

The role of the Chair is to lead the branch, help to set its direction, encourage local CAMRA members to get involved and enjoy their branch activities, and to represent the branch at regional meetings (may be delegated).

Activities and guidance

- Provide leadership and direction for branch activities.
- Update the Branch Committee on the Membership system, using the Guidelines provided.
- Promote campaigning for quality beer, real cider, pubs and clubs as a central part of branch activities.
- Motivate members, delegate tasks and support branch officers in their roles.
- With the Secretary, set the agendas for branch members' meetings and business Meetings.
- If the branch has no appointed Meeter & Greeter, nominate a person at each social or meeting to welcome new faces to ensure they are introduced and comfortable.
- Accommodate, make adjustments for and encourage the participation of members with a disability, such as by identifying suitable venues for meetings.
- Ensure that branch finances are managed properly and regularly reviewed.
- Help identify campaigns and ensure they are treated as a priority.
- With the Secretary, Social Secretary and Newsletter Editor, communicate regularly using interesting and engaging communications to branch members about branch activities using the Comms Tool.
- Guide the pursuit of effective communications (content and use of media) to branch members, with other parts of CAMRA and to external bodies.
- Guide branch members to adhere to CAMRA's Code of Conduct.
- Be the nominated Branch Contact or delegate that duty to the Secretary or another.
- Read weekly branch bulletins from the CAMRA Office for relevant actions for the branch.
- Oversee the use and storage of personal data to ensure compliance with the General Data Protection Regulation (GDPR).
- Take part in regional meetings or arrange for a delegate.
- Liaise with neighbouring branches to share knowledge and promote joint activities.
- Arrange democratic, transparent and timely selection processes such as for the *Good Beer Guide* and Pub of the Year.
- Tactfully deal with any complaints or inappropriate behaviour and refer to the Regional Director if they cannot be resolved locally.
- At some stage mentor your potential successor.

Useful skills and knowledge

- Good interpersonal, oral and written communication skills.
- Ability to lead meetings towards clear, consensus decisions.
- Approachability and sensitivity to the feelings of others.
- Knowledge of the General Data Protection Regulation (GDPR). Information is available below.
- Access to the internet and a computer/tablet.

Time commitment

- Hours are flexible to suit you but would usually be one or two hours a week except at key times, for example during the local beer festival.
- Ideally you'd represent your branch at Regional CAMRA meetings which would help you with the role. This could be delegated if it's not always possible to take part.

Code of conduct

- Adhere to CAMRA's Code of Conduct and Volunteers' Charter (set out [here](#)) and, in particular, refrain from putting forward any personal points of view that are against CAMRA's policies or that might bring the Campaign into disrepute.

Information and support

- Helpful information can be found in the [Volunteers' Area](#) of the CAMRA website, giving guidance for all branch roles.
- The [Comms Tool](#) has its own portal for sending communications.
- Weekly information and actions for branches is in [branch bulletins](#).
- Information about GBG selections is in the [Good Beer Guide](#) and [Pub of the Year](#) sections of the website.
- Information on GDPR is available in the Membership section of the website [here](#).
- The Chair, Secretary, Membership Secretary and Social Secretary can send emails to branch members using the Comms Tool. Any committee member may compose one using the Comms Tool. The Comms Tool is the **ONLY** GDPR compliant method to be used for contacting branch members by email.
- Support, advice and guidance is also available from your Area Organiser and [Regional Director](#).
- Advice on member matters is available from the [Membership Services Team](#)

For any other volunteering enquiry, contact volunteer.services@camra.org.uk