



Branch Secretary Position Summary

Branch Executive Roles & Responsibilities - Attachment 3

Policy Number	POL011	Version	3.0
---------------	--------	---------	-----

In addition to the responsibilities of a General Member of Branch Executive the Branch Secretary will:

Leadership and Management

- Act as the Chief Officer of the Union and manage the operations of the AEU ACT Branch office.
- Exercise executive management of employees of the AEU ACT Branch office, engaging the Human Resources Committee as required.
- Oversee the recruitment, induction and training of Branch Executive members.
- Oversee the register of members including procedures for admission, resignation, discipline, suspension and expulsion of members.
- Lead the development, implementation and regular review of appropriate policies and procedures.
- Lead the development, implementation and regular review of the Strategic Plan.
- Keep the Common Seal of the Union.
- Ensure that the Union is compliant with legal requirements.
- Ensure adherence to the AEU Federal and AEU ACT Branch Rules.
- Arrange for proper record keeping and secure storage of all books, documents and securities, and make them available to members as requested.
- Oversee the election of members into representative positions ensuring compliance and procedural fairness.

Finance

- Act as the Treasurer for the Union.
- Provide a monthly profit and loss report to the Branch Executive and Branch Council.
- Oversee the development of an annual budget.
- Ensure that the members of Branch Executive maintain the financial literacy necessary to conduct the business of the Union.
- Lead the development, implementation and regular review of a Business Plan in partnership with the Finance Committee.

Meetings

- Ensure agendas for Branch Executive and Branch Council are distributed one week before each meeting.
- Provide reports to Branch Executive on matters to assist it fulfil its governance role.
- Provide reports to Branch Council on matters to assist it fulfil its functions.
- Arrange for minutes of each Branch Executive and Branch Council meeting to be taken and circulated.
- Arrange for minutes of any mass member meetings to be taken and circulated.
- Serve on the Branch Executive Human Resources Committee
- Serve as the Chair of the Branch Executive Finance Committee.

Promotion

- Be the chief spokesperson for the Union.
- Lead negotiations with other organisations on behalf of the Union.



Branch Secretary Position Summary

Branch Executive Roles & Responsibilities - Attachment 3

Policy Number	POL011	Version	3.0
---------------	--------	---------	-----

- Provide industrial leadership to the Union, and in partnership with the Branch Executive and Branch Council, determine industrial priorities and relevant actions.
- Oversee the development and communication of all external messaging and promotion.
- Monitor membership levels and oversee strategies for increasing the membership density of the Union.