

RESPONSIBILITIES OF THE BRANCH CHAIRPERSON

The Branch Chairperson's prime role is to lead, guide and oversee the successful Management of the Branch in alignment with the Institute's strategic and business plans.

- To conduct successful and relevant Branch meeting and activities ensuring members are supported in training, product information and networking.
- In liaison with the Branch Secretary and the Branch Executive Committee, provide informative and topical agenda's along with appropriate meeting venues that ensure strong member attendance and participation.
- To lead and co-ordinate effective discussion forums with members on issues of national and local importance relative to the building sector and ensuring the collective and agreed views and positions of members are appropriately recorded and available to National Office. *(Note: The branch forum is not a vehicle for individual grand standing and similarly the minutes should not reflect an individual's opinion unless supported by members in attendance).*
- To work closely with the Branch Secretary to encourage branch member participation in all forms of branch activity.
- Support and encouragement of National Office initiatives at a local level.
- Promotion of membership of the Institute.
- To personally invite all new members to the next branch meeting following their membership approval.

RESPONSIBILITIES OF THE BRANCH SECRETARY

The Branch Secretary is the administrative officer of the branches affairs and as such has responsibilities for the following:

- Receipting and recording of all incoming mail.
- The accounting of branch expenses (if any) and arrangements for payment.
- Venue co-ordination and booking.
- Agenda and minute preparation.
- Meeting Management including attendance register, Guest Speaker notifications and timetabling.
- In co-ordination with the National Office Membership Co-coordinator, the maintenance of the confidential branch membership list. Please note the membership list is only to be maintained and handled by the Branch Secretary and is not to be supplied to any member or third party. Any uses other than for recording information relative to the branch must be approved and confirmed in writing by the Chief Executive.
- Forward all membership applications and resignations to National Office for processing.