



## BRANCH CHAIRMAN

### **Purpose of the role:**

To ensure that all Branch activities are conducted to meet CAMRA's aims and objectives and in accordance with CAMRA's rules and policy documents.

### **Key Activities**

- To ensure that the administration of the Branch (meetings, etc.) is conducted in an appropriate and timely fashion and in line with the Branch's Constitution.
- To ensure Branch finances are managed properly and regularly reviewed.
- To ensure that campaigning is treated as a priority and that Branch campaigning goals are set
- To ensure that activities such as the Good Beer Guide and Pub of the Year selection are conducted in a democratic, transparent and timely manner.
- To ensure that communication, both internally and externally are effective.
- To ensure that any breaches of discipline are dealt with in an appropriate and discreet manner.
- To report to and represent the Branch at Regional Meetings.

*NB. The Chairman does not have to undertake all the activities outlined. They may be delegated to other Branch members as and when appropriate.*

### **Code of conduct**

- To refrain from putting forward any personal points of view that is against CAMRA's policy or might bring the Campaign into disrepute.
- To refrain from action or inaction that would bring the Campaign into disrepute.

### **Time Commitment**

- This role can take up as much time as you are prepared to give. Circa 1 to 2 hours a week is probably a minimum except at key times, which could be the local beer festival for example, when a higher level of commitment might be required.
- In addition, attendance at regional meetings is desirable.

### **Skills etc. needed**

- Good writing skills
- Good interpersonal skills
- Good communication skills
- Access to a computer and the internet
- Ability to control meetings.

### **Support**

- Support is available from CAMRA's central branch support team together with the Regional Director.
- Advice and guidance on CAMRA policy is available from the Regional Director or CAMRA central branch support team.
- The website is also a useful source of information at <http://www.camra.org.uk>
- The Internal and External Policy Documents can be found at: <http://www.camra.org.uk/camrapolicies>

