

VOLUNTEER ROLE DESCRIPTION

ROLE TITLE: Branch Secretary

LAST UPDATED: January 2017

REACH: Branch Region UK & ROI International

1. MAIN PURPOSE OF ROLE

As part of the Branch Leadership Team, ensure that meetings are effectively organised and minuted, the legal and regulatory requirements of the branch are met and effective records and administration are kept.

2. POSITION AND SUPPORT IN ORGANISATION

Accountable to: Branch Director

Accountable for:

Liases with:

Works within a team of: Branch Leadership Team (BLT)

This role description needs to be read in conjunction with the Branch Trustee role description in Affiliate branches and the Elected Team Member role in SCC branches

3. KEY RESPONSIBILITIES

- Advise and guide the board of any legal and regulatory implications of the charity's activity.
- Liaise with the members of the Leadership Team to plan, arrange and administer meetings, ensuring all meetings comply with the requirements of the branch's governing document / agreements.
- Ensure agendas and supporting papers for meetings are produced and accurate minutes of meetings are kept.
- In affiliated branches, act as company secretary and ensure that company law, charity law, and regulatory requirements of reporting and public accountability are complied with.
- Keep an up to date register of branch members.
- Acting as the custodian of the branch's governing documents and agreements, in liaison with the Leadership Team, reviewing their appropriateness and monitoring that the charity's activities reflect the objects of the charity.
- Act as the holder statutory registers and books, and other legal and important documents such as insurance policies.
- Supporting the Leadership Team members in fulfilling their duties and responsibilities, organising inductions and ongoing training.
- Ensuring that Leadership Team decisions are implemented in accordance with the charity's governing document or other internal operational procedures.
- Acting as a signatory on charity cheques (including any electronic transactions) and any applications for funds.

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- Ensuring the charity's stationery, including electronic communications (emails, websites etc.), orders, invoices, cheques and other relevant documents include all the details required under company law and, if applicable, charity law and/or VAT law.
 - Managing various other functions of the charity, including estates, personnel, finance, pensions, money-laundering concerns, and data protection, as delegated.
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4. QUALITIES & EXPERIENCE

- The branch Secretary will, ideally, have experience of charity administration and knowledge of the rules that govern charitable companies.
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5. APPOINTMENT AND TIMESCALES

- Appointments are until the next branch Annual General Meeting (AGM) for affiliate branches and the next Annual Branch Meeting (ABM) for SCC branches
 - Post holders may be re-elected for additional terms as long as they have not served for more than six consecutive years at the point of re-election
 - Post holders in affiliate branches are Trustees
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6. LOCATION, TRAVEL & EXPENSES

- Based at the branch
 - All out of pocket expenses related to the role will be reimbursed by the branch in line with the relevant branch expenses policy.
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7. BENEFITS

- Opportunity to positively affect the work of Samaritans
 - Opportunity to develop/use skills
 - Personal development and training
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8. RECRUITMENT AND SELECTION PROCESS

- At every AGM/ABM the elected members of the Leadership team (including the Secretary) step down and an election is held to appoint new members.
- Persons stepping down may stand for reappointment provided that they have not served for more than six consecutive years

This role description has been constructed as a best practice template. To ensure it remains in line with current Samaritans policy and operating practice, any branch adaptations to the content should be made following consultation with the Volunteering Team.