

# BRANCHES ROLES

## ROLE OF BRANCH OFFICIALS

The rules of NARPO have been written in order that Branches can be administered with the minimum of fuss and outside interference. The obligatory aspects are covered in the rules section of the Handbook.

However, it is helpful for the various roles to be briefly outlined in order that members can be aware of the responsibilities prior to election into office.

## BRANCH COMMITTEES

The rules determine that Branches elect Committees to run the affairs of the Branch at the A.G.M.

The Committee should meet on a regular basis and it is recommended that it meets not less than four times each year.

The Branch Committee is responsible for conducting the affairs of the Branch and is not governed by any central rules other than that it does nothing to contravene the Association rules.

There are no written rules or standing orders for Branch Committees and it is for the membership of each Branch to agree the number of committee members and what proportion or number of Committee members will constitute a Quorum for meetings. It is not compulsory to have such rules or standing orders, but it is advisable to set them as they will ensure the proper conduct of the Branch Committee.

## BRANCH SECRETARY

The Association is well served by the quality of the Branch Secretaries, both at this time and throughout the many year's existence of NARPO. All currently carry out their duties with no remuneration although it is common practice to pay expenses incurred in carrying out the duties within the role.

The secretary of the Branch is responsible for the keeping of records, the recording of meetings and decisions and the maintenance of correspondence.

The Branch records consist of membership details. The most difficult aspect of this role is persuading members to keep the association apprised of changes of address and other changes in circumstances.

Supersleuth 2, a web-based membership data base, introduced to the Association in 2009, upgraded in 2021 allows the branch and national office access to a secure, current record of member details and provides an ability to share administration to the benefit of both the branch and the national office. It also allows members to provide updates either direct to the branch or through the national office.

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The recording of meetings requires the Branch Secretary to be able to set out an agenda for A.G.M.'s and Committee meetings, to be able to record the debate and decisions within those meetings and then prepare and circulate minutes which properly reflect the nature of the meetings. This is not onerous and is best achieved by simple preparation prior to meetings taking place.

The Branch Secretary will receive correspondence, from the N.E.C. office and others. Branch Circulars are provided electronically through the Supersleuth2 system and stored on the system for future reference. It is the Secretary who will be required to take the appropriate action on receipt of a branch circular and ensure that the various requests and information required within the circulars are actioned.

There will be other correspondence from members and occasionally from outside bodies which may require action and the Branch Secretary should take the appropriate action and ensure that, where required, it is brought to the attention of the Branch Committee.

## **BRANCH TREASURER**

The role of the Branch Treasurer is almost self explanatory as the main function is to keep and properly account for Branch funds and to ensure that bills and precept demands are paid in accordance with the rules of the Association.

The Branch Treasurer will receive monies in the main from only one source which is member subscriptions. These will usually be sent from the Treasurer of the police pension authority as the vast majority of members have their subscriptions deducted at source from their pensions.

For those force areas that consist of more than one NARPO branch separate arrangements may be in place to ensure that each branch receives their share of subscriptions either directly or through one of the branches.

The present arrangements for the funding of the Association are based upon the Annual Conference setting the annual subscription level for full members of NARPO. This amount is collected by Branches from their members. Conference also decides on the percentage amount of those subscriptions which shall be paid to the N.E.C. office in respect of the work undertaken there and each Branch is then responsible for paying that amount of precept to the N.E.C. in accordance with rules contained within the Branch administration section of the handbook.

The Treasurer is required to keep proper accounts and ensure the members' monies are kept safely in accordance with the wishes of each individual Branch. It will be necessary to give an account of the monies at the Branch A.G.M. A balance sheet of the accounts and income and expenditure should be presented at that meeting. It is a requirement of the Association Rules that a copy of this statement of accounts and balance sheet is forwarded to the N.E.C. office each year by the 31st of May. Branch funds include all monies held by a branch in the name of NARPO including any social accounts. It is also necessary for the Branch Treasurer to agree the membership figures supplied to him/her as at the previous December 31st.

This is used to calculate precept for the following year.

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The N.E.C. recommends Quickbooks to assist in the management and preparation of Branch accounts. Quickbooks is a relatively simple, commercially available account management tool currently used by several branches successfully.

Also available from the N.E.C. office is a basic spread sheet set up for balance sheet and profit and loss reporting. This can be provided, on request, and will be emailed but Microsoft Excel will be required to facilitate usage of the spread sheet.

The national office is in a better position to provide advice and support to branches, which operate one of the above systems.

The Branch Treasurer is responsible for ensuring that the proper precept is sent to the N.E.C. office at the time and amount agreed by Conference. The precept figure is based on the number of Full, Associate, Life and Honorary members in the branch.

The national minimum rate of subscription for Full, Life, Honorary and Associate members of a Branch is set at Conference but, for all other categories of member, i.e., widow/ers and those who are members of more than one branch, it is a matter for each Branch to set the level of subscription. No precept is sought for widow/ers. Where a member is a member of more than one Branch, they should elect to which Branch they pay the full subscription level, and it is that Branch from which the precept is sought.

The financial year of the Association runs from 1st January to 31st December each year in respect of both the N.E.C. and Branches.

## BRANCH CHAIRMAN

The Chairman of the Branch is responsible for ensuring that the affairs of the Branch are properly conducted and to that end he or she should have an interest in the wider roles of other officials at the Branch.

The proper conduct and running of meetings are the responsibility of the Chairman and he or she must be seen as an impartial and independent arbitrator in the business affairs of the Branch.

The Chairman should be aware of the proper procedures for the conduct of meetings and should ensure that they are neither over long and tedious nor too short to properly deal with the business. Whilst it is essential that the meetings of this Association are conducted in a friendly and largely informal manner, it is most important that decisions are arrived at constitutionally and with everyone feeling that they have been allowed to contribute.

There are many good books which will prove helpful to Chairmen in ensuring that they carry out their duties properly, but without doubt no other book can offer a better grounding than the longstanding work written by Lord Citrine and entitled "The ABC of Chairmanship". This book is available at many libraries and is recommended reading for Chairmen.