

Association of Healthcare Cleaning Professionals

Job Description	
Job Description	Branch CoM Rep
Role	Voluntary Role
Reporting to	Exec Team/Branch Chair
Term in office	2 years
Last review	January 2026
Next review	January 2028

Branch Council Representative

(Voluntary Role)

Role Purpose

This is a **voluntary representative leadership role** undertaken in support of the Association of Healthcare Cleaning Professionals (AHCP).

The Branch Council Representative acts as the formal link between the Branch and the National Council, ensuring that Branch views, priorities, and contributions are represented within national discussions while supporting delivery of AHCP strategy at regional level.

Key Responsibilities

This includes:

- Supporting and deputising, where required, for the Branch Chair and other Branch Deputies to ensure organisational strategy is delivered at Branch level.
- Assisting the Exec Team in the development and progression of AHCP aims, business plans, and strategic workstreams.
- Positively promoting the purpose and aims of AHCP within the Branch, healthcare organisations, and partner networks.

- Encouraging member engagement and participation in line with AHCP objectives and goals.
- Maintaining a proactive leadership role across Branch, Exec, and Council matters, leading by example.
- Acting as a communication link between the National Chair, Executive Deputies, and the Branch.
- Supporting collaboration across AHCP Branches within the region.
- Engaging with potential new members and promoting Branch activities to grow AHCP membership across the healthcare sector.
- Attending all Branch meetings and providing updates on relevant Council business.
- Taking an active organisational role during the AHCP Annual Conference.
- Attending National Council meetings and ensuring Branch views are represented.
- Supporting national and regional workstreams as required.

Voluntary Status

This role is undertaken on a **voluntary basis**.

No salary is attached to the position. However, reasonable pre-approved expenses may be reimbursed in line with AHCP policies (where applicable).

The role offers the opportunity to:

- Influence national healthcare cleaning strategy.
- Represent regional and Branch priorities.
- Develop leadership and professional networks at executive level.

Approximate Time Commitment

- Attendance at Branch meetings — approximately 2 hours per quarter (plus travel time).
- Attendance at Council of Management meetings — approximately three days per year (plus travel time).
- Support to national and Branch matters — approximately 0.5 day per quarter.

Time commitments may vary depending on organisational priorities and strategic programmes.

Reporting to: Branch Chair / AHCP Executive Team
Term of Office: 2 years.