

3. Branch Chairman

3.1. The Branch Chairman is the senior elected Officer on the Branch Committee. He is expected to show strong leadership, management and diplomatic skills in ensuring that a close bond and liaison is maintained between the Branch Committee, the Branch members and the County. He should be loyal to the County Committee, the Membership Council and Board of Trustees but be prepared to represent the views and concerns of the Branch through the County Chairman.

3.2. The Branch Chairman is accountable for all Branch activities and must delegate activities in a manner that will ensure duties are performed effectively.

3.2.1. The Branch Chairman must have extensive knowledge of all issues affecting the Branch and ensure that they comply with Legion policies and procedures. The Branch Chairman must be conversant with the Royal Charter, the Membership Handbook and other relevant policies and procedures, and must be prepared to advise the Branch Committee accordingly.

3.3. Key responsibilities of a Branch Chairman

3.3.1. Direct all Branch activities.

3.3.2. Chair and manage meetings effectively ensuring that they are planned accordingly to content and time, avoiding the imposition of personal ideas on the meeting but encouraging participation from members.

3.3.3. Delegate duties to the Committee members and to ensure that these duties are performed effectively and in accordance with Legion policies and procedures.

3.3.4. Ensure that proper handovers take place between newly elected Branch Officers, elected Committee Members and their predecessors. This includes ensuring that all minute books, correspondence, Legion publications, Branch papers and keys are handed over.

3.3.5. Ensure the Treasurer has a correct audit/examination undertaken and is agreed by both the outgoing and incoming Officers and that both are satisfied with the security of cash and cheque books.

3.3.6. Set an example as an active member of the Legion and to be available for advising both the Committee and Branch members when necessary.

3.3.7. Ensure that sub-Committees, individual Officers and members for specialist functions are appointed where necessary.

3.3.8. Ensure that all Branch Committee Members are aware of their duties and responsibilities and encourage them to undergo training.

3.3.9. Ensure all new Members receive an induction to the Legion