



BRANCH CHAIR

Background

A Branch Chair serves for terms of one-year and is elected by their branch on the basis of one member, one vote

The Chair of the Branch provides leadership and direction to their branch. They should encourage discussion within the branch ensuring that everyone has an opportunity to air their views.

Overall Purpose of the Job

1. To chair branch meetings and ensure that each member has an opportunity to air their views and that no one is allowed to dominate.
2. To hold branch meetings and other appropriate activities in collaboration with their group secretary that generates member attendance and encourages member participation.
3. To represent NFUS and be its spokesperson within the branch area.
4. To accompany their regional manager or group secretary to key meetings regarding issues affecting the branch.
5. To attend the National Council Meeting.
6. To work with their regional manager and group secretary to retain members and recruit new members within the branch.

Responsibilities

The main responsibilities of the position are to:

Updated 5 November 2020

1. Establish the branch agenda and set the frequency of branch meetings with their group secretary.
2. Ensure decisions taken by the branch are clear and the reasons for the decision is understood.
3. Ensure decisions reached represent the collective view of the branch members.
4. To communicate the views and opinions of the branch to the regional manager and regional Board and other appropriate individuals.

Remuneration

1. Travel and subsistence expenses to cover costs associated with official business will be re-imbursed.