

Quick orientation for branch secretaries

As a secretary, you make it possible for your branch's daily life to run smoothly

As a secretary, you are responsible for ensuring that the branch's activities and operations function flawlessly. You take care of the branch board's meeting arrangements and minutes. The branch's mail, document preparation and archiving are also your responsibility. Together with the branch's chair, vice-chair and board, you prepare the action plan, annual report and other documents. In addition, you cooperate with the person in charge of volunteers and members and the communications specialist.

As a secretary, you make it possible for the branch's daily operations to run smoothly and you have the chance to shine in tasks that require precision and a systemic approach. However, you do not need to bear all the responsibility alone, as you can share the secretary's duties with another elected official, if you so wish.



Your duties as a secretary

Important:

- Reporting the branch's elected officials and contact persons with the Ossi branch registry tool with the branch's authorisation
- Acting as the branch's signatory with the branch's authorisation
- Preparing minutes of board meetings
- Archiving documents
- Overseeing meeting preparations and practical arrangements
- Taking care of the branch's mail
- Assembling and compiling statistics
- Preparing possible excerpts from minutes

If possible:

- Preparing the action plan and annual report together with the chair, vice-chair and board
- Maintaining the member register together with the person in charge of volunteers and members
- Internal communications duties in cooperation with the branch's communications manager

In this position, you will be supported by:

- The branch board
- A sponsor appointed to the branch by the district
- The district's organisation employee

Important information

Start with these

- Task-specific training
- Elected official training for branch boards
- Data protection for the branch's volunteers in charge
- Rule book
- Branch activity support materials (forms, tools, administration)
- Archiving guide

Worth studying

- Policy
- Disaster Relief Fund instructions and rules
- Readiness planning instructions
- Red Cross media bank
- Volunteer activity support materials