

Quick orientation for branch chairs

As the chair, you oversee the activities of your branch

As the chair, you lead the branch's activities and the board's operations. You do not need to bear all the responsibility alone. You can share your duties with the vice-chair and other board members as well as volunteers in charge in a separately agreed manner. The Red Cross strongly encourages pair and team work.

As the chair, you are responsible for the branch's internal cooperation and division of duties as well as planning, developing and assessing the quality of operations together with the board. You represent the Red Cross in the area of the branch and take part in the activities of cooperation networks outside the branch as well. As the branch's signatory, you are responsible for signing official contracts and the branch's statements.

You play an important role in securing the prerequisites for your branch's activities. Together with the vice-chair and other volunteers in charge, you also promote a safe and responsible operating environment. In cooperation, you ensure that the branch's aid efforts meet local needs. You get to develop your leadership, cooperation and coordination skills and constantly learn something new about the branch's activities.



Your duties as a chair

Important:

- Acting as the branch's signatory with other people with the authority to sign documents.
- Coordinating the work of the board. Preparing decisions, leading meetings, delegating tasks and monitoring the implementation of decisions.
- Ensuring that the branch's statutory tasks are carried out.
- Coordinating the branch's readiness to help and keeping the readiness plan and collection plan up to date.
- Ensuring that the volunteer path is realised in cooperation with the person in charge of volunteers and members as well as other volunteers in charge, so that new volunteers can smoothly join the activities and the Red Cross society and that the branch's volunteers are adequately supported and guided to carry out their tasks.

If possible:

- Developing the branch's activities
- Managing external relations and partnerships
- Managing external communications
- Participating in the practical implementation of key matters

In this position, you will be supported by:

- Osaston hallitukselta
- Piirin osastolle nimeämältä kummilta
- Piirin järjestötyöntekijältä ja toiminnanjohtajalta

Important information

Start with these:

- Task-specific training: Elected official training for branch boards
- Rule book
- Policy
- Disaster Relief Fund instructions and rules
- Readiness planning instructions

Worth studying:

- The branch's development tool
- Branch activity support materials
- How to operate with media
- Red Cross media bank
- Volunteer support materials (volunteer path, Mood check-in, volunteer's well-being)
- Basic course in domestic assistance
- Basic emergency support services course
- Basics of branch communications course
- Oma Punainen Risti and Ossi training sessions
- Fundraising training for branch fundraising
- Leadership training offered by the organisation