

BRANCH COMMITTEE

Please find below a “simple” guide to the duties of members of a Branch Committee. I must stress that one has to remember that as a Virtual Branch, the challenges can be slightly different due to the branches demographics.

As to a time factor per month that each position can take up is really down to the individual as to how professional one wants to be. If one is happy they have done the job in 5 minutes, fine. One can only be judged by the branch members on how well the task is done!!!

ROLE OF CHAIRMAN

- a) It is the Chairman’s duty to guide Branch Committee deliberations and in this respect his rulings prevail. He must carry out its decisions providing they are lawful and within the terms of the Royal Charter, Rules, Byelaws and Branch Regulations.
- b) The Chairman should be just and impartial. He should not suppress discussion, but should keep it within reasonable limits. He should set an example of courtesy and forbearance. His business is to obtain the views of his Committee. He should ensure that the rules of debate are followed. that the work of the Committee is orderly, that discussion is kept to the point, and that a record of the Committee’s decisions is made.
- c) A Chairman should not take sides. An important duty is to ensure that everything said during the meeting is addressed through the Chair. Conversation between members is detrimental to the order of the proceedings and should be quickly, but courteously, checked. The Chairman must act democratically and accord equal treatment to all.

ROLE OF VICE-CHAIRMAN

The role of the Vice-Chairman is to be ready to step into the Chairman’s position as and when required.

Responsibilities of Members of the Committee

The Secretary shall be responsible to the Committee for:

- a) at the first meeting of the fully constituted Committee following the Annual General Meeting, drawing the attention of the Members of the Committee to their responsibilities as charity trustees as set out in any guidance issued by the Council.
- b) Dealing with correspondence addressed to the Branch.
- c) Maintaining the records of the Branch.
- d) Taking Minutes of General Meetings and meetings of the Committee.
- e) Arranging that decisions of General Meetings of the Branch and meetings of the Committee are implemented.
- f) Dealing with insurance matters for the Branch.
- g) Ensuring that any decisions made by the Committee &/or branch conform with the terms of the Royal Charter, Rules, Byelaws and Branch Regulations.

The Membership Secretary shall be responsible to the Committee for:

- a) Dealing with applications for membership of the Branch.
- b) Submitting to Area Headquarters the particulars required of Ordinary, Life and Associate Members for Area Registers maintained in accordance with Byelaw 10(1)(b).

- c) Informing the Area Headquarters of the names and categories of Association membership of the Members of the Committee.

The Treasurer shall be responsible to the Committee for:

- a) Receiving entrance fees and subscriptions.
- b) Paying the due proportion of entrance fees and subscriptions to the Area Headquarters.
- c) Receiving and disbursing Branch monies, including monies raised from entertainment and other functions in aid of Branch or Association funds, and maintaining books and accounts in compliance with such instructions as may be issued by or on behalf of the Council.
- d) Presenting to the Committee at each of its Ordinary Meetings a statement showing the current financial position of the Branch.
- e) Presenting to the Committee any specially called for Statement of Accounts and Report of the Auditor or Independent Examiner that will be or has been forwarded to the Area Headquarters in accordance with Byelaws 40(1)(d)(iii).
- f) (f) Presenting to each Branch Meeting (other than the Annual General Meeting) a statement showing the current financial position of the Branch.
- g) Presenting to the Committee and to the Annual General Meeting the Statement of Accounts of the Branch for the preceding financial year and the Report of the Auditor or Independent Examiner.
- h) Submitting to the Area Headquarters by 31 March each year a copy of the Statement of Accounts for the preceding financial year and the Report of the Auditor or Independent Examiner.

The Welfare Officer shall be responsible to the Committee for:

- a) Promoting the welfare by charitable means of those members of the Branch and those persons who are eligible for the welfare support of the Association under the terms of Article 2 of the Royal Charter in accordance with any guidance or direction issued by the Central Headquarters of the Association or by the Area Headquarters.
- b) Acting as adviser to and agent of the Royal Air Force Benevolent Fund in connection with applications for assistance from that charity.
- c) Maintaining a record of welfare work and of receipts and expenditure for welfare purposes.
- d) Making regular reports to the Committee on welfare work.

The Wings Appeal Organiser shall be responsible to the Committee for:

- a) Organising the raising of funds for Battle of Britain Wings Appeal in accordance with any guidance or direction issued by the Fundraising Department of the Association or by the Area Headquarters.
- b) Come up with varied and possibly challenging ideas for ways that the branch and its members individually might raise funds for the Association's annual Wings Appeal
- c) Providing such returns and reports on the fundraising as may be required by the Fundraising Department or the Area Headquarters.
- d) Order for the participating branch members the necessary equipment etc to perform their tasks where the items are supplied by the Association
- e) Ensure that all participating branch members understand the need to bank all raised funds into the correct branch accounts with the correct corresponding reference code
- f) Report back to the Committee, at its monthly meeting, progress on the members endeavours.

The Social Events Coordinator shall

- a) Organise Branch trips and/or visits to different locations nationwide, where possible, at a sensible cost to each member.
- b) Along with his/her Social Events Team members ensure that all branch members are notified of these events and that the maximum number of members, plus partners etc, can attend.
- c) Ensure that all possible fund raising opportunities are maximised at each event.
- d) Liaise with the Newsletter Editor and the Web Master to ensure that each event receives maximum publicity.
- e) Report back to the Committee, at its monthly meeting.

The Conference Delegate, (Area/National), shall

- a) Have a good working knowledge of the RAF Association's current Governance Handbook and Finance Handbook.
- b) Be a good orator. (There is always the possibility of having to stand and speak in front of up to 500 people.)
- c) Be able to attend both Conferences annually, no matter where there are held. Transport costs are covered as is accommodation.

The positions of **Newsletter Editor** and **Web Master**, in the Global Branch are co-opted members of the committee.