

Branch President

Overview

The Branch President ensures all Branch activities and programmes operate in alignment with the strategic priorities of New Zealand Red Cross.

The Branch President works in collaboration with their committee to ensure good governance principles are practised and embedded in the overall management of the Branch and its members (including those who volunteer their time).

Taking an inclusive approach, the Branch President cultivates a welcoming environment that enables members and volunteers to feel well-placed and supported to deliver good in their community. They lead the planning, monitoring, and reporting of Branch-related activities and collaborate with other Red Cross people and stakeholders for the same.

The Branch President plays a key role in keeping their members informed through effective communication. As a key representative of New Zealand Red Cross, the Branch President engages with internal and external stakeholders to raise awareness of the organisation's profile in the local community or encourage engagement with our humanitarian mission.

This draft is not a formal employment role description but developed for the purpose of aligning all Area governance and leadership roles. It examples how the role works in practice.



Guide to what this might look like:

Leadership

- Provide good leadership to the Branch Committee, ensuring that the workload is spread fairly among members, to enable the effective management of the Branch in accordance with the Members' Handbook.
- Support elected Branch officials with their delegated tasks.
- Promote an awareness of the values, principles, and history of the International Red Cross and Red Crescent Movement and New Zealand Red Cross.
- Lead by example, modelling and encouraging member adherence to the Fundamental Principles that display New Zealand Red Cross's expectations on behaviour (e.g.: Code of Conduct) and promoting diversity, equity and inclusion.
- Actively support our commitment to uphold Te Tiriti o Waitangi | The Treaty of Waitangi and our humanitarian mission to improve the lives of vulnerable people.

Branch elections

Ensure Branch nominations and elections are held according to the Members' Handbook.

Area communication distribution

Receive and distribute Red Cross communications to the Branch Committee and members as required via effective and secure platforms (e.g.: social media, email, phone).

Branch meetings

Chair positive Branch meetings that encourage participation and good decision making of the Committee, leading to positive outcomes for the Branch's membership.

Budgets and finances

Ensure all Branch programmes and activities operate within budget and resources as agreed in the Branch annual plan.

It also might look like:

Area Planning

- Oversee preparation of the Branch's annual plan making sure it follows the guidelines, is aligned with Strategy 2030, and is submitted to the Area Chair on time.
- Provide support to the Area Coordination and Planning Lead for any needs assessment seeking out opportunities within the Area.
- For any new initiatives that sit outside of the approved list of programmes and activities, assess suitability and alignment to strategy and community needs utilising the New Activity Assessment Form.
- Identify and manage risk for Branch-led activities.
- Actively encourage and promote youth programmes to local youth (e.g.: Young Humanitarians, Retooled, Youth Psychological First Aid).
- Monitor and report to the Area Council on activities and programmes from the approved Branch annual plan.

Health, safety and wellbeing

- Promote a focus on health, safety and wellbeing (e.g.: raising awareness about the wellbeing resources and support that is available).
- Collaborating with the Area Support Team, encourage members and volunteers understand and adhere to New Zealand Red Cross health safety and well-being procedures related to member-led facilities and activities.

Emergency management

(Reduction, Readiness, Response, Recovery)

- If required, assist the Area Council with any New Zealand Red Cross-coordinated emergency response (e.g.: calls to check on the welfare of members or provide catering).
- Support in business continuity (e.g.: continued delivery of Meals on Wheels in emergencies).
- Support with connections to key groups and communities in the local area and raise awareness of community and member needs.

Relationship and partnerships

External

- As the first choice, represent the Branch, to raise the public profile of New Zealand Red Cross in the local area. If unavailable or if someone else is deemed more suitable, you will appoint another Committee representative.
 - Ensure the Branch Committee develops and maintains local partnerships and relationships, including different local organisations, groups, communities, Iwi and Hapū.
 - Ensure there is a committee member responsible for each partnership and relationship.
 - Manage local contracts in consultation with the Branch Committee and Area Coordination and Planning Lead.
- #### Internal
- Represent the Branch and liaise with the Area Council, Area Support Team and the local membership.
 - Collaborate with Branch members, Area Councillors, volunteers, and Area staff to coordinate the effective delivery of Branch activities, programmes and services.

Fundraising

- Ensure the Branch fundraising plan is implemented.
 - Liaise with Community Fundraising for Branch event planning and logistics.
 - Request support from Communications & Marketing for Branch fundraising events.
- Promote and participate in local area and national New Zealand Red Cross fundraising activities.
- Encourage Branch member participation in local area and national New Zealand Red Cross fundraising activities.

Governing members and volunteers

Recruiting and exiting

- Encourage a positive onboarding experience of members and volunteers into Branch activities, programmes and services in partnership with the Area Support Team.
- Advise Area Support Team of recruitment needs for good succession.
- Create a positive exit experience (e.g.: hold a leaving event, a card of appreciation).

Training and development

- Identify member and volunteer development needs and communicate to the Area Support Team and Area Council.
- Promote training and development opportunities to Branch members and volunteers.
- Participate in induction and training opportunities as needed.

Recognition

- Follow the Honours and Awards processes as outlined in the Members' Handbook, with support from the Area Support Team.
- Encourage the celebration of voluntary service of Branch members and volunteers through recognition events that are accessible to all Red Cross people (e.g.: morning tea, end of year celebration).

Dispute and complaint management

- At the Branch level, with Committee support, effectively manage and resolve any member disputes (e.g.: issues of unacceptable behaviour, discrimination, bullying or harassment) in a timely and unbiased manner.
- Escalate any member disputes that cannot be resolved within the Branch to the Area Council for resolution.