

Branch Chair



Role

To represent the AHCP on behalf of the Branch and co-ordinate the Branches activities to ensure members have network opportunities, professional development opportunities and the opportunity to comment on issues of importance nationally.

This includes:

- Ensuring an annual schedule of meetings / study days is widely circulated to the Branch members.
- Ensuring National AHCP directives are applied within the Branch.
- Ensuring the Branch complies with the AHCP Byelaws and Articles.
- Promoting the work of the AHCP in all external and internal opportunities with the media.

Approximate Time required:

Attendance of Branch meetings - 2 hours per quarter plus travel time.

General Review of National Activities / planning etc. – 2 hours per month

Attendance representing Branch at other Groups – circa 16 hours per year.

Branch Council Representative



Role

- To support and Deputise as required for **Branch** AHCP Chair / other **Branch** AHCP Deputies to ensure that the organisation's strategy is delivered at branch level in conjunction with the membership
- To assist the National Chair/Exec/Deputy Chairs in the development and progression of an agreed strand of the AHCP aims / business plan / strategy.
- To positively promote purpose / aims of AHCP within their own Branch, Healthcare and partner organisations.
- To inform and encourage involvement within their Branch in line with the AHCP's aims, objectives and goals.
- To maintain a proactive role in all Branch, Exec and Council matters leading by example.
- To provide a communication and information link between the National Chair/Exec Deputy Chairs and their Branch
- To support AHCP Branches within the region.
- To engage with potential new AHCP members – encourage and promote Branch activities and seek additional membership across the wider Healthcare sector.
- To attend all Branch meetings and update membership of relevant council business
To take a proactive role in the organisation during the AHCP annual conference.
- To attend council meetings and ensure that the branch views are communicated at the meetings
- To support work streams as required.

Approximate Time Required

Attendance at Branch Meetings – 2 hours per quarter plus travel time

Attendance at national Council Meetings – Three Day per year plus travelling time

Support to National issues/Branch issues- 0.5 days per quarter

Branch EDT lead



Role

ETD representatives should be in a professional role within the Education or Training arenas of the cleaning industry.

They should be in a position to offer professional education and/or training advice to members of AHCP when requested to do so either by Branch or Council representatives or, with agreement, by individual members.

This includes:

They should be prepared to undertake the following duties, through the national ETD Lead:

- Participate in an official Educational and Training sub group of the Council of Management (note1)
- Feedback on the work of this group to the Branch of which they are a member
- Liaise with members at branch level to establish emerging trends, new initiatives, opportunities, threats (note1)
- Represent AHCP on agreed relevant committees of other bodies
- Request, and provide to CoM, agendas and papers of these committees in advance of meetings in order to be given a clear steer on their input to the meetings
- Provide written reports on meetings they attend to CoM for consideration at meetings
- Advise CoM on what extent to support / be involved in these committees
- Provide articles of relevance on education and training topics on a rotational and regular basis for the ETD page(s) of the AHCP website
- Provide articles of relevance on education and training topics on request for publication in journals under the AHCP banner (note1)
- Provide articles of relevance on education and training topics on request for publication in AHCP's in house journal or magazine

- Offer answers on questions relevant to ETD through the AHCP helpdesk or equivalent
- Assist in national and regional / branch conferences and study days by sourcing topics and speakers on ETD topics; attending where requested with agreement of CoM
- Assist with AHCP project work as required
- Source opportunities for funding for courses and qualifications for AHCP members
- Liaise with Sponsor and other supportive Companies to steer them on relevant Education and Training issues
- Monitor the impact of ETD activity at branch level

The ETD Sub Group should meet at least annually and elect their lead representative to serve on Council of Management. They may be substituted by another member of the group if s/he is unable to attend CoM meetings.

Notes:

1. AHCP Council of Management should allocate appropriate funding for members of the group to attend meetings on provision of completed expenses forms provided agreement has been given for attendance.

It is for CoM to direct how many members of the group there should be; which external committees they should attend; how often the group should be required to source new members and in general to steer and guide the group on the work they undertake.

Approximate Time required:

Attendance at all Branch meetings - 2 hours per quarter plus travel time.

Write articles or review and posting on website – 2 hours per quarter

Ad Hoc National Study Day – circa 16 hours

Branch Secretary



Role

To provide a secretarial service to the Branch and Branch Chair as required.

This includes:

- Preparing Agendas for the Branch meetings issuing them to members and the AHCP website in advance.
- Preparing notes of the Branch meetings, posting on the AHCP website and following up actions with those designated to take them forward.
- Coordinating administration with National Council, National Executive and website administrator.
- Preparing and issuing welcome letters to new members.
- Responding to communication from media, suppliers and members after liaison with the Branch Chair and Deputy National Chair (Scotland).

This is not an exhaustive list of duties for the role of Branch Secretary.

Approximate Time required:

Attendance at all Branch meetings - 2 hours per quarter plus travel time.

Write up of notes and posting on website – 2 hours per quarter

General National Liaison – 1 hour per month

Branch Treasurer



Role

To maintain the Branches accounts by recording income, expenditure, assets and liabilities.

This includes:

- Reporting the Branches financial position quarterly at branch meetings.
- Providing audited annual accounts to the National Treasurer and any other information required to support National Accounts preparation.
- Make payments of travel expenses subsistence and other expenses of officers of the Branch along with any other payments for postage, study days etc.

Approximate Time required:

Attendance at all Branch meetings - 2 hours per quarter plus travel time.

Monthly Accounts – 1 hour per month

Ad Hoc National Study Day – circa 16 hours