

# 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 Elected Team Member role in SCC branches.*

---

## 3. KEY RESPONSIBILITIES

- Advise and guide the Leadership Team 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.
- 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 of 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.
- 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.

# VOLUNTEER ROLE DESCRIPTION

---

## 4. QUALITIES & EXPERIENCE

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

---

## 5. APPOINTMENT AND TIMESCALES

- Appointments are until 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.

---

## 6. LOCATION, TRAVEL & EXPENSES

- Based at the branch but mostly work remotely.
- All out of pocket expenses related to the role will be reimbursed by the branch in line with the relevant branch expenses policy.

---

## 7. BENEFITS

- Opportunity to positively affect the work of Samaritans.
- Opportunity to develop/use skills.
- Personal development and training

---

## 8. RECRUITMENT AND SELECTION PROCESS

- At every 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.
- All new Samaritans volunteers should complete the Core Development for Support Volunteers digital modules if not already a Listening Volunteer.

---

**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.**