

BRANCH VOLUNTEER DESCRIPTIONS

All members of the committee have an equal vote and a right to attend all meetings. If required, the chair has a casting vote.

All members of the committee are urged to take part and contribute to the running of the branch.

The core branch roles are the chair, secretary and treasurer. Roles can be shared, and responsibilities can be moved across differing individuals depending on their skillsets.

ROLE NAME	SITTING MAGISTRATE?	DESCRIPTION OF THE ROLE
Chair	Yes	<ol style="list-style-type: none"> 1. To oversee the branch executive's development and management of the branch, and the production of the annual branch action plan and review 2. To be responsive to local members, ensuring that queries are dealt with in a timely way, and that the membership is included in branch matters 3. To ensure that the branch expectations (as set out in the branch expectations and commitments document) are followed, with the essential expectations met and with an aim to fulfil as many of the desirable expectations as possible 4. To inform head office of any issues arising locally, and ensure that communications from head office to the branch are read and acted on, with relevant information discussed with other executive members and/or the wider local membership 5. To chair branch executive meetings and the branch AGM 6. To work with the membership secretary to ensure that local magistrate swearing in ceremonies/inductions are attended by a branch representative to inform new magistrates about the MA; and to liaise with head office if there are any barriers to doing this 7. To oversee branch executive committee succession planning, ensuring that vacancies are filled and that executive committee retirements are planned in advance wherever possible. 8. To ensure that the membership is included in branch matters, and to actively encourage new committee members to join the executive. 9. To ensure that communications from head office are read, and relevant information discussed with other executives and membership.

Secretary		<ol style="list-style-type: none"> 1. To arrange branch executive meetings and the branch AGM 2. To produce brief minutes of the meetings and circulate them 3. To produce a short branch annual report for the AGM 4. To submit the annual branch action plan to head office 5. To ensure that communications from head office are read and acted on, and relevant information discussed with other executive members 6. To assist the chair where necessary 7. To ensure the branch web page is up to date, either by administering it directly or by providing head office updates to upload.
Treasurer		<ol style="list-style-type: none"> 1. To oversee the day-to-day running of the branch finances 2. To check the validity and accuracy of invoices and expense claims 3. To maintain accurate branch financial and banking records and to prepare up-to-date accounts and reports for executive meetings 4. To prepare and submit funding requests as required 5. To produce independently examined accounts for the branch AGM and head office within the specified timescales 6. To liaise with the head office team as needed, and ensure that branch financial standing orders are followed.
Retired member representative		<ol style="list-style-type: none"> 1. To liaise with retired members of the branch, to find out their needs and interests, and to represent these on the branch executive 2. To encourage members coming up to retirement from the bench to remain in the MA, and to retain an active connection with the branch 3. To work with the branch to put on events and social opportunities that appeal to retired members 4. To encourage retired members to take an active part in the branch, including through attendance at events and Magistrates in the Community 5. To liaise with the secretary to ensure that retired members' interests and needs are catered for on the branch web page
Membership secretary	Yes	<ol style="list-style-type: none"> 1. To attend swearing-in ceremonies/inductions for new magistrates and to actively recruit new members, or ensure that another representative of the branch does so 2. To ensure that there is an MA notice in each court, and that it looks attractive, with up-to-date information about the branch, MA posters and recruitment materials 3. To use the branch portal and to either let head office know about inaccuracies or encourage individual members whose details have changed to let head office know (e.g. change of address/ bench/ status as sitting/ retired/associate) 4. To inform head office if they are aware that a member has died 5. To keep up to date with branch volunteer news by reading the 'branch bites' newsletter, or other volunteer related communications.

Magistrates in the Community co-ordinator		<ol style="list-style-type: none"> 1. Liaise with branch executive and bench MIC co-ordinators 2. Maintain an up-to-date overview of what is happening at each bench within the branch. 3. To recruit, manage and support MIC presenters 4. Inform the branch executive about MIC activities and developments, 5. Disseminate information to all bench co-ordinators and presenters. 6. Keep all bench co-ordinators informed of developments 7. Co-ordinate regular meetings, activities and training for local MIC presenters and bench co-ordinators 8. Report back activities to MA head office once a year by filling in the MIC return. 9. Engage with hard to reach communities.
Council representative		<ol style="list-style-type: none"> 1. To represent branch views at the MA head office council meetings which take place bi-annually. 2. To be responsive when head office would like input from branches on policies, plans and strategies. 3. To read communications from head office, to ensure that the council representative is informed.
Bench representatives	Yes	<ol style="list-style-type: none"> 1. To be representative of bench specific issues.
Committee member		<ol style="list-style-type: none"> 1. A committee member has no specific role on the branch executive. They may represent a specific bench on the executive, or cover an executive function depending on their skillset. 2. Committee members have access to the volunteer area on the website and will receive newsletters for branch executives. 3. This role can be used as an introductory role to the executive if someone isn't sure if they would like to commit.