



**The Country Women's
Association of Victoria Inc.**

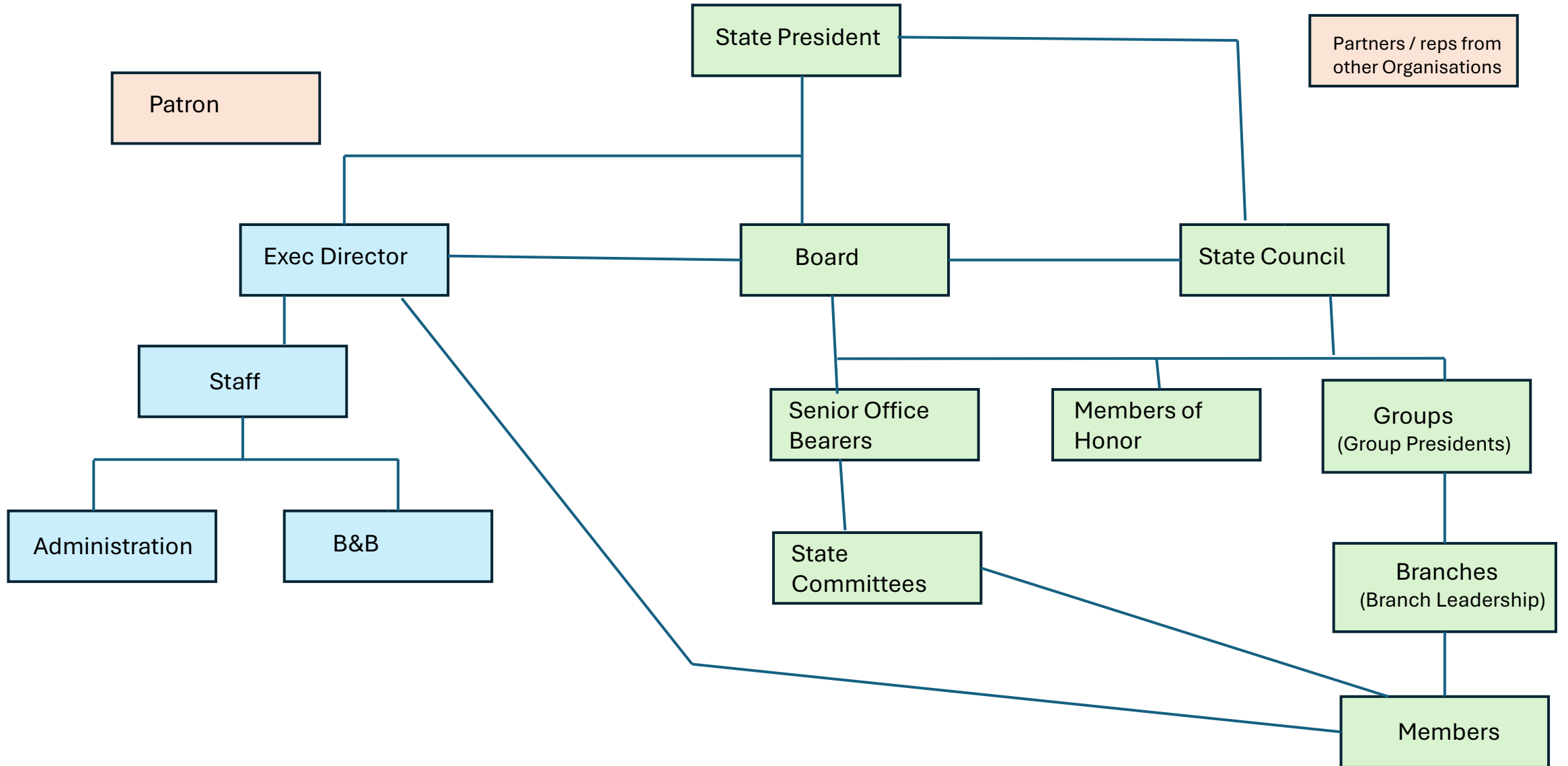
care empower contribute

Branch President Training

February 2025

www.cwaofvic.org.au

Where does Branch President Role Fit?



Role of Branch President

- The Branch President is elected for one (1) year with a maximum of five (5) consecutive years and is a Volunteer
- The Branch President sets the tone for the Branch, keeps things running smoothly
- Is a Liaison between the State, the Group, and the Branch
- Is there to guide the branch members about CWA and share information
 - Awareness of Constitution, Strategic Plan, Key State Event dates, Key CWA Policies (e.g. Code of Conduct)
- Is about managing all the activities of the Branch.
- Is to be inclusive and share the load, so everyone is involved and has ownership
- Make sure you have fun



Branch President Duties

Branch Management

- Organise and Chair the
 - Branch Meetings
 - Annual General Meeting (AGM)
 - Branch Conferences
- Sign off Minutes once they have been ratified by members
- Introduce guest speakers; organise for them to be thanked and presented with a small gift (usually handmade/grown)
- Ensure that compliant voting processes are followed, when members votes are required
 - Allow for sufficient opportunity for opposing views to be presented, then terminate debate after a reasonable time.
 - Take control of the voting result to ensure branch alignment to the decisions



Branch President Duties

Set / Approve the Meeting Agenda

- Use the standard template from the Toolkit
 - It provides consistency and prompts
- It's a good idea to ask the members if they have any late agenda items they want to add at the start of the meeting
 - This helps you to manage the time better and ensure all items can be covered
 - Don't be tempted to address them there and then, but add them to "other business"
- The template has the Guest Speaker at the end of the meeting; however, it is flexible how you want to do this at your branch
- Work with the Branch Secretary to give the agenda to members well before the meeting
 - This is especially true if there is preparation needed



Branch President Duties

Chairing a Meeting

- Follow the agenda
- Choose the appropriate environment / location
 - Be sure this is on the Agenda
- Prepare
 - Ensure you have pre read any relevant material, anticipate questions and have prepared responses
- Give everyone a chance to speak
- Keep control of the time
 - Start on time, Finish on time
 - Sometimes it's a good idea to set target times for each agenda item to have a running guide for how to keep on time
 - Try not to restart discussion for late comers, or go over items covered in previous meetings
- Don't let admin override the time together



Branch President Duties

Chairing a Meeting - Continued

- Ideas and Solutions
 - Raising ideas for syllabus or organizations to receive donations, etc.
- Define clear next steps & actions
 - Before closing the meeting review the action items agreed on and any dates required to be followed up
 - Remind members of any key deadlines in your summary



Branch President Duties



Planning

- Discuss with members early in the year what are the **planned** events for the year,
- Organise the **syllabus** (calendar of events).
 - Take in to account the State and Group annual events and expectations to avoid conflict
- Plan to attend Group and State **conferences** when possible or send a delegate who can report back to the branch.
- Encourage the branch members attendance at State conferences. Ensure branch is properly represented.
 - Assist with the organisation required to get members to attend
- Organise **service certificates** for Members who have been in the branch for ten years, etc....
- Put together a plan for **Membership Growth** plan with your members to grow your branch and follow-up membership enquiries quickly

Branch President Duties

Leadership

- Lead the team and support the branch members
- Coordinate all Branch events
- Encourage all members to participate in branch debates, activities and events
- Conflict Management –
 - be aware of any issues within the branch, keep the focus on facts try not to allow it to be get personal, seek outside help if necessary

Simple 4-step process to resolve conflicts

- LISTEN. Every conflict resolution process begins with listening. ...
 - EMPATHIZE. Now it's time to take what you heard and do your best to put yourself in their shoes. ...
 - ACKNOWLEDGE (AND APOLOGIZE) ...
 - DO SOMETHING.
- Handle this privately, not in a branch meeting



Branch President Duties

Communication

- Manage the content of the Branch Facebook page and any other social media formats to ensure no defamatory or libelous comments are made in reference / response to branch posts
- Monitor responsible use of the Association logo



Branch President Duties

Promotion

- Promoting the work of your branch is important
- Organise submissions of articles to the CWA magazine to promote your branch
- Work with your members to organize local promotion and publicity for the branch and the wider Association
- Provide input to the Branch / Group / State website / Facebook to publish events and meetings



Branch President Duties

MISC - Other Duties

- Identify members and non-members who could benefit from the **Emergency (disaster) or Welfare (crisis) Funds** and liaise with the Group President to seek assistance confidentially. Then directly engage with the State President to take action.
- Identify members and non-members who could benefit from the **Educational Grants and Scholarships** and actively encourage their application by the due dates
- Manage property requirements of the branch, including maintaining an **asset register** of items owned by the branch.



Become Familiar with.....

Strategic Plan

- Vision
- Purpose
- Decision Making Principles
- Strategic Goals for 2024 – 2028
- What CWA is about and what we do

Constitution

- What is a Constitution?
 - A charity's governing document is the formal document that sets out the charity's charitable purpose or purposes, that the charity operates on a not-for-profit basis, and the way the charity's governing body makes decisions and consults any members.
- For CWA of Vic our Constitution:
 - Documents the rules that determine how our organisation is run and structured.
 - Contains high level expectations and definitions of terms and roles in the organisation.

Become Familiar with.....

- Members page on the CWA web page
 - Username = cwa_reception
 - Password = CWAVictoria2020
 - DO NOT Change the password!**
- Key Policy documents
 - Code of conduct
 - Attendance policy
 - Confidentiality
 - Conflict of Interest
 - Media Policy
- Branch Basics
- Toolkit



Where to go for help?

- Branch Basics Appendix D for more information.
- **Main Office** includes your staff – 5 part/time positions across Membership Office, Finance, Main Reception/merchandise, Exec Director.
- **Membership office / Administration Officer** is a great source of information for Branches , email cwaadmin@cwaofvic.org.au
- **Merchandise enquires** can be made by calling reception (always useful to leave a message) or email reception@cwaofvic.org.au>
- There are lots of opportunities in our Association to ask for assistance, information and learn from one another.
 - Past Branch Presidents, Group Presidents



Activity for Branch President Role

- You have been provided with an agenda for your next branch meeting.
- This is your opportunity to practice how to run the branch meeting, if you have not done it before.
- If you have done it before, use the opportunity today to practice further.
- More than one person can do it if you have the time. Try and take turns.
- Report back at the end what you learned.

