



# Branch Secretary

## Volunteer role profile

### **The purpose of the Branch and the role:**

We are the professional body for HR and people development, championing better work and working lives Branches are our network of HR, L&D and OD volunteers, engaging members locally in line with the CIPD's purpose and vision and the needs of the local community

As Branch Secretary, you will work collaboratively with the Committee, CIPD HQ teams, the Branch Development team and you will support the committee to make sure the branch's activities are in line with CIPD policies and procedures, Branch Terms of Reference and external regulations (including Data Protection)

### **What you will do:**

- Lead on all governance and quality compliance for the branch, in line with CIPD and external responsibilities and guidelines
- Keep up to date on Data Protection, making sure all committee members at the branch understand their responsibilities around member and customer data
- Ensure all committee members undertake Data Protection training withing a reasonable time of joining the committee
- Develop a working knowledge of the CIPD Branches Terms of Reference to be able to advise, support and resolve questions of interpretation or governance
- Plan and organise the Branch Annual Meeting, following guidance from the Branch Development Team
- Keep up to date with communications from the Branch Development Team (including Branch Links and FAQs) and provide regular feedback to central CIPD teams on local activities, developments and issues
- Maintain up-to-date knowledge of member roles and accountabilities, CIPD literature and resources, contacts, and central CIPD support in order to respond to or signpost member queries, including from the branch inbox
- Maintain secure lists of committee members, 'friends' of the branch and other independent practitioners and organisations who support branch activities, in line with data protection renewing contracts for services, and keeping the conflict of interest register up to date
- Submit current committee list on an annual basis to include new committee members to the branch development team

### **What skills and experience do you need?**

- This role ensures compliance and good practice in branch management You will support the leadership roles of the branch
- Good organisational and administrative skills are required
- Sensible balanced judgement to support branch management is essential
- Ethical competence and an ability to mediate and resolve conflict
- Governance knowledge and experience would be an advantage

- HR, OD and L&D professionals across all professional grades of membership
- Experienced and confident communicators who can work efficiently and effectively with both the committee and CIPD staff
- Advanced organisational and administrative skills and the ability to prioritise

### **What are the benefits to you?**

- Be at the cutting edge of HR, L&D and OD and play an active role in shaping the CIPD agenda
- Raise your profile and broaden your professional network
- Have fun and enjoy a new challenge
- Learn and implement good governance and quality, and develop new skills, such as mediation and conflict resolution
- Demonstrate your passion for your profession
- Create a personal legacy by helping to inspire the future HR generation

### **What is your commitment?**

- You can serve an initial term of up to three years Appointments are renewable upon expiry of the initial term, but you should not hold the same office for a period in excess of six years
- One monthly committee meeting
- Time commitment varies depending on the local area/branch You can discuss the time you have available with your Branch Chair
- Foster an inclusive working environment that enables a diverse range of people to work together effectively and collaboratively
- Abide by the CIPD Code of Professional Conduct and Statement of Expectations for volunteers at CIPD

It is important that volunteering at CIPD is a positive experience for all involved If you are unable to meet the required commitment and behaviours set out in the Statement of Expectations, or fulfil the responsibilities of your role, we may ask you to step away or pause to ensure the branch is fully supported

### **What support is provided?**

- An induction session
- Toolkits, resources and information, including monthly Branch Links newsletter (latest developments, news, policy updates)
- Ongoing support from the Branch Development Team
- A handover from the current role holder
- Relevant compliance training, such as Data Protection
- Ongoing learning opportunities

### **Data privacy statement**

*As a CIPD branch committee volunteer, it is crucial you can collaborate and communicate with other branch committee volunteers and also the CIPD Branch Development team. To facilitate this interaction across our thriving, vibrant branch network you understand that minimal data which is likely to identify you (such as your full name, preferred email address, branch committee role e.g. Chair, Treasurer etc) will be available via Microsoft Teams (or other secure communication platform used by CIPD from time to time) for this purpose. Specifically, you may receive direct communications from other branch committee volunteers through this platform related to branch committee activities as this is in the legitimate interests of CIPD and necessary to fulfil your role.*