

20. Branch Role Descriptions

Branch President

The Branch President is an optional non-elected role, usually occupied by someone of important standing in the community.

The President is appointed by the Branch Committee for a tenure of up to three years, which can be repeated. They may advise the Committee but do not have a vote. Their role is only representative and advisory.

Terms of Reference

The President may attend and speak at the meetings of the Branch Committee but must not propose, second or vote.

1. Has both a representational and encouraging role and be able to counsel the Chair and Officers as and when necessary, in the execution of their duties.
2. When offering advice/feedback to the Branch Committee, the President should be clear, constructive, and encouraging.
3. Attend meetings and assist the Branch Committee at branch events as required.
4. Represent the RBL in the local community and as such must be conversant with the services the organisation offers.
5. Preside at the opening of the branch AGM and give the presidential address.
6. Present branch awards.
7. Develop a good working relationship with the County President.
8. The President cannot attend County Conference as a delegate.
9. If required by the Branch Committee, discuss suitable successors for the role of Branch President with them and having arrived at a consensus, negotiate discreetly and confidentially with the chosen person, to establish a willingness to serve and accept the role and the duties it involves.

Branch Chair

To be eligible for the role of Branch Chair an individual must be aged 18 or above, be a member or Life Member of the branch. They must not have an unspent conviction, have been disqualified as a company director or a trustee, or be undischarged bankrupt.

The Branch Chair is the most senior elected Officer on the Branch Committee. They are expected to show strong leadership, management, and diplomacy skills to ensure that a close bond and good relationship is maintained between the Branch Committee, the branch members, and the County.

Terms of References

1. The Branch Chair is accountable for all branch activities and must delegate activities in a manner that will ensure duties are performed effectively and in accordance with RBL policies and procedures.
2. As the senior Branch Officer, the Chair should have good basic I.T. skills and be able to access the MAP on Microsoft Office 365 (O365), use email and be familiar with social media platforms that the branch and County use.
3. Chair and manage meetings effectively ensuring that they are planned accordingly with an agenda and run to time, avoiding the imposition of personal ideas on the meeting but encouraging participation from members.
4. The Chair should be an effective leader, able to drive and implement decisions taken by the Committee, assist in the resolution of issues between members and direct activities to support the aims of the RBL.
5. The Chair is usually elected for a three-year term and their tenure can be repeated. Should the Chair step down for any reason and there is no Vice Chair, a suitable candidate from the branch can be co-opted to become the Chair until the next Annual General Meeting, when a fresh election for the role is held.
6. The Chair is accountable to the Membership Council and ultimately the Board of Trustees, through the County Committee for the smooth daily running of the branch. However, they must be prepared to represent the views and concerns of the branch through the County Chair and Committee. To this end, Chair must have extensive knowledge of all issues affecting the branch.
7. The Chair must be conversant and compliant with the current Royal Charter, the Membership Handbook, policies, and procedures, which are all located in the resource area on Microsoft Office 365 (O365) and must be prepared to advise the Branch Committee accordingly.
8. The Chair must ensure that proper handovers take place between newly elected Branch Officers, elected Committee Members, and their predecessors. This includes access to Microsoft Office 365 (O365) (through the MEO) and that all minute books, correspondence, RBL publications, branch papers and keys are handed over.
9. The Chair must ensure the Treasurer has a correct audit/examination undertaken, that it is agreed by both the outgoing and incoming Officers and that both are satisfied with the security of cash and cheque books. In addition, and along with the Treasurer, the Chair must reconcile the branch accounts with the branch bank statement at least quarterly. This action must be noted in the minutes at the earliest opportunity.

10. The Chair must set an example as an active member of the RBL and be available for advising both the Committee and branch members when necessary.
11. The Chair must ensure that sub-Committees, individual Officers, and members for specialist functions are appointed where necessary. Those individuals concerned must be made aware of the policies and procedure linked to the role such as data protection and safeguarding adults and children.
12. The Chair must ensure that all Branch Committee members and branch members are aware of and adhere to the RBL vision, values, and code of behaviour for working together.
13. The Chair has a responsibility to ensure that any training/development need or organisational training requirement is discussed with the County Training Officer and that individuals are able to access the required training. In the absence of a County Training Officer, the MEO is to be consulted.
14. The Chair is responsible for ensuring that all new branch members are welcomed and receive an induction to the RBL and maintain regular communications with their branch membership.
15. The Chair has a responsibility to maintain a good working relationship with the MEO and should always seek their advice when necessary.

Branch Committee Member

To be elected to the Branch Committee, those members standing for election must be members of voting branches and must be aged 18 or above. They must not have an unspent conviction, have been disqualified as a company director or a trustee, or be undischarged bankrupt.

A Branch Committee Member occupies a key place in the management of the branch. They must follow in every respect the duties and responsibilities as required by the Board of Trustees and Charity Law.

As an elected Member of the Branch Committee, they must be ever vigilant that they serve the interests of the Charity at all times.

Terms of Reference

1. Should possess good basic I.T. skills, use email and be familiar with social media platforms that the RBL, County and branch may use.
2. Must be conversant and compliant with the current Royal Charter, the Membership Handbook and policies and procedures, which are all located in the MAP on Microsoft Office 365 (O365).
3. Aid the Branch Committee, County Committee, Membership Council and Board of Trustees to carry out the work of the RBL and in particular actively promote the aims and objects at local level.

4. Must adhere to and actively promote the RBL vision, values, and code of behaviour for working together.
5. Attend Branch Committee meetings, General meetings and the branch AGM.
6. Attend any training required as directed by the Branch Chair or identified through organisational need in accordance with RBL policy.
7. Assist with the Poppy Appeal and other benevolent fundraising activities within the branch.
8. Provide the County Committee, the Membership Council or the Board of Trustees with any information they may require in the interests of the RBL.
9. Assist the Branch Chair in appointing any necessary sub-Committees.
10. Assist with the formation, and implementation of the three-year branch plan and associated fiscal arrangements.

Branch Membership Secretary

The Branch Membership Secretary is a post held by an appointed member of the Branch Committee. The Branch Membership Secretary is accountable to the Branch Chair and Committee for the daily administration of the branch membership.

This role may be combined as a complementary role with for example, Branch Secretary or Branch Treasurer.

Terms of Reference

Encourage all potential new members to join electronically or by telephone. However, as a last resort, paper application forms can be completed. Once checked, the completed form is to be kept securely under cover, so it cannot be seen by others, all monies are to be passed to the Branch Treasurer and the form and branch cheque are to be posted, by recorded delivery, to the RBL Membership Payments and Application Team in Northampton.

1. Where an annual branch subscription fee is agreed ensure that the Branch Rates Letter is completed and returned in accordance with RBL procedures.
2. Ensure that when handling, processing, or storing personal information GDPR requirements are strictly adhered to. This is achieved by following the RBL's Data Protection policy and procedures as laid down in Membership Handbook, para 7b. This information must be given to those branch members involved in recruiting.
3. Attend training as directed by the Branch Chair and/or stated in RBL policies and procedures.
4. Should possess good basic I.T. skills and be able to access the MAP and Microsoft 365 and use email.

Branch Secretary

The Branch Secretary, assisted by access to Microsoft Office 365 (O365) and the MAP, acts as a focal point for branch administration, including the distribution of correspondence (ideally electronically), agendas and meeting minutes. They also safeguard vital branch documents such as legal deeds.

In the absence of a Branch Membership Secretary, The Branch Secretary should additionally carry out the duties pertaining to this role as outlined in the relevant Terms of Reference. If the Branch Secretary is carrying out both roles, their responsibility also includes being the first point of contact for any data protection queries before escalation to the MEO.

Terms of References

1. The Branch Secretary is responsible to the Branch Chair and Committee for the efficient management of the branch administration.
2. Organise and set up branch General and Committee meetings to take place on a regular basis.
3. Regularly liaise with the County Committee to provide updates on information such as replacement Officers.
4. Act as point of contact for receipt of correspondence issued by the County Committee, staff, the Membership Council and Board of Trustees, and to ensure all correspondence received is communicated to the Branch Committee for appropriate action without delay.
5. Handle all vital documents pertaining to the branch and, in the absence of a Membership Secretary, control all aspects of Membership.
6. Liaise with the Branch Chair in the preparation of the agendas for all branch meetings, ensuring that all the Branch Committee members are provided with the relevant details within a reasonable timescale in advance of these meetings.
7. Attend and record minutes of all General and Committee Meetings and safeguard all papers and documents under lock and key.
8. Use Microsoft Office 365 (O365) to access all published handbooks, publications and guides for reference.
9. Register the branch for BCS as required by the Branch Committee.
10. Ensure all returns are fully completed, signed, dated and submitted within the determined timescale.
11. Attend training as directed by the Branch Chair and/or RBL policies and Procedures.

Branch Recruiting Advisor

The Branch Recruiting Advisor plays a key role in both branch and County recruitment. At branch level, they actively seek opportunities to promote the Royal British Legion and recruit new members. At County level, they provide support to the County Recruiting Officer at County events and work with other branches that may be experiencing difficulty with recruitment and could be under a threat of closure. This role is ideally suited to branch members with a background in sales, marketing and/or recruitment who enjoy meeting new people.

Terms of Reference

1. Branch Recruiting Advisors must be aware of and actively promote the RBL's vision, values and code of behaviour for working together.
2. Must attend a Recruiting Advisor course to provide them with the skills and knowledge for their role.
3. Must possess good basic I.T. skills and be able to assist potential members to join the RBL online.
4. Must be conversant and compliant with the current Royal Charter, the Membership Handbook and policies and procedures which are all located in the MAP on Microsoft Office 365 (O365). If these systems cannot be accessed, electronic copies of the relevant documents can be obtained from the Branch Secretary or MEO.

Branch Treasurer

The role of a Branch Treasurer is to administer the financial management of the branch, ensuring that the Chair and Committee are always aware of the financial state of the branch.

The Branch Treasurer is a post held by an appointed member of the Branch Committee. They are responsible for running income and expenditure accounts. At branch level, the use of the RBL On-line Membership Accounting System (LOMAS) or other approved Excel accounting template is optional but recommended. There is also LOMAS training available for Branch Treasurers.

Branch Treasurers look after all financial matters and must submit audited annual accounts by 30th September following the end of the field financial year on 30th June.

Terms of Reference

The Branch Treasurer must be conversant with the relevant provisions pertaining to all financial matters as prescribed in the Royal Charter, the Membership Handbook and other relevant policies and procedures, and must be prepared to advise the Branch Committee, accordingly, seeking advice from the County Treasurer, as required.

1. The Branch Treasurer must always bring to the attention of the Chair and Committee the financial implications of any decision they are considering.
2. The Branch Treasurer must report the branch income, expenditure, and cash balances to the Branch Committee at least quarterly. The report must be accompanied by a quarterly bank reconciliation, which reconciles the cash book balance with the amount

on the bank statement. They should present the accounts in a clear and intelligible way at meetings including at the AGM, bearing in mind that many members may not be familiar with accounting procedures and should answer any questions in an open manner and in a way that will be understood by a lay person.

3. Undertake or attend the RBL Branch Treasurers' training and/or LOMAS training within timescales stated in the training guidance, and any refresher training in accordance with RBL policy.
4. Be responsible to the Branch Chair and Committee for all the financial affairs of the branch, including the annual accounts and the branch bank account.
5. Control all monetary transactions, ensuring that they meet with guidelines contained within the 'Use of Funds Policy' and record these in the branch receipt and payment ledger. All receipts and supporting documents are to be held by the Treasurer on behalf of the Branch Committee. See below for further advice on storing information.
6. The Branch Treasurer is also responsible for maintaining records of branch transactions, either electronically (in Excel or LOMAS) or hard copy (in a ledger book or similar). These transactions should be summarised by income and expenditure type in order to produce a quarterly report for the Branch Committee. The report should explain any large or unusual transactions or instances where income or expenditure differ significantly from what was planned. The report must be accompanied by a quarterly bank reconciliation, which reconciles the cash book balance with the amount on the bank statement.
7. When keeping records electronically, Branch Treasurers are advised to keep regular backups, using the Microsoft Office 365 (O365) auto-save function, to ensure that records are not lost. In addition, the Branch Treasurer is responsible for safeguarding the branch cheque book, paying-in book and bank statements, as per the Membership Handbook.
8. The Treasurer is to ensure that the branch accounts are examined/audited within the required time scale and are required to submit the branch account return with supporting documentation to the MEO. Branch Treasurers should always refer to the 'Guide to Completing the Year End Branch Return' issued annually by the Finance Department before completing their return. They should contact their MEO if they have any queries.
9. The Treasurer is to ensure that all cheques for payment are made out correctly and clearly show the registered Charity number and branch title. All cheques must be signed by at least two of the authorised signatories, one of whom is to be the Treasurer, that they are clearly endorsed 'A/C Payee only'. No signatory is to sign a blank cheque. Authorised signatories should not be family members or cohabitants.
10. The Treasurer can request the Branch Committee to authorise the limit the Treasurer may expend on a single item without prior reference to the Committee. This authority should be reviewed annually. The request and action taken must appear in the minutes of the meeting at each review.
11. The Treasurer is to ensure that all expenditure, other than petty cash, is by cheque. However, if the RBL's Finance Department has approved electronic banking by Lloyds bank appropriate procedures are to be observed.

12. The Treasurer is to report the details of all proposed expenditure to the Branch Committee at their regular meetings for their approval. All such reports are to be shown in the minutes of the meeting.
13. The use of petty cash must be Authorised by the Branch Committee and operated as an impress system. The petty cash book is to be checked monthly by the Treasurer and at least one other Branch Officer and must be countersigned by these individuals as being correct. The petty cash limit should be no more than £50.
14. Should include knowledge of the MAP and Microsoft 365 for storing financial documentation including accounts and sending emails.
15. The Branch Treasurer should be conversant with the MAP and Microsoft 365 (including membership listings)

Branch Parade Marshal

A qualified Branch Parade Marshal should be actively involved in the planning and organisation of all branch ceremonial events.

They are to be fully conversant with the RBL's Ceremonial Handbook, bearing in mind that when appearing before the public that the prestige of the RBL is in their keeping.

Those involved in all ceremonial procedures must always strive to ensure continuity and uniformity in that their dress, turnout and bearing are of the highest order.

A qualified Branch Parade Marshal is subject to the RBL's screening programme detailed within the RBL's Safeguarding Policy. All screening and mandatory online training must be completed prior to commencing duties.

Terms of Reference

1. A Branch Parade Marshal must be aware of and actively promote the RBL vision, values and code of behaviour for working together.
2. Must have attended and passed the Parade Marshal course and where appropriate subsequent requalification courses every three years.
3. To be fully acquainted with the Ceremonial Handbook, and to give appropriate guidance on ceremonial matters to the Branch Committee.
4. To assist the County Parade Marshal at ceremonial events or training when requested.
5. To assist the National Parade Marshal when requested.
6. To liaise with the County Ceremonial and Parade Marshals in neighbouring Counties and to share best practice.

The Branch Standard Bearer

The Branch Standard Bearer is specially appointed by the Branch Committee.

Whilst undertaking Standard Bearer duties and taking part in competitions, the RBL makes every effort to ensure participants' safety. As with any physical activity, all Standard Bearers are required to acknowledge that there may be a risk to one's health and that a minimum level of fitness is required. Should there be any changes to their physical health which would impact their ability to carry out their role safely, the Standard Bearer should make this known to their Branch Officers and the County Parade Marshal as soon as possible.

The Branch Standard Bearer must be fully conversant with the RBL's Ceremonial Handbook, bearing in mind that when appearing before the public that the prestige of the RBL is in their keeping. Those involved in all ceremonial procedures must always strive to ensure continuity and uniformity in that their dress, turnout, and bearing are of the highest order.

Terms of Reference

1. The Branch Standard Bearer must be aware of and actively promote the RBL vision, values and code of behaviour for working together.
2. Must complete MS1B.
3. Must be given authority by the Branch Committee to parade the branch Standard. This authority must be recorded in the Branch Committee meeting minutes. In cases of emergency or at short notice, the Branch Chair alone may grant permission, but that delegated authority must be reflected in the minutes at the next Branch Committee/ General Meeting.
4. Must liaise with the County Parade Marshal concerning ceremonial duties and obligations.
5. Provide assistance to the County Parade Marshal as required.

21. County Role Descriptions

County President

The County President is an appointment of the County Committee who serves in three-year terms for an unlimited amount of time as decided by the Committee. The County President although an Officer, is not a member of the County Committee.

The County President has both a representational and advisory function. The President should have the ability to open doors, establish useful contacts and bring influence to bear in the local community. They should always promote the Royal British Legion's charitable aims, vision and values. Therefore, they should be a distinguished person in public life, the local community, or the RBL and be able to counsel the Chair and Officers as necessary in the execution of their duties.

The President has a non-executive role, without a vote, as they are not a member of the County Committee, but they should attend and speak at meetings of the County Conference and Committee.

Terms of Reference

1. The President must give clear, constructive and comprehensive advice/guidance to the County Committee when required.
2. Chair the meetings of the County Conference during the election of Officers and give an address at meetings of the County Conference.
3. Be responsible for ensuring that any action taken against the County Chair is in accordance with the RBL Complaints Procedures, where appropriate.
4. Take part in consultations on all recommendations to the National President for National Honours.
5. Assist the County Committee with hosting County dignitaries at County events.
6. Act as County representative, if required to present County and or branch awards.

County Chair

The County Chair is the most senior elected Officer of the County Committee and is elected by postal ballot to chair the County Committee for a tenure of three years.

The County Chair is expected to show strong leadership, management, and diplomatic skills by ensuring that a close bond and liaison is maintained between the branch membership and County Committee along with building and maintaining a good working relationship with RBL staff. They should abide by decisions made by the Membership Council and Board of Trustees but also be prepared to voice the views and concerns of the Membership within their County through the Membership Council Representative.

The County Chair plays a key role in the public relations of the RBL and, as such they should be capable of representing the RBL at all levels within the County.

Terms of Reference

The County Chair is responsible for directing all County activities.

1. The County Chair must ensure that all County Committee members and branches are aware of, and adhere to the RBL vision, values and code of behaviour for working together.
2. The County Chair should possess good basic I.T. skills and be able to access the MAP in Microsoft Office 365 (O365), use email and be familiar with social media platforms that the RBL, County and branches may use.
3. The County Chair must be conversant and compliant with the current Royal Charter, the Membership Handbook and policies and procedures, which are all located in the MAP on Microsoft Office 365 (O365).
4. Ensure that all positions on County Committee are filled and Role Descriptions and Terms of Reference (TORs) are issued. Any training requirement is to be discussed and arranged through the County Training Officer and/or the MEO.
5. Ensure that all members of the County Committee are aware of their responsibilities as outlined within the current Royal Charter, the Membership Handbook and all other relevant policies and procedures.
6. Ensure that those who hold specialist appointments that are subject to the RBL's screening programme detailed within the RBL's Safeguarding Policy are aware of the tasks that must be undertaken prior to taking up their duties.
7. The County Chair must build and maintain a strong relationship with the MEO to ensure effective administration of the County.
8. With the assistance of the County Committee, develop and implement the County three-year plan.
9. Work closely with the County Treasurer ensuring that the budget is in place to implement all planned activities.
10. Brief Committee members on on-going issues at County and National level and ensure that branches are kept informed where appropriate.
11. Be responsible for chairing the Annual Meeting of the County Conference, where they must exercise their authority and leadership on Conference matters. The County Chair must be strict in their interpretation of the Royal Charter and County by-laws whilst taking into account the views of the delegates.
12. In order to establish good communication links with the membership, visit all formations within the County, for example as a guest speaker, to settle disputes or as a social visit to maintain contact.

13. Work closely with the MEO and the Membership Council representative, giving them their full support, whilst ensuring their actions have the support of the County Committee.
14. Support or reject applications for RBL Awards for Meritorious Service.
15. Consult with the County President concerning all recommendations to the National President for National Honours.
16. Make recommendations for RBL Club licence issue or withdrawal or issue of a conditional licence following consultation with the Regional Clubs Relationship Manager and County Committee.
17. With the support of the County Committee recommend additions to by-laws for the governance of the County in accordance with the terms of the current Royal Charter and Membership Handbook
18. Appoint and sit on any necessary sub-Committees.
19. Encourage the membership to be active in the Poppy Appeal, assist with benevolent work and develop an engaged Membership.

County Vice Chair

The County Vice Chair is elected by postal ballot for a tenure of three years. The role of a County Vice Chair is to aid the County Chair in managing the County.

The County Vice Chair is expected to show strong leadership, management and diplomatic skills especially when deputising for the County Chair. The County Vice Chair must be prepared to advise the County Committee, accordingly, as directed by the County Chair.

Terms of Reference

The County Vice Chair is to deputise for the County Chair in their absence at all County meetings.

1. The County Vice Chair should possess good basic I.T. skills and be able to access the MAP in Microsoft Office 365 (O365), use email and be familiar with social media platforms that the RBL, County and branches may use.
2. The County Vice Chair must be conversant and compliant with the current Royal Charter, the Membership Handbook and policies and procedures, which are all located in the MAP on Microsoft Office 365 (O365).
3. Attend all County meetings so that they can be conversant with on-going issues and changes taking place within the RBL, in particular at County level.
4. The County Vice Chair must assist the County Chair with ensuring that all County Committee members and branches are aware of and adhere to the RBL vision, values and code of behaviour for working together.
5. Fully support the work of the MEO and the Membership Council representative.

6. Participate in discussions with the County Chair on important issues, give their opinion honestly, but having given it, defer to the Chair's judgement. Abide by the Chair's decisions.
7. Expect to be given specific tasks by the Chair, such as the organisation of a County event or chairing of a sub-Committee.
8. Any training requirement is to be discussed with the County Chair and arranged through the County Training Officer and/or the MEO.
9. The County Vice Chair must possess good basic I.T. skills and be able to access the MAP in Microsoft Office 365 (O365), use email and be familiar with social media platforms that the RBL, County and branches use.

County Committee Member

To be elected to the County Committee, those Members standing for election must be members of voting branches and must be aged 18 or above. They must not have an unspent conviction, have been disqualified as a company director or a trustee, or be undischarged bankrupt.

Each County Committee Member occupies a key place in the management of the County, this is in addition to any specialist role they may hold. In conjunction with all other Members of the Committee, they have a collective responsibility to the RBL for the smooth running of the County.

A Committee Member should assist in the supervision of the branches within the County which are responsible for giving active support to the organisation, the Poppy Appeal and Community Support.

Terms of Reference

1. Should possess good basic I.T. skills, use email and be familiar with social media platforms that the RBL, County and branch may use.
2. Must be conversant and compliant with the current Royal Charter, the Membership Handbook and policies and procedures, which are all located in the MAP on Microsoft Office 365 (O365).
3. Aid the County Committee, Membership Council and Board of Trustees to carry out the work of the RBL and actively promote the aims and objects at local level.
4. Must adhere to and actively promote the RBL vision, values, and code of behaviour for working together.
5. Attend all County Committee meetings and the Annual Meeting of County Conference.
6. Attend any training required as directed by the County Chair or identified through organisational need in accordance with RBL policy.
8. Assist with the Poppy Appeal and other legitimate fundraising activities within the County.

9. Assist the County Chair with defining and allocating the geographical area for which each of its branches is responsible and ensuring that the whole area of the County is covered.
10. Assist the MEO in all aspects of their work.
11. Assist with the formation, submission and implementation of the three-year County Plan and associated fiscal arrangements.
12. Provide the Membership Council and Board of Trustees with any information they may require in the interests of the RBL.
13. Provide input and support to the County Chair concerning specialist appointments and the appointment of sub-Committees where appropriate.

Volunteer County Secretary

County/District committees must appoint a secretary at the first Committee meeting following the Annual General Meeting (County/District Conference) for a tenure of one to three years.

The secretary acts as a focal point for County/District administration, including organising meetings and the distribution of correspondence (ideally electronically), agendas and meeting minutes. They also retain and safeguard vital County/District documents using the MAP and assist the County/District Chair and the MEO in ensuring the effective administration of their area.

Terms of Reference

The Volunteer County Secretary is responsible to the County/District Chair and Committee for the efficient management of administration.

1. Should possess good basic I.T. skills, use email and be familiar with social media platforms that the RBL, County and branch may use.
2. Must be conversant with the current Royal Charter, the Membership Handbook and policies and procedures. The County/District Secretary must demonstrate the RBL vision, values and code of behaviour.
3. Must ensure that all documentation is kept safely and securely on RBL platforms and in the rbl.community email account.
4. Should discuss and arrange any training requirement through the County/District Training Officer and/or the MEO. The secretary is expected to undertake any mandatory training including Data Protection and Cyber Security.
5. Is responsible, in discussion with the County/District Chair, for arranging committee meetings, compiling and distributing all necessary paperwork, including agendas and reports, and for producing and sending out the minutes of the meetings within a reasonable timescale.
6. Distribute any correspondence from the County/District Committee to branches.

7. When complaints require local resolution, the Secretary is requested to attend the meeting and act as a notetaker. Caveat: if there is any conflict of interest caused by the Secretary being present at the resolution meeting the MEO should be contacted for advice.
8. Supports the MEO in the election process for County/District Chair and Vice Chair.
9. Support the MEO in the collation of key documents from branches such as MS1s.
10. Support the County/District Committee where increased administrative support is required, including during an area wide audit.

County Recruiting Officer

The County Recruiting Officer is the main point of contact for advice on and the delivery of Recruitment and Retention campaigns at the County level, ideally suited to someone with a background in recruitment, sales and/or marketing.

The County Recruiting Officer is to advise the County Committee on the recruiting structure in the County, planned recruiting activities and the results of such activities. Where there is more than one County Recruiting Office in the County, the most experienced becomes the Principal County Recruiting officer, this role can be rotated amongst the Recruiting Officers.

Terms of Reference

1. The County Recruiting Officer should possess good basic I.T. skills, use email and be familiar with social media platforms that the RBL, County and branch may use.
2. The County Recruiting officer must be conversant and compliant with the current Royal Charter, the Membership Handbook and policies and procedures, which are all located in the MAP (Resource Area), on Microsoft Office 365 (O365).
3. The County Recruiting Officer must be aware of and actively promote the RBL vision, values and code of behaviour for working together.
4. Successfully complete the County Recruiting Officer course and any other training and development required to meet organisational needs.
5. Provide input to the County Plan regarding membership recruitment and retention targets in line with County objectives.
6. Prepare an annual recruiting and events budget for approval by the County Committee.
7. Identify best practice used by branches within the County and submit recommendations to the Membership Development Team.
8. Identify individuals from branches within the County who have the potential to become Recruiting Advisors.
9. Organise and deliver Recruiting Advisor training within the County with supporting training resources from the Membership Training Team and County Training Officer.

10. Ensure that appropriately trained Recruiting Advisors are available to assist at County and local recruiting events.
11. Identify branches at risk of closure due to low membership and make recommendations for the continuation of the branch.
12. Monitor trends in County recruitment and retention in collaboration with the MEO and make recommendations to rectify negative trends.
13. Provide recommendations to branches on methods to improve their retention and induction practices.
14. Advise branches on what publicity material is available and how it may be obtained.

County Treasurer

The County Committee must appoint a County Treasurer. The appointment takes place at the first Committee meeting following the Annual Meeting of County Conference with a tenure of one year.

County Treasurers must be financially aware and have attended a Branch Treasurer's course or received similar formal financial training within the timescale set by the RBL. They are non-elected members and have no vote on the County Committee.

The role of a County Treasurer is to administer the financial management of the County and any agreed County Supported Branches.

Terms of Reference

1. The County Treasurer should be able to access the MAP and Microsoft 365 and use email. They must be I.T. literate to enable them to use LOMAS or approved Excel spreadsheet to administer the County accounts and ensure that all expenditure is properly authorised where accounting is done digitally.
2. The Treasurer must and without delay receive and bank all monies received on behalf of the County Committee or Conference.
3. The County Treasurer is to attend all County meetings to report on the activities and status of the County accounts including any County Supported Branches. They are to prepare and present a written financial report and be available to answer questions.
4. The County Treasurer must be aware and support the RBL vision, values, and code of behaviour for working together.
5. Prepare the accounts of the County and any County Supported Branches for audit or independent examination, ensuring that a copy is forwarded to Head Office within three months of the close of the Field Financial Year.
6. Present the accounts to the Annual Meeting of the County Conference.
7. With the assistance of the County Chair, and budget holders, prepare the County budget. In doing so the Treasurer must ensure that they anticipate all expenditure needs in a

realistic manner. The Treasurer must be aware of all planned activities and their financial implications.

8. The County Treasurer shall prepare all cheques drawn on the County accounts. All cheques must bear the required number of signatures as authorised by the County Committee. The Treasurer must be one of the signatories to the bank account. No signatory is to sign a blank cheque.
9. The County Treasurer must attend training courses, as required, to ensure that any training/development needs or organisational requirements are met to ensure they remain aware of changes being made to RBL policy and procedures.
10. Act as an advisor to all Branch Treasurers and check branch accounts in conjunction with the MEO.
11. In liaison with the County Training Officer, assist with any local Branch Treasurers' training as required.

County Parade Marshal

The County Parade Marshal/Ceremonial Officer is appointed by the County Chair and Committee to be actively involved in the planning and organisation of all County Events which include a ceremonial element.

They are to be fully conversant with the RBL's Ceremonial Handbook, bearing in mind that when appearing before the public the prestige of the RBL is in their keeping. Those involved in all ceremonial procedures must always strive to ensure continuity and uniformity in that their dress, turnout and bearing are of the highest order.

The role of County Parade Marshal is subject to the RBL's screening programme detailed within the RBL's Safeguarding Policy. All screenings and mandatory online training must be completed prior to commencing duties. The County Parade Marshal is an appointment that is reviewed annually.

Terms of Reference

1. The County Parade Marshal/Ceremonial Officer must be aware of and actively promote the RBL vision, values and code of behaviour for working together.
2. The County Parade Marshal must attend and pass a Parade Marshal course.
3. To be fully acquainted with the Ceremonial Handbook, and to give appropriate guidance on ceremonial matters where necessary to branches.
4. To be actively involved in the planning, organising and attending all County Events which include ceremonial duties.
5. To encourage within the County, interest in learning, practicing and upgrading Standard Bearing Drills and Ceremonial Procedures.
6. To organise training courses for novices and experienced Standard Bearers/Marshals.

7. To prepare and submit a Ceremonial budget which includes costs for training to the County Committee for approval and to monitor the budget throughout the year.
8. To organise specialist training courses for Judges in Standard Bearers' Competitions.
9. To contribute to the planning and organisation of the County Standard Bearers' Competition.
10. To encourage all branches and their County to follow the procedures outlined in the Ceremonial Handbook for the induction of newly-elected officers.
11. To prepare periodic progress reports as necessary for the County Committee.
12. To assist the National Parade Marshal, as requested, in all matters affecting Ceremonial, Parades, Services and Competitions.
13. To liaise with the County Ceremonial and Parade Marshals in neighbouring Counties and to share best practice.

County Training Officer

The County Training Officer is usually appointed from within the elected members of the County Committee. However, where there is no suitable candidate, the County Committee can appoint a County Training Officer from within the membership.

The role tends to fall to someone who has experience in training delivery or has a genuine interest in learning and development and is prepared to deliver a local training schedule and collate registration for nationally-led training courses.

Terms of Reference

1. The County Training Officer must possess good basic I.T. skills and be able to access the MAP in Microsoft Office 365 (O365), use email and be familiar with social media platforms that the RBL, County and branches use.
2. Deliver local virtual and classroom-based training to branches within the County.
3. The County Training Officer must be conversant and compliant with the current Royal Charter, the Membership Handbook and policies and procedures, which are all located in the MAP (Resource Area), on Microsoft Office 365 (O365).
4. The County Training Officer must be aware and actively support the RBL vision, values, and code of behaviour for working together.
5. Attend training courses, as required, to ensure that any training/development needs, or organisational requirements are met.
6. Identify the training needs of members and evaluate the level of training required, escalating to the National Membership Training team where appropriate and to liaise with the MEO to identify, from the MS1, new Committee members who will require training for their role.

7. To recruit and supervise a team of Assistant County Trainers involved in the delivery of short courses and workshops across the County.
8. To prepare and monitor an annual training budget for approval by the County Chair and Committee, liaising with the County Treasurer to ensure it is incorporated into the annual County budget.
9. To prepare a County training and development plan for approval to the County Chair and Committee.
10. To maintain accurate records of County course attendance and report course titles and attendance figures to Membership Training.
11. To maintain the County training resources.
12. To collate requests for training and submit formal training bids to Membership Training where appropriate.
13. To collaborate with specialist post holders concerning any training assistance required.
14. Identify and maintain a register of suitable training venues within the County.

County Youth Officer

The County Youth Officer is appointed from within the members of the County Committee.

Where there is no suitable candidate, the County Committee can appoint a County Youth Officer from within the Membership. The role suits someone who has experience of working with young people.

The role is subject to the RBL's screening programme detailed within the RBL's Safeguarding Policy. All screening and mandatory online training must be completed prior to commencing duties.

Terms of Reference

1. The County Youth officer must have IT skills and be able to access the MAP on Microsoft Office 365 (O365), use email and be familiar with the use of social media platforms.
2. They must be familiar with the current Royal Charter, the Membership Handbook and policies and procedures concerning Youth and Safeguarding. These documents are all located in the MAP (Resource Area) on Microsoft Office 365 (O365).
3. They must be aware and actively support the RBL vision, values and principles for working together.
4. They will be responsible for development of a County Youth Plan which, with approval, will become part of the County plan. County Youth Officer must provide a written report for County Committee meetings on the progress of the plan and related youth engagement activities.

5. Other duties of the CYO:

- Create/maintain a communications plan for internal and external stakeholders including direct and indirect affiliations within the County, working in conjunction with the Membership Governance Co-ordinator to ensure good news stories can be escalated and effectively distributed.
- Create/maintain a register of all affiliated schools, youth organisations and band formations within the County.
- Encourage branches to affiliate with youth groups and schools within the County and to assist in planning activities for a meaningful affiliation. Those activities may include fundraising or awareness events, joint Remembrance and the promotion of Standard Bearing skills.
- Support and advise branches that have Affiliated Youth Groups and assist with planned branch events/activities with them.
- Provide quarterly updates concerning the County Youth Affiliation register and Youth Group engagement to the Membership Governance Coordinator.
- Where there is a Youth Band in the County, the County Youth Officer should maintain regular contact with the Band Master, offering support/assistance as required.
- Provide support to the MEO in solving queries concerning individual Youth Membership and the difference between that membership and the Affiliation Scheme.
- Assist the County Committee with the organisation of a Youth Standard Bearer Competition.
- Contact and network with youth organisations where appropriate (including Local Authority Youth Services) to encourage affiliations with local branches or direct affiliation to the County.
- Invite (with agreement from the County Committee) Youth Leaders to committee meetings, especially when discussing holding joint activities or to maintain good working relationships.

County Poppy Appeal Co-Ordinator

The County Poppy Appeal Co-Ordinator is usually appointed from the elected members of the County Committee. Where there is no suitable candidate, the appointment can be filled by a member from one of the County's voting branches.

Terms of Reference

1. The Poppy Appeal Co-Ordinator must be aware of and actively promote the RBL vision, values and code of behaviour for working together.
2. Under the guidance of the Community Fundraiser, assist with the training of Poppy Appeal Organisers within the County as required.

3. Assist the Poppy Appeal Organisers within the County to ensure the annual Poppy Appeal achieves the maximum income possible.
4. In liaison with the Community Fundraiser, the County Chair and Committee, encourage and assist in promoting and implementing all year round fundraising opportunities for the Poppy Appeal.
5. The Treasurer is to report the details of all proposed expenditure to the Branch Committee at their regular meetings for their approval. All such reports are to be shown in the minutes of the meeting.

County Standard Bearer

The County Standard Bearer is normally the winner of the County Standard Bearer competition and is appointed to the position for the year.

Whilst undertaking Standard Bearer duties and taking part in competitions, the Royal British RBL makes every effort to ensure participants' safety. As with any physical activity, all Standard Bearers are required to acknowledge that there may be a risk to one's health and that a minimum level of fitness is required.

Should there be any changes to their physical health which would impact their ability to carry out their role safely, the Standard Bearer should make this known to the County Parade Marshal as soon as possible.

The County Standard Bearer must be fully conversant with the RBL's Ceremonial Handbook, bearing in mind that when appearing before the public that the prestige of the RBL is in their keeping. Those involved in all ceremonial procedures must always strive to ensure continuity and uniformity in that their dress, turnout, and bearing are of the highest order.

Terms of Reference

1. The County Standard Bearer must be aware of and actively promote the RBL vision, values and code of behaviour for working together.
2. Must complete MS1B.
3. Should be given authority by the County Committee to parade the County Standard. This authority must be recorded in the County Committee meeting minutes and a County Officer must be present when the County/District Standard is paraded. In cases of emergency or at short notice, the County Chair alone may grant permission, but that delegated authority must be reflected in the minutes at the next Committee Meeting.
4. Must always liaise with the County Parade Marshal concerning ceremonial duties and obligations.
5. Provide assistance to the County Parade Marshal as required.

Independent Examiner (IE)

The role of the Independent Examiner is to independently examine the branch's books, records, and annual accounts maintained by the branch or County/District Officers and express an opinion on them annually. The Independent Examiner is more commonly referred to as an IE.

The branch or County is to approve the appointment of an IE annually.

An IE, who is not a qualified accountant, must attend RBL training and successfully pass the examination. Only then will the IE be declared qualified by the RBL. The qualification will be valid for a period of three years, after which requalification training must be attended, and examination passed.

Where the IE is not a CCAB qualified accountant, they are limited to examining branches with gross income of up to £30,000 only.

Terms of Reference

1. A related party cannot be appointed as an IE. The definition of a related party is:
 - a. A major donor to, or beneficiary of the branch or County/District; or
 - b. The child, parent, grandchild, grandparent, sibling, spouse, civil partner, business partner or employee or a Branch Officer or Committee member or of someone who is a major donor to or beneficiary of the branch.
2. The IE should obtain an understanding of the RBL's constitution, branch organisation, branch accounting systems, the size and complexity of the branch and the nature of its income, expenditure, assets and liabilities. The IE should review the accounting records and be satisfied that they are adequate for the size and complexity of the branch. Detailed checks should then be conducted. Upon completion of the examination, the IE will sign their report and note any matters to be brought to the attention of the Board of Trustees.
3. The IE must keep a record of the work undertaken with schedules of any relevant information extracted and explanations obtained from the Branch Officers which have been used to support the IE's opinion of the accounts. The IE should retain one copy of the final accounts after signature.
4. IE must refer to the 'Guide for Auditors and Independent Examiners' issued annually by the Finance Department before completing their examination.

Count Community Support Coordinator/Committee (CCSC)

Each County should have in place a CCSC or a Committee.

The purpose of the Coordinator/Committee is to support the County Committee and branches to promote BCS and encourage participation. They will also be the connection between the County and the BCS Team and will work together with them to promote good practice and support branches on their BCS journey.

Terms of Reference

The role of the CCSC is to:

1. Monitor Branch Community Support activity throughout the County, identifying where new BCS Representative appointments have been made at branch level.
2. Organise BCS Awareness Presentations as required for County Committee members; new CCSC committee members; BCS Reps and Branch Committees.
3. Encourage the attendance of BCS Reps and volunteers at relevant BCS Training.
4. Be part of a team within the County, to include County Training Officer and the MEO alongside County Community Support Coordinators, to deliver BCS training.
5. Provide a point of contact to branches for advice and guidance.
6. Encourage branches to participate in Branch Community Support by:
 - Encouraging best practice in accordance with the BCS Handbook and supporting documents.
 - Supporting the BCS Team in encouraging branches to submit quarterly reports on the BCS System.
7. Utilise the County Management section of the BCS Reporting System to advise on the management of reports and branch records.
8. Supporting the County Committee and/or BCS Team at BCS events.
9. Compile quarterly reports detailing BCS activities within the County and presenting at County Committee meetings.
10. Identify and share good news stories with the BCS Team bcs@britishlegion.org.uk
11. Support and guidance will be provided by the BCS Team and MEO.

Note: CCSCs do not necessarily have to be Members of The Royal British Legion and can include persons with appropriate experience and qualifications subject to approval by the County Committee.