

## Branch Secretary – Role Description

The Branch Secretary or Administrator is responsible for the effective operation and administration of the branch including communication within the committee, and between the branch committee, Regional Steering Committee, and CQI Professional Networks team.

### Purpose of Role:

- Make the arrangements for committee meetings including notifying other committee members and circulating committee papers in advance; take and circulate notes after the meetings
- Attend meetings of the branch committee plus AGM and if cannot attend give notice to the branch Chair.
- Prepare the committee meeting agenda in consultation with the Branch Chair
- Maintain records of events
- Ensure that a reporting form is submitted to the CQI Professional Networks team after each event.
- Answer any queries from branch members about events or general branch enquiries
- Ensure that branch event attendees receive confirmation of attendance for their personal CPD record if requested.
- Ensure that other duties as required for the effective operation and administration of the branch are undertaken by committee members
- Ensure branch events are communicated and published on Eventbrite in conjunction with The Professional Networks Team.
- Notify the Professional Networks team of any leavers/joiners to the committee

**Term of office:** 3 years with a minimum of one year service and no more than 2 consecutive, 3 year terms.

### Key Skills and Experience Required

- Excellent organisational and administration skills
- Excellent interpersonal skills with the ability to build to strong professional relationships
- Be an advocate for the CQI
- Must be a member of CQI/IRCA

### Time Commitment

- Ability to attend 4 branch events per year
- A few hours around each event to make sure that everything is organised before the event and to fill in the event report form after the event

- Attending, in person or online, at branch committee meetings to plan these events and writing and circulating any meeting minutes. The frequency of the meetings can be decided by the committee.

### **Training and Support**

- GDPR Awareness Training is offered to all of CQI's volunteers
- You will be supported by your fellow committee members
- The CQI's Professional Networks team offer support to all volunteers

### **The benefits of volunteering at the CQI:**

- Meet like-minded people
- Gain valuable CPD opportunities
- Can help your career development
- Engage with local organisations

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