

BRANCH ROLES

Chair

To ensure that the business of the Branch is conducted in line with its constitution, policy and standing orders.

The Chair should:-

- 1 Preside at all meetings of the membership convened under the rules of the constitution.
- 2 Preside at all meetings of the Executive Committee.
- 3 Oversee the business of the Branch and should hold elected officers or representatives accountable for the responsibility invested in them by the membership.
- 4 Be responsible for ensuring that an accurate account of all Branch business and Executive business is held by the Secretary and available to all members.
- 5 Be responsible for responding to all requests for information or comment from the press or delegating the responsibility to the appropriate officer or committee.
- 6 Be responsible for initiating or monitoring any press release from the Branch ensuring that it is consistent with the constitution or policies of the Association.
- 7 At all times be satisfied that Branch funds are properly administered and accounts held by the Treasurer.
- 8 Be available to any individual member wishing to raise a particular matter and should be able to give advice as to the appropriate channels for dealing with such a matter at Branch or, where appropriate, National level.
- 9 Ensure that the business of the National body, its policies, decisions and requests for information are referred through the Branch Executive to the membership.
- 10 Be responsible for ensuring that the wishes or concerns of members at Branch level are conveyed through the appropriate channels to the National Committees, National Executive or Annual General Meeting.

The person in this post should not use or abuse the position by promoting individualistic or personal view points, but rather attempt to maximise the involvement of all members and encourage a wide representation of views within the Association, at all times attempting to promote debate in the enhancement of the Association's objects.

Vice Chair(s)

The Vice Chair(s) should assist and support the Chair in carrying out the responsibility of that post and when necessary be prepared to deputise in that person's absence. They could also act as Convenors and be responsible / point of contact for members in a specific local area.

Convenor(s)

They can – in place of or in addition to Vice-Chair(s) depending on your branch preference – convene local meetings and act as a local point of contact for members. They meet with local management where appropriate. And they can also give members advice and guidance and represent members where appropriate if accredited to do so.

Branch Secretary

The Secretary is responsible for ensuring that the business of the Association is effectively administered and recorded.

The Secretary should:-

- 1 Be responsible for notifying all current members of Branch meetings and compiling an agenda for such meetings.
- 2 Be responsible for recording in an accurate manner the business of Branch meetings and producing a minute for subsequent approval.
- 3 Be responsible for ensuring that all business raised by the members at Branch meetings is referred to the Executive Committee or referred to a Branch Committee for action where appropriate.
- 4 Record Branch Executive business and ensure that an agenda and minutes are available to the membership.
- 5 Be responsible for administering all correspondence pertaining to the Branch. In particular, the Secretary is responsible for ensuring that the Chair is acquainted with all matters in relation to individual members and where necessary, matters of general concern are brought to the attention of the Executive Committee. It is important that all correspondence in relation to the general business of the Executive is under the offices of the Secretary.
- 6 Be responsible for conveying to and from the National Association all items of correspondence relevant to members.
- 7 Ensure that Branch nominations for National posts, Branch motions for NEC or AGM are submitted to the General Secretary within the time allowed.
- 8 Notify Napo Headquarters of any change in Branch Officers or their addresses.

Treasurer

The Treasurer is responsible for maintaining Branch funds.

The Treasurer should:-

- 1 Request Branch grant and AGM funding from Head Office.
- 2 Provide accurate accounts for all money received and all payments made on behalf of the Branch.
- 3 Maintain the Branch income and expenditure returns with supporting documents for the annual audit.
- 4 Send copies of these returns to Head Office Accounts Department at the end of each financial year. The Treasurer should report regularly to Branch membership through the Executive or when required at Branch meetings on the financial well being of the Branch and any matter concerning Branch funds.
- 5 Ensure that any membership subscriptions received locally are forwarded to Head Office within one month of receipt.
- 6 Forward any money specified for the Edridge Fund to Head Office for payment into the Edridge account.
- 7 Ensure that other monies received by the Branch by way of gifts, grants or collections are recorded separately from funds received from Head Office, the expenditure of such monies to be approved by the Executive and the membership.

Membership Secretary

- 1 The Membership Secretary will be a member of the Branch Executive Committee.
- 2 Will take the lead responsibility for recruitment of new members and provide regular feedback on progress of recruitment to the Branch.
- 3 Will maintain database of members specifying grade and location, in compliance with the requirements of the Data Protection Act 1998. Monitoring information will be available from Napo Head Office, if required (info@napo.org.uk).
- 4 Will liaise with HR to receive up to date information on new and existing staff.
- 5 Will arrange for all new staff to receive recruitment literature within first month of starting work.
- 6 Will arrange for new staff, who have not joined after two months, to be contacted.
- 7 Will maintain and encourage a cohort of office/workplace reps who can approach new staff and non-members about joining Napo.

- 8 Will negotiate right to attend at Area/Regional induction and trainee events to introduce new entrants to Napo.
- 9 Will regularly review local/national recruitment material to keep it fresh.
- 10 Will inform Membership at Napo Head Office (membership@napo.org.uk) as soon as possible about changes to members' details, such as change in office location, grade and if the member has left the area/service, where known.
- 11 Will ensure that new application forms are completed in full and that only current application forms are used.

NEC Co-Representatives

The election of NEC Co-Representatives is not dealt with at the Branch AGMs but via a separate process as per the National Constitution Section 16 and Section 21(k). Napo HQ will run this process on behalf of the branches in the run up to a new 2-year term starting after the National AGM.

Upon taking up post, the NEC representatives should communicate effectively the business and decisions of the National Executive to Branch membership having voted and expressed views on their behalf.

The NEC produces advice for NEC representatives regarding their role and the function of the NEC. This can be found in NEC 94/00 (revised in 2006), 'The Role of the NEC Co-Representative and the function of the NEC'.

The NEC representatives through Branch and Executive meetings should:-

- 1 Be fully acquainted with the views of members on current issues.
- 2 Consult with members through committees or Branch meetings so as to be able to represent and vote consistent with the opinion and consensus of membership.
- 3 Become conversant with all Branch policies and their relationship to National policies.
- 4 Be responsible for giving a written report of National Executive business to the first Branch Executive and Branch meetings following the NEC. A verbal report can be given in the absence of a written report.
- 5 Give a written report of all decisions taken by the NEC, the wording and resolutions passed, the voting figures and the way in which Branch representatives voted.
- 6 Be prepared to answer in detail any queries from the Branch as to the business conducted at the National Executive.
- 7 Be authoritative on all NEC procedures and standing orders and be available to advise Branch or Executive meetings accordingly.

- 8 Ensure that the General Secretary has received all Branch resolutions from the Branch Secretary in time for inclusion on NEC agenda.

Anti-Racism Officer

Napo's constitution requires that each Branch should have an Anti-Racism Officer (ARO). The ARO should be elected annually, should be a member of the Branch Executive Committee and should report to Branch meetings and to the Branch AGM. The ARO's annual report should be sent to Napo's national office using the pro-forma supplied by national office, for inclusion in the Napo's Annual Report into the implementation of the Napo Anti-Racism Policy.

Role and Responsibilities. The role of the ARO is to work in conjunction with the National Equal Rights Committee and to ensure that Napo's anti-racism policies are implemented and monitored at Branch level. It is of the utmost importance that the responsibility for anti-racism policy implementation is shared among Branch officers and activists and does not fall on the ARO. In general it is also advisable not to impose the burden of the ARO role on either first year officers or on black members unless there is clear support available and the black member volunteers.

The main responsibilities for the ARO are:-

1. To ensure that the Branch places anti-racism issues on all branch meeting agendas and that all meetings are monitored in accordance with the Napo constitution.
2. To work with Branch officers to obtain Napo representation on service committees which have responsibility for developing and implementing anti-racism policy within the service
3. To work with Branch officers to encourage services to monitor the recruitment, training, promotion and retention of black staff, and to ensure that black staff work in an environment which supports their personal safety and personal development
4. To work with Branch officers to promote anti-racist practice in the work of the probation service, and within the criminal justice system and the family court system locally.
5. To work with Branch officers to monitor the impact of service policies and procedures on black staff and black people who are users of the service, particularly in respect of working practices, health and safety and professional matters.
6. To monitor the work of the Branch in terms of anti-racism, identifying when campaigning policy, development training or strategy development are needed and to assist in obtaining these.

National Support for AROs. Nationally, Napo will provide support for Branch Anti-Racism Officers which will include:

- Liaison with Equal Rights Committee
- Circulation of information and advice on anti-racist developments relevant to criminal justice, the family court system and trade unions
- Training for AROs through a range of events
- Access to the Equal Rights training budget for Branches
- Advice in representing individual black members

Time Off for Trade Union Duties. The duties of the ARO will be eligible for time off for trade union duties where they can be recognised as related to pay and conditions of service, including equal pay, training, recruitment and retention, and also including health and safety. This is important because health and safety at work now clearly includes stress, harassment, bullying and abusive or violent situations at work. Whenever the work of the ARO involves the health or the safety of black members this should be claimed as time off for trade union duties.

Equal Rights Officer

The following job description is applicable to all Equal Rights post holders:

Election. The Equal Rights Officer(s) should be elected annually and any member of the Branch/Section is eligible for nomination. The Equal Rights Officer(s) should be member(s) of the Branch/Section Executive Committee, and should report to Branch/Section meetings regularly and to the Branch/Section AGM. The duties of Branch/Section Executive Committee members are set out in Branch/Section constitutions.

The Equal Rights Officer(s) is asked to submit an annual report to Napo Office on implementation of the Anti-Sexism Policy, the Disability Policy and Strategy and the Lesbian, Gay, Bisexual and Transgender (LGBT+) Policy and Strategy. This report should be completed on the ERO pro-forma or can be the same report as that submitted to the Branch/Section AGM.

Role and Responsibilities. The Equal Rights Officer(s) should work in liaison with the Equal Rights Committee on Anti-Sexism, Disability and LGBT+ issues. The Equal Rights Committees will pass on to Equal Rights Officers requests for information, policy implementation, advice and information on e.g. new legislation. The Equal Rights Committee will make every effort to co-ordinate their requests to branches so that they are not an onerous burden on local representatives.

The main responsibilities for the ERO are:-

1. To ensure that the Branch/Section places disability, lesbian and gay rights and anti-sexism on agendas regularly, and continues to address the wider range of equal rights issues.

2. To ensure that Branches/Section have in place an effective monitoring system for these areas of discrimination.
3. To work with Napo Officers to obtain Napo representation on service committees which develop and implement policy on equal rights issues.
4. To work with Branch/Section Officers to encourage services to develop policies of positive action in the recruitment of women, LGBT staff and staff with disabilities, and to monitor these policies and the treatment of these groups of staff.
5. To work with the branch/Section to challenge discrimination in the work of the probation service, the criminal justice system and the family court system.
6. To monitor the work of the Branch/Section in terms of equal rights policies, identifying the need to campaigning, policy development, training or strategy development, and assisting in carrying these forward.
7. To produce a report for the national Annual Report, in July, on the implementation of equal rights policies locally.

National Support for Equal Rights Officers. Nationally Napo will provide support for EROs which will include:-

- Liaison with the Equal Rights Committee
- Circulation of information and advice on equal rights developments relevant to criminal justice, the family court system and trade unions
- Training for Equal Rights Officers to be identified through the annual training strategy
- Access to the Equal Rights training budget for Branches
- Advice in supporting and representing disabled, LGBT members and women members and other groups of discriminated against members

Time Off for Trade Union Duties. The duties of the Equal Rights Officer will be eligible for time off for trade union duties where they can be recognised as related to pay and conditions of service, including equal pay, training, recruitment and retention, and also including health and safety. This is important because health and safety at work now clearly includes stress, harassment, bullying and abusive or violent situations at work. Whenever the work of the ERO involves the health and safety of members this should be claimed as time off for trade union duties.

Health and Safety Rep(s)

Health and Safety reps act as the initial point of contact for members who have queries or concerns. They also act as points of education and information. They engage with local employers on H&S related matters and attend local H&S meetings.

Forum Reps (up to grades 3)

They will ensure that members up to grades 3 who are currently underrepresented in Napo are given due attention and represented on the agenda of the Branch and the Branch Executive. They will act as the focal point of contact for these members and assist in organising grade meetings as well as should try to attend the national Forum meetings.

Edridge rep(s)

This person will assist members locally with applications to the Edridge Fund and maintains links with the Trustees of the Fund.

Representation Reps

These posts are not elected annually by the branch but are appointed by Napo HQ after having undertaken Napo accredited training.

The Branch can co-opt other members for specific pieces of work or to act as advisors in specific areas.