when a higher level of commitment might be required.
- In addition, attendance at branch and committee meetings is, in practice, obligatory unless you have a Deputy and/or Minutes Secretary.

Skills

- Organisational ability.
- Knowledge of committee work and procedures is useful as is minute-taking experience.
- Good communication and interpersonal skills.
- Impartiality, fairness and the ability to respect confidences.
- Approachable and sensitive to the feelings of others.
- Well organised and an eye for detail.
- Ability to work well with the Branch Chairman.

Support

- Support is available from CAMRA's Branch Support (Anita.Gibson@camra.org.uk).

- Advice and guidance on CAMRA policy is available from branch committee members and where, appropriate, people who have previously held the post.
- The Campaigner will run articles on best practice, hints and tips from other branches from time to time. If you can sign up by emailing: membership@camra.org.uk, including your membership number and email address
- The CAMRA website is also a useful source of information. A [User Guidelines for the Branch Committee Self Service System](#) on altering committee postholders can be found at: <http://www.camra.org.uk/page.php?id=776>