

BRANCH SECRETARY

Role Description

The Branch Secretary has a very important position in that they are responsible to the Branch Chairman and Committee for the efficient management of the Branch administration.

The Branch Secretary's role as part of this remit is to organise Trustee and general Branch meetings on a regular basis, to organise AGMs and SGMs and to liaise with the Area, BMC / HQ regularly to update information such as replacement officers, handle all vital documents pertaining to the Branch and control all aspects of the governance of the Branch.

The Branch Secretary should be computer literate to enable them to maintain and to keep back-ups of Branch records in an electronic format.

The responsibilities of a Secretary are to:

- Act as point of contact for receipt of correspondence issued by the Council, Area Council or by HQ and to ensure that all correspondence received is communicated to the Trustees for appropriate action.
- Liaise with the Branch Chairman in the preparation of the agendas for all Branch meetings, including Trustee, Branch and General meetings, ensuring that all the Trustees are provided with the relevant details.
- Attend and record minutes of all Branch meetings, including Trustee, Branch and General Meetings; ensure that such Minutes are made available to all members and safeguard all papers and documents of the Branch, especially legal documents such as insurance policies.
- Oversee the preparations for the Branch Annual General Meeting and particularly in relation to Trustee elections.
- Be the first point of contact for any insurance and data protection queries.
- Be able to access all published handbooks, publications and guides for reference documents electronically.
- Forward without delay any information required by or on behalf of the Council, or Area Council or HQ.
- Ensure all returns, including to the Association and regulators, are fully completed, signed and dated and submitted within the determined timescale.

Person specification

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

- Organisational ability
- Knowledge or experience of business and committee procedures
- Minute-taking experience, if this is not being delegated to staff

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.'

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.