**Ver. 2 Branch Chair – Role Description**

**Title:** Branch (*insert)* Chair

1. **Locations** – from home, at Branch meetings and representing the Branch at the Provincial AGM and Directors meetings. In person or electronically
2. **Purpose of the Position** – Provide Branch leadership and direction by organizing and chairing Branch meetings. Represent Branch interests by providing input to the Provincial Directors. Is a director of the Association under the Societies Act
3. **Responsibilities and Duties:**
   1. Chairs the Branch meetings in a manner that suits the needs and preferences of the Branch membership.
   2. Acts as a liaison with the BCGREA Provincial Table Officers.
   3. Attends the provincial AGM and Directors meetings (in person or by video conference as appropriate).
   4. Convenes Branch Executive meetings.
   5. Communicates with outside agencies as necessary.
   6. Seek answers and responds to questions that members ask regarding their pensions, benefits and BCGREA policy.
   7. Serves as a Signing Officer on Branch accounts.
   8. Assists and delegates tasks for other Executive positions when needed.
   9. Addresses concerns from members within the Branch
   10. Convenes Branch meetings and overseas the election of officers of the branch.
   11. May participate in Provincial Committees and support Association promotional activities.
4. **Requirement for success** 
   1. Access to a computer, internet connection and computer literacy skills including use of emails and use of Zoom.
   2. Leadership and communication skills.
5. **Commitment Expected**
   1. Organize and Chair meetings.
   2. Attend Provincial AGM and Directors meetings, either in person or via video conference as appropriate.