

BRANCH COMMITTEE RESPONSIBILITIES AND ROLES

Background

After transition, branch committees will be relieved of these responsibilities, which will be taken over by national staff:

- receiving and assessing membership applications, except when advice is required by the national Membership Officer (MO), and maintaining memberships records
- bookkeeping, accounting and managing bank accounts, and raising subscription renewals (membership and Editors Directory [ED]), and other invoices
- managing the ED.

Branches have administrator rights to enter and maintain event (meeting and training) records in MemNet (description, dates, registration options), and prepare booking lists, though smaller branches and sub-branches can have the national MO carry out those tasks.

Branch committee responsibilities

Branch committees will continue to be responsible for planning and executing member activity programs and certain member services:

- developing an overall strategy for the activities and services that will best meet the needs of branch members
- planning and holding committee meetings, with minutes lodged with the national office
- planning and holding member meetings (social and networking, freelance, informational)
- planning and holding branch general meetings, including the election or appointment of executive and other committee members, reporting on branch activities to members and submitting its minutes and annual report to the national office
- planning and presenting professional development events (courses and workshops), and branch participation in mentoring programs
- developing a strategy for engaging with relevant industry bodies in the branch region (publishers, literature organisations, writers, and associated professional bodies)
- planning national conferences, supported by Council and the national office, and hosting the conference at venues in the branch region
- developing, publishing and maintaining branch newsletters and websites.

The branch committee will also be responsible for certain administrative and governance activities:

- developing branch budgets for member activity programs and services and for branch administration
- approving branch expenditure transactions, according to policy and the branch budget, and submitting purchase and expense claims to national office for payment
- managing the election of branch officers and the nomination of the branch councillor and Accreditation Board delegate (and their alternates, if required)
- reporting to the Chief Executive Officer (CEO) on branch activities.

Branch committee roles

Considering the responsibilities listed above, branch committee roles must include:

- branch president

and can include:

- branch vice-president (or other committee member to deputise for the president as needed)
- minutes secretary.

Branch committee responsibilities and roles

Officers responsible for:

- budget development and branch approval of expenses
- communication (website and newsletter)
- planning and running events
- running freelance activities
- professional development (training and mentoring).

The size, roles and structure of branches committees is expected to vary widely, depending on the size of the branch membership and the availability of volunteers. Individual branch committee members can serve in multiple roles, depending on the branch activity program. Some roles, such as communication and events, will involve multiple committee members.

A branch executive committee can appoint other branch members to subcommittees to assist executive committee officers in their portfolios. This helps to keep the executive committee to a reasonable, efficient size.

In addition, any branch can employ a contract administrative officer to assist with documentation, record keeping and general support. Editing newsletters and technical website management may also be contracted if warranted.