



Federation of Small Businesses
The UK's Leading Business Organisation

REGIONAL and BRANCH SECRETARY

ROLE

The office of Regional and Branch Secretary within the Federation is an elected office that carries with it a number of essential tasks. These are explained in more detail in the Guide for Region and Branch Secretaries issued following election.

MAIN DUTIES AND RESPONSIBILITIES

- To ensure that Region and Branch meetings are called on a regular basis and in accordance with the rules.
- To liaise with the Regional or Branch Chairman in the preparation of an agenda.
- To attend and minute all meetings of the Regional or Branch committee.
- To receive and respond to correspondence in accordance with decisions of the Regional Committee.
- To call for nominations for election at Annual General Meeting.
- To ensure the Region and Branch Annual General Meeting is called in accordance with the rules.
- To ensure any returns to Head Office are made within the time specified.
- To become familiar with the Regional or Branch rules and Standing Orders and to ensure that copies are available at every committee meeting.