

BRANCH CHAIR - ROLE PROFILE

OVERVIEW

1. LLG has 11 branches throughout England and Wales each of which is an unincorporated association in its own right and therefore enjoys a degree of autonomy subject to nationally determined policy. The majority of Branches have their own Constitution based on a national model adapted to local requirements. Branches elect their own Branch Officers (Chair, Secretary, Treasurer, Branch Representative and Branch Executive) on an annual basis.
2. Members of LLG may join their own local Branch or any other Branch of their choosing.
3. Each Branch is therefore different and has its own characteristics dictated by its geographic catchment area and the wishes of its Members. It is not therefore desirable or practical to prescribe how each Branch should operate. The role profile is intended to provide the post holder and members considering standing for the role, with a detailed understanding of the purpose and typical duties.
4. A Branch is the ‘workhorse’ of LLG and together with local SAAs is the place where the majority of the membership can be active. It should be the focus of excellence, knowledge sharing and networking for LLG in its area.
5. The Branch Chair should be a figurehead for their Branch providing motivational leadership to the Branch Officers and the Branch Membership. It should be remembered that LLG is essentially an organisation of volunteers who give their time over and above their responsibility to their employing Councils.

PURPOSE OF THE ROLE

6. To provide leadership to the branch and actively participate in the management and development of branch activities. To develop and support the SAA Leads. To Chair Branch Meetings. Where the Chair is a Director of LLG at all times to act in the interest of the Company

DUTIES

Branch Activities

7. To convene and chair meetings of the branch
8. To be a member of and chair meetings of the Branch Executive.
9. To take the lead on the organisation of Branch meetings and events.
10. To chair meetings of the Branch and other events.
11. To support and motivate other members of the Branch Executive.
12. When required to convene meetings of the branch board to forward plan branch activities.

13. Together with the branch secretary to prepare and publish on the LLG website dates of future branch meetings, and make available the agendas on the website
14. With the branch secretary, and assistance from LLG, to maintain and keep up to date a list of branch members.
15. To cascade to branch members key information from the LLG Executive and Board Meetings
16. To actively encourage branch members to use the LLG website, join SAA groups and make use of the Forums.
17. At all times to actively promote the activities of LLG and the member benefits.
18. To work with the LLG Corporate Partners to support and develop training opportunities for branch members.
19. To seek to utilise the premises of Corporate Partners for Board meetings and training events.
20. To be the point of contact from LLG and Corporate Partners in relation to branch enquiries

SAA Leads

21. To provide leadership, advice and assistance to the SAA leads.
22. To assist the SAA Leads to convene meetings and training activities for the branch.
23. To facilitate and develop the link between National SAA Leads and branch leads.

Board Activities

24. To attend LLG Board Meetings, or to liaise with the Branch Representative (where that is another Member)
25. To prepare branch reports for Board meetings
26. To undertake specific activities/projects as requested by the Board
27. To represent branch members and feedback representations from branch members
28. To actively promote the principals of equality and diversity at all times
29. To ensure that the Branch operates at all times in accordance with any relevant national policy.

BRANCH SECRETARY - ROLE PROFILE

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4. A Branch is the 'workhorse' of LLG and together with local SAAs is the place where the majority of the membership can be active. It should be the focus of excellence, knowledge sharing and networking for LLG in its area.
5. The Branch Secretary should be an active participant in all matters concerning their Branch providing administrative and organisational support to the other Branch Officers and the Branch Membership. It should be remembered that LLG is essentially an organisation of volunteers who give their time over and above their responsibility to their employing Councils.

PURPOSE OF THE ROLE

6. To be responsible for the efficient and effective administration of the branch. To ensure the branch adopts and complies with the branch constitution. To prepare agendas for meeting and take minutes of branch meetings.

DUTIES

Branch Activities

7. To support the branch chair
8. With the chair to develop a forward plan for branch meetings and activities and publish this on the LLG website
9. To be a member of and organise meetings of the Branch Executive at the direction of the Branch Chair
10. To provide administrative and organisational support in preparation for and at Branch meetings and events, including to publish the agenda on the LLG website.
11. With the chair to convene an Annual General Meeting for the branch

12. To ensure all branch information on the LLG website is kept up to date.
 13. To provide Reports on Branch activity and matters to the LLG Board as required.
 14. With the chair to be responsible for reviewing and updating the branch constitution.
 15. To consider utilising the premises of Corporate Partners to hold branch meetings.
 16. To work with the LLG Corporate Partners to support and develop training and other development opportunities for branch members.
 17. To be a point of contact from LLG and Corporate Partners for the Branch.
 18. At all times to actively promote and champion the activities of LLG activities and member benefits to branch members. To ensure in conjunction with the Branch Chair that the Branch operates at all times in accordance with any relevant national policy.
- SAA Leads**
19. To maintain an up to date list of SAA Leads for the branch.
 20. To assist the SAA Leads to convene meetings and training activities.
 21. When required to recruit SAA Leads and ensure all attempts are made to fill vacant SAA lead roles.
 22. To develop, facilitate and encourage the SAA Leads to work more closely and collaboratively with SAA National Leads.
 23. To actively promote the principals of equality and diversity at all times

BRANCH TREASURER - ROLE PROFILE

OVERVIEW

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4. A Branch is the 'workhorse' of LLG and together with local SAAs is the place where the majority of the membership can be active. It should be the focus of excellence, knowledge sharing and networking for LLG in its area.
5. The Branch Treasurer is responsible for the proper conduct of the Branch's financial affairs. It should be remembered that LLG is essentially an organisation of volunteers who give their time over and above their responsibility to their employing Councils.

PURPOSE OF THE ROLE

6. To be responsible to the Branch Executive, members of the Branch and LLG nationally for the proper conduct of the Branch's financial affairs, including:
 - a. maintaining an account in the name of the Branch
 - b. collection and payment of all sums due;
 - c. maintaining appropriate records; and
 - d. preparation of annual accounts
7. Ensure probity in all of the Branch's financial affairs whilst taking a proactive approach to ensuring that the financial implications of any decisions are properly understood and considered as part of the decision making process

DUTIES

8. To be a member of the Branch Executive
9. Open and operate an appropriate bank/building society account(s) in the name of the Branch into which shall be deposited any funds or other monies acquired by the Branch from time to time (or if this is not practicable, arrange for such funds to be held on the Branch's behalf by LLG's national treasurer).
10. Ensure that all costs and expense incurred on behalf of the Branch are appropriate and reasonable.

11. Collect any monies due to the Branch.
12. Pay out of Branch funds all expenses and other payments approved by the Branch Executive or at the AGM.
13. Advise the Branch Executive and the AGM on the appropriate use of Branch funds (including preparing an annual budget where appropriate) and ensure that this is in accordance with the objectives of the Branch and LLG nationally.
14. Ensure that any funds not immediately required are appropriately invested in an interest bearing account in the Branch's name, subject to the approval of the Branch Executive.
15. Maintain an accurate and on-going record of all financial transactions and the amounts held in any Branch account(s).
16. Prepare an annual income/expenditure account and balance sheet on behalf of the Branch as soon as possible following 31st December each year and present these to the AGM. Provide a copy of those accounts to LLG's national treasurer.
17. Liaise with Insurance Brokers and arrange any necessary insurance cover on behalf of the branch, as agreed with the Branch Executive.
18. Demonstrate stewardship of the Branch's financial assets.
19. Provide information on the Branch's financial position to LLG's national treasurer as and when required.