



BRANCH CHAIRMAN

ROLE

The Branch Chairman is elected by the members in accordance with the Branch Rules.

The role of the Branch Chairman includes the duties shown below and such additional duties as may be conferred by the Executive Board, National Council or Branch Committee.

MAIN DUTIES AND RESPONSIBILITIES

The Branch Chairman will fulfill the role and carry out the duties defined below:

- To attend and preside at all meetings of members at Branch level and the Branch committee.
- At the branch Annual General Meeting to present to the members a report covering his tenure as the Branch Chairman.
- To represent, where appropriate, the Federation as head of any Branch delegation attending meetings with local government officials or officials of any official or non-official bodies.
- To represent the Federation at local functions where in his judgment it should be represented.
- To be available to the local media when necessary during the tenure of his office to issue statements or make announcements on matters of national or Federation issues in keeping with the declared policies of the Federation.
- To be aware of and apply the constitution at Branch level.
- To ensure the smooth running of the Branch.
- To liaise with the Branch Secretary over the production of meeting agenda.
- To delegate a Branch Vice-Chairman or other appropriate member to carry out his duties if for any reason he is unable to fulfill them.