



## **IHBC BRANCH OFFICERS: SUMMARY OF ROLES & DUTIES**

<b>Date</b>	December 2017
<b>Version</b>	2
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<b>Review Date Due</b>	December 2018

### **Background**

The IHBC is a professional body, a charity and a voluntary organisation. The IHBC cannot work effectively without the contribution of our volunteers, and we are extremely grateful for the dedication and contributions to the cause shown by volunteers across the UK and beyond. The IHBC's branch network provides the infrastructure for guiding our volunteers activities across the UK, and the Branches have a corresponding formal representation on the IHBC's council as well as financial support for their work.

This document provides guidance for the IHBC's Branch operations. It is a working document produced by the IHBC's national office in consultation with the Branches. It does not try to cover all possible arrangements or actions. Each Branch does, and should, develop its operations to suit its circumstances, so not all options can be identified. Any major variations in working practices can be reported in the Branch Business Plan if deemed appropriate. Further comments, additions and corrections to this document are always welcome, and should be sent to Seán O'Reilly at [director@ihbc.org.uk](mailto:director@ihbc.org.uk).

### **Context**

This is a guide to the activities covered by IHBC Branch Committee members. For clarity, the activities are aligned with what might be by formal appointments. However it is unlikely that all posts or roles will exist in any Branch.

Many roles may be shared out between members to respond to particular circumstances, such as professional interests or geography. Some activities may be subsumed within other posts – e.g. Membership Secretary duties could be carried out by the Branch Secretary or Branch Representative. Key activities can be delegated or re-assigned for particular cases or circumstances, to ensure that duties are not too onerous for a single officer. In particular branch committee members could have a shared

responsibility in events, education and policy areas. If there is not a specific officer in charge of an area of operation, it is essential that the Branch Committee maintain a clear line of responsibility, particularly in areas of finance and membership.

Some formal appointments can include corresponding roles with appropriate committees of the national body. Regardless of structure, at any time, as circumstances require (and as agreed within the branch), members with a particular interest can liaise with the national office or national committees.

Only Branch Representatives elected at the national AGM are required by the IHBC's Memorandum and Articles to be Full Members. However the expectation is that most activities would be carried out either by Full Members or Affiliates. Full Members would be expected to lead on policy, education and membership, as well as to hold key management posts.

Posts may require availability for up to 8 meetings a year (inside or outside working hours, according to branch practice). Of course additional communications or issues can bring significant additional resources to those identified below. Generally, this is in line with any voluntary activity. All roles will require easy access to e-mail as well as a good IT competence, as would be expected of an IHBC Full Member.

**Branch posts and activities essential to the effective operation of the Branch are identified by asterisks (\*).**

A Branch is not viable if these posts and activities are not secured, and the national office of the IHBC should be informed immediately.

## **CHAIR\***

### **Key task: Oversee branch operations. Chair and direct Branch meetings**

1. \* Oversee all branch arrangements and operations, including AGM arrangements and providing overall direction for the Branch
2. \* Oversee and ensure the submission of a current (annual) Branch Business Plan in line with National Office guidance
3. \* Oversee and secure the implementation of the current Branch Business Plan, alerting National Office and Council (through the Branch Representative) as required to any concerns over achieving targets and/or objectives
4. \* Liaise as point of contact for wider Branch membership (identified as 'Branch Contact on web and contacts list)
5. \* Oversee content of meeting agendas
6. Liaise with Branch representative on council to promote communication and understanding between Branch and national body
7. Oversee financial and funding arrangements with Branch Treasurer
8. Represent the Branch in public activities relevant to the Branch as appropriate
9. Maintain oversight of operations to ensure currency of Branch Committee web page on national IHBC web site, and related communications (e.g. regarding events notification to national office)
10. Inspire and guide committee members, and oversee officers and appointments to ensure balanced representation, securing support from national office as required
11. Liaise informally with national office and IHBC officers as required

Time implications: 3-6 Branch meetings p.a.; others as required.

## **VICE-CHAIR**

### **Key task: Support the Chair in all areas of responsibility as agreed in branch.**

1. Support the chair in all areas of responsibility
2. Accept portfolio responsibilities as required to ensure the proper operations of the Branch

Time implications: 3-6 Branch meetings p.a.; others as required.

## **BRANCH REPRESENTATIVE (ON COUNCIL)\***

**Key task: To represent the interests of the IHBC as a trustee on the governing council, and maintain communication between Branch, Council and national office as appropriate.**

1. \* Represent the interests of the IHBC by serving as a director and trustee on the council (Board) of the IHBC, legally responsible to the national body
2. \* Ensure effective communication between Branch and Council on all organisational matters, including financial, educational and operational
3. Submit regular reports to Council on Branch operations.
4. Ensure that Branch concerns are raised direct with National Office or on council as appropriate

Time implications: 4 Council meetings p.a. and Branch meetings according to Branch practice.

## **TREASURER\***

**Key task: Control, record and manage all income and expenditure, including funding opportunities**

1. \* Oversee and manage Branch finances
2. \* Complete & submit branch returns for the previous financial year (October - September) by the end of November
3. \* Complete (or oversee) and submit Branch Business Plan in line with Branch operations for September or December council meetings, first obtaining committee or AGM approval as necessary.
4. \* Oversee the budgets and financial viability of events, activities, initiatives etc
5. \* Request national funding from national office following Council's approval of Business Plan (contact [admin@ihbc.org.uk](mailto:admin@ihbc.org.uk) for details)
6. Liaise with national office (and council as necessary) on strategic financial issues for the branch, e.g. special insurance requirements, events or initiatives requiring additional core funding from national funds etc.
7. Report funding situation to branch committee meetings and branch AGM

Time implications: 3-6 Branch meetings p.a.; others as required. Most of the workload will likely be from August to November whilst the Branch financial returns and business plan are in preparation

## **SECRETARY\***

**Key task: Arrange, document and archive information on Branch committee meetings, advising and guiding officers of responsibilities as required**

1. \* Prepare AGM papers and ensure that AGM venue is suitably served for the event
2. \* Issue notice of AGM at least 28 days before the event
3. \* Notify National Office of ALL meetings and/or events (e-mail [support@ihbc.org.uk](mailto:support@ihbc.org.uk) with dates for inclusion in web diary)
4. \* Take minutes of branch meetings and AGM as required
5. Liaise with all Branch officers, under the guidance of the Chair, in preparation and circulation of agenda for branch meetings
6. Maintain and operate the up-to-date list of branch members provided by the national office, as well as any other Branch-based contact procedures and systems.
7. Liaise, as required, with National Office on relevant matters, especially the Business Office (Lydia Porter, [admin@ihbc.org.uk](mailto:admin@ihbc.org.uk)) on administrative issues (branch paper etc) and Membership Services Officer (Carmen Moran at [membershipservices@ihbc.org.uk](mailto:membershipservices@ihbc.org.uk)) on professional or events issues (e.g. event management etc)
8. Secure, or oversee, arrangements for committee meetings.
9. Manage all relevant records (minutes; archiving etc)

Time implications: 3-6 Branch meetings p.a.; others as required.  
Increased workload may occur in advance of each committee meeting or AGM.

## **EVENTS OFFICER**

**Key task: Oversee and as required manage events, including arrangements for billing, directions to venues, liaising with speakers and venues,**

1. Plan, organise and conclude events, securing and directing support from committee members and others as appropriate
2. Maintain and oversee input to programme of future events
3. Liaise with partners involved with events or events programming, including other organisations and individuals, and (in conjunction with Branch Education Secretary), with IHBC Education Secretary
4. Carry out, or oversee delegation, of events activities relating to the Branch

Time implications: 3-6 Branch meetings p.a.; others, including with partner organisations and representatives for events as required.

### **MEMBERSHIP OFFICER**

**Key task: Manage membership applications in a timely and confidential manner, liaising with the National Office and on behalf of Branch as appropriate**

1. Liaise with National Office on Membership applications in the Branch, receiving, circulating and responding on applications in a timely fashion
2. Secure and distil comments from relevant parties on applications
3. Provide additional guidance on applications to actual or potential applicants
4. Maintain familiarity with membership assessment guidelines, procedures and standards as required
5. Operate to the highest ethical, administrative and organisational standards and provide discrete and confidential advice and guidance

Time implications: 3-6 Branch meetings p.a.; others as required.

### **EDUCATION OFFICER**

**Key task: Provide a contact point for all relevant educational and training (national, regional and local) issues relevant to Branch interests, including especially the IHBC Education Committee.**

1. Maintain familiarity with education issues and IHBC education and training strategy at national level, and feed these to branch planning and activities
2. Develop and maintain links with and information on local and regional educational bodies (including courses) and initiatives,
3. Feed activities and actions back to the IHBC Education Committee.

Time implications: 3-6 Branch meetings p.a.; others as required.  
Email receipt of Education Committee papers.

## **CONSULTATIONS/POLICY OFFICER**

**Key task: Provide a contact point for all relevant policy issues relevant to Branch interests**

1. Maintain familiarity with policy issues at UK and national levels as appropriate, in particular through contributing to the IHBC's e-based consultations panel (Contact James Caird: [consultations@ihbc.org.uk](mailto:consultations@ihbc.org.uk)) and feeding relevant issues to Branch committee and members as appropriate.

Time implications: 3-6 Branch meetings p.a.; others as required.

## **COUNTY REPRESENTATIVE**

**Key task: To provide a conduit for communication between the wider membership and the Branch Committee.**

This is a linking role that operates mainly in England. It can include:

1. Discussion and report on IHBC matters at county meetings of conservation officers and other professionals as circumstances dictate. This includes providing information on the activities of the branch committee, publicising events and ensuring members know what is happening.
2. Building up contacts with members and relevant professionals in the county.
3. Co-ordinating requests from the Secretary or Branch Representative for information from the membership. This can include sending out emails and other requests and collating information into a suitable form for return. This can often include some chasing up of information and preparation of feedback to a tight deadline.
4. Feeding back the views of members in the county to committee meetings.
5. Raising issues at committee meetings on behalf of members in the county.
6. Preparing a report of activities in the County for branch AGM.
7. Providing feedback on membership applications.

Time implications: 3-6 Branch meetings p.a.; others as required.

**Other possible posts:**

- Newsletter editor
- Formal committee representatives on other bodies
- Branch conference organiser
- Student representative,
- Private sector representative,
- Web site link officer,
- Publicity officer

IHBC National Office, December 2017