



Branch Committee Roles

December 2022

Following are positions and suggested role descriptions for Women in Farming branch executive. Branches can modify roles to gain a 'best fit' for their branch.

The Women in Farming constitution applies to the Women in Farming Board and branches are not required to follow all of the procedures that are laid out in the Women in Farming constitution e.g. time stipulations relating to holding executive positions, do not apply to branch executives; timing of the AGM is not applicable to branches. Check with Women in Farming Executive Officer if any queries relating to constitutional requirements.

There is a Women in Farming branch email address available for branch use. At least one member of the executive needs to be using and monitoring this address. All executive may use it. Details of the set up are in a separate document.

President

- ❖ co-ordinate the branch and offer leadership and guidance to the branch
- ❖ organise branch meetings in conjunction with the branch secretary
- ❖ discuss with secretary a meeting plan, minutes layout and details for email distribution of minutes
- ❖ discuss with the branch how they would like to see meetings operate or workshops structured, for branch meetings
- ❖ set meeting calendar for the year either at end of one year or commencement of new year
- ❖ organise branch AGM
- ❖ in consultation with secretary, ensure correspondence from Women in Farming Executive Officer is distributed to members where needed
- ❖ ensure requests for information from branch members are forwarded, if requested by Women in Farming board

Secretary

- ❖ email meeting reminder to members one week before date of meeting; include final details of any speakers or workshop topics
- ❖ outline in meeting agenda/notice - date, time, location, crèche details, what to bring, guest costs and RSVP address for attendance and crèche bookings if needed



- ❖ take notes at meeting (some workshops could be collated as a resource so detailed notes may be needed)
- ❖ produce minutes – email to members as soon as possible after the meeting
- ❖ email copies of branch minutes to [Executive Officer](#) and [Women in Farming President](#) (some items from the minutes may be used in promotion of Women in Farming activities in media interviews the board undertakes)
- ❖ forward relevant email correspondence from Executive Officer to members if a branch meeting is not due to be held
- ❖ organise creche coordinator for the year if needed; if no co-ordinator, organise venue for crèche and manages RSVPs for crèche bookings

Treasurer

- ❖ manage memberships - keep a register (spreadsheet can be supplied by Women in Farming Treasurer) of branch members including contact details – phone, email address
- ❖ manage a cash book to show branch financial transactions – spreadsheet or accounting program can be used
- ❖ create a budget for the year to ensure fees and donations can cover costs; include venue costs, morning tea, crèche, printing/papers, catering expenses, income from memberships, local donations
- ❖ propose annual branch membership fee to be voted on at branch AGM (a branch fee plus a Women in Farming Inc fee make up the total Women in Farming membership fee)
- ❖ submit an annual branch financial report to the [Women in Farming Treasurer](#) prior to the Women in Farming AGM; this report may be the same one put forward at the branch AGM; inclusion of a short description giving an overview of the year for the branch, is welcome
- ❖ manage/attract sponsorship from local partners and donors e.g. local businesses, if required

