

Quick orientation for branch vice-chairs

As a vice-chair, you support and act as the partner of the branch chair

You play an important role in securing the prerequisites for your branch's activities by supporting and acting as the partner of the branch chair. Together with the chair and other volunteers in charge, you also promote a safe and responsible operating environment. In cooperation, you also ensure that the branch's aid efforts meet local needs. In this position, you get to develop your leadership, cooperation and coordination skills and constantly learn something new about the branch's activities. The position of a vice-chair also provides a good basis for preparing for the position of a chair, as you act as a deputy for the branch chair.

The chair leads the branch's activities and the board's operations. However, they do not bear all the responsibility alone. Instead, duties can be shared with the vice-chair as well as other board members and volunteers in charge in a manner agreed upon together. The Red Cross strongly encourages pair and team work.

Your duties:



Important:

- Acting as the branch's signatory in cooperation with other people with the authority to sign documents
- Leading the board's operations: 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 by keeping the readiness plan and collection plan up to date
- Managing the volunteer's path. In practice, ensuring that new volunteers can 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:

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

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

Study also these:

- The branch's development tool
- Branch activity support materials
- How to operate with media
- The material bank of the Red Cross
- 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