



Branch Committee Member

Volunteer role profile

Purpose:

We are the professional body for HR and people development, championing better work and working lives. Branches are our local network of HR, L&D and OD volunteers, engaging members, non-members and organisations locally in line with the CIPD's purpose and vision and the needs of the local community. As an ambassador for the CIPD, you'll work collaboratively with the committee and contribute to the strategic and operational running of the branch.

What you will do:

- Contribute to the design of the annual programme of branch activities, making sure there's a balance between the needs and interests of local members, CIPD strategy, learning and CPD opportunities, and promoting HR as a compelling career option.
- Provide engaging and informative communications for the branch newsletter, branch webpage and branch social media platforms.
- Develop relationships with local organisations and businesses, discussing their needs and how local and national CIPD activities and initiatives can help.
- Promote HR, L&D and OD as a compelling profession by recruiting friends of the branch, engaging members, and visiting centres, universities and schools.
- As a role model for Continuous Professional Development (CPD), engage members in CPD, membership options and upgrades, and signpost local people professionals to the central CIPD membership team.
- Engage with and stay up to date with communications, including Branch Development team communications and Branch Links newsletter, committee reports, CIPD volunteer communications, and HR, L&D and OD trends
- Able to undertake extra responsibilities based on accountability profiles.
- Committee members of the main branch will contribute to the constitutional running of the branch, including electing members of the committee (you may have delegated authority from the Chair to lead committee meetings and/or act as Council Representative)

What skills and experience do you need?

- HR, L&D and OD professionals at any level of experience and membership grade.
- In active membership across your time spent with us

- Experienced and confident communicator, collaborator, networker and relationship builder
- Ideally well-connected in the local community, with a network of organisations and practitioners

What are the benefits to you?

- Be at the cutting edge of HR and play an active role in shaping the CIPD agenda.
- Raise your profile and broaden your professional network.
- Embrace your continuous professional development - gain new skills and experiences.
- Have fun and enjoy a new challenge.
- Demonstrate your passion for your profession.
- Create a personal legacy by helping to inspire the future HR generation.
- CIPD Toolkits, regular bespoke news, policy updates, access to our Network Area and Support resources especially designed for branches.

What is your commitment?

- Attend one monthly committee meeting and related activity (this may vary from branch to branch)
- Foster an inclusive working environment that enables a diverse range of people to work together effectively and collaboratively.
- Abide by the CIPD Code of Professional Conduct and Statement of Expectations for volunteers at CIPD.

It is important that volunteering at CIPD is a positive experience for all involved. If you are unable to meet the required commitment and behaviours set out in the Statement of Expectations for volunteers at CIPD, or fulfil the responsibilities of your role, we may ask you to step away or pause to ensure the branch is fully supported. There are lots of opportunities to volunteer at CIPD and it may be that we can help find another volunteer role that works for you.

What Support is provided?

- An induction session.
- Toolkits, resources and information, including Branch Links newsletter (latest developments, news, and policy updates)
- Ongoing support from the Branch Development Team and other relevant central CIPD teams.
- A handover from the current role holder.
- Relevant compliance training, such as Data Protection

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Data privacy statement

As a CIPD branch committee volunteer, it is crucial you can collaborate and communicate with other branch committee volunteers and also the CIPD Branch Development team. To facilitate this interaction across our thriving, vibrant branch network you understand that minimal data which is likely to identify you (such as your full name, preferred email address, branch committee role e.g. Chair, Treasurer etc) will be available via Microsoft Teams (or other secure communication platform used by CIPD from time to time) for this purpose. Specifically, you may receive direct communications from other branch committee volunteers through this platform related to branch committee activities as this is in the legitimate interests of CIPD and necessary to fulfil your role.