

**THE ROYAL BRITISH LEGION – FORM MS1 – BRANCH INFORMATION**

**MID YEAR AMENDMENT**

**SECTION 3 - BRANCH OFFICERS AND APPOINTMENTS**

**BRANCH OFFICERS**

Please note that the following positions must be fulfilled - Chairman, Treasurer, Secretary (except for a Vice-Chairman who is not a compulsory Officer) - and one person cannot hold more than one of the Branch Officer positions. Close family members must not hold positions in which they approve each other's expenses or oversee and check on the work of another.

**SECTION 4 - DECLARATION OF ACKNOWLEDGEMENT OF RESPONSIBILITIES**

**This section must be fully completed and signed by all Branch Officers / Committee Members / Appointments. The minimum number of Committee members is 3, and the maximum – 7.**

Where an Officer/Committee Member/Appointment is elected/appointed during the year the declaration must be read and agreed by them. This action must be minuted at their first meeting.

By completing the form below, I confirm that I am eligible for election to the Branch Committee and I have been duly elected. I acknowledge my responsibility as Branch Officer/Committee Member and agree to follow in every respect the duties and responsibilities as contained in the Royal Charter and the Membership Handbook and as required by the Board of Trustees, and the Membership Council. I will be vigilant to serve the interests of the Royal British Legion at all times. I will adhere to the data protection rules outlined in GDPR.

The contact details you have provided on the form will be used for communications between Branch Officer/Committee Members, and for communications from RBL staff relevant to your role. These contact details may be shared with individuals within RBL who need to contact you in relation to branch matters. We would like to ensure that your contact details are accurate and up to date and would ask that you inform your Membership Engagement Officer if there are any changes.

As your role is one on which the reputation of the RBL will rest or you may be managing Legion finances, all roles are required to read the MS1 Self Declaration document and must sign below to say that they confirm that the statements are correct and also that you consent to a DBS check being carried out if the RBL requests it.

<b>POSITION</b>	
Membership Number	
Name	
Address	
Telephone	
Email (Personal)	
Email (rbl.community)	

By signing below, I confirm that: the statements in the MS1 Self Declaration to be true and, where a statement is not true, I have made a disclosure(s) to the Safeguarding Team via my MEO which has been accepted by the Legion and does not prevent me from carrying out this role; and that I will inform RBL of any changes in my circumstances which would affect the veracity of this declaration.

<b>Name:</b>	<b>Signature:</b>	<b>Date:</b>
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By signing below, I give my consent to TRBL to conduct a Criminal Record check if so required.

<b>Name:</b>	<b>Signature:</b>	<b>Date:</b>
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Are you happy for your telephone number to be published on the Branch website so members of the public can contact you about Branch matters.	<b>Yes</b>	<b>No</b>	
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**On completion and signature, please send by email to MEO with copy to County Secretary. If unable to scan please send hard copy to County Secretary by post.**