

BRANCH CHAIR

Role Description

The Branch Chairman is the senior elected Trustee on the Branch Committee. The Branch Chairman is to show strong leadership, management and diplomatic skills in ensuring that a close bond and liaison is maintained between the Trustees, the Branch members and their Area.

The Branch Chairman should implement policies issued by the Council and the BMC but be prepared to represent the views and concerns of the Branch.

The Branch Chairman must have extensive knowledge of all issues affecting the Branch and ensure that it complies with Association policies and procedures. The Branch Chairman must be conversant with the Governance Handbook and other relevant policies and procedures and must be prepared to advise the Trustees accordingly.

The responsibilities of a Chair are to:

- Chair and manage meetings effectively ensuring that they are planned accordingly to content and time, avoiding the imposition of personal ideas on the meeting but encouraging participation from members.
- Direct all Branch activities and delegate duties to the Trustees and ensure that these duties are performed effectively and in accordance with Association policies and procedures.
- Ensure that proper handovers take place between newly elected Branch Officers, Trustees and their predecessors. This includes ensuring that all minute books, correspondence, Association publications, Branch papers and keys are handed over.
- Ensure the Treasurer has a correct audit / examination undertaken and that this is agreed by both the outgoing and incoming Treasurers and that both are satisfied with the security of cash and cheque books.
- Ensure that the Wings Appeal, welfare and membership responsibilities of the Branch as identified below in paragraphs 26, 28 and 29 respectively, are met.
- Set an example as an active member of the Association and to be available for advising both the Trustees and Branch members when necessary.
- Ensure that sub-committees, individual Trustees and members for specialist functions are appointed where necessary.

- Ensure that all Trustees, Committee members and others filling Branch appointments are aware of their duties and responsibilities and encourage them to undergo training.
- Wherever possible ensure that all new Members receive an induction to the Branch and the Association.

Person specification

In addition to the person specification for a trustee, the Chair should have the following qualities.

- Strong leadership skills
- Management skills
- Ability to encourage team work
- Good knowledge of the policies and procedures of the Royal Air Forces Association

All Trustees are also required to sign a '[Declaration of Good Character](#)'. The Declaration requires each Trustee to confirm there is no reason that would disqualify them from serving as a charity Trustee.

All Trustees and sub-committee members are to accept and sign the following statement:

'I acknowledge my responsibility as Branch Officer/Trustee and agree to follow in every respect the duties and responsibilities as contained in the Royal Charter, the Governance Handbook and the Finance Handbook as required by Council and the relevant charity law.

I also agree to my contact details being published (hard copy and digitally) subject to data protection laws. I will be vigilant in serving the interests of the Royal Air Forces Association.'

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Name: _____

Date: _____

Signed: _____

For a discussion of the role and responsibilities of a Trustee please contact Association HQ at governance@rafa.org.uk

*A signed copy of this statement should be given to the Branch Chair. The statement must be kept for all serving Committee members and retained for seven years after they have left the position. The Branch 1056 will require Branches to acknowledge that Trustees of the Branch have seen the role description, and signed the statement above.