

## ***Branch Secretary/Branch Contact***

Branch Secretary is one of the four named positions within the CAMRA Branch Model Constitution and as such must be filled by a named individual elected at the Branch AGM.

It is not mandatory for the Branch Secretary to also act as Branch Contact; although this may be a logical way to arrange matters as both will be concerned primarily with correspondence. What is important is that somebody within the branch covers all the points outlined below.

### **Branch Secretary**

#### **Minute Taker**

In some branches the Secretary may record minutes of meetings on behalf of the Branch Chair. In other branches a dedicated Minutes Secretary is appointed for this purpose. The role of the minute taker is to record decisions taken at meetings, record action points allocated by the Chair to named individuals and to present the Minutes within an agreed time to the Chair for approval before circulation. Once approved the minutes will be circulated as necessary (to committee members, people with Actions to carry out or to all attendees). Ideally they will be circulated in advance of the next meeting. It also helps if a number of copies are taken to the next meeting.

#### **Notifying members of meetings**

The Secretary may also be responsible for sending out agendas in advance of meetings and in ensuring that meetings are publicised in What's Brewing. In this respect it must be noted that all Branch Members must be given 28 days' notice of the Branch AGM; either via What's Brewing or via a mailshot to all members. .

#### **Recipient of correspondence**

The Branch Secretary is likely to receive the majority of correspondence from outside CAMRA and as such is the public face of the branch. The Secretary should hold a correspondence file that can be circulated at Branch Meetings. However all correspondence should be answered promptly and the Secretary should ensure that this is done by referral to the correct person in the branch or by issuing a reply direct.

Following the Branch AGM the Secretary should ensure that CAMRA HQ is notified of changes of position on the Branch Committee and that minutes are copied to the Regional Director.

## Branch Contact

The Branch Contact is likely to receive all correspondence from within CAMRA and should ensure his/her details are correct in What's Brewing. The contact should also hold a correspondence file that can be accessed by other committee members.

The jobs of secretary and branch contact are primarily concerned with keeping CAMRA's internal and external communication channels open. While the Secretary will find him/herself in contact with other committee members it is equally important to respond to the needs of people outside the branch committee, outside the branch and outside CAMRA. Requirements include:

- An effective filing system
- An up-to-date copy of local branch officials' contact details
- Some understanding of the roles and responsibilities of Regional Directors, the CAMRA National Executive and key National Committees.
- Distributing material to other Branch Officers which is relevant to their duties.