



Branch Treasurer

Volunteer role profile

The purpose of the role:

We are the professional body for HR and people development, championing better work and working lives Branches are our network of HR, L&D and OD volunteers, engaging members and non-members locally in line with the CIPD's purpose and vision and the needs of the local community

As Branch Treasurer, you will work collaboratively with CIPD and the committee You will support the committee to create the Branch's annual business plan and budget You will keep the committee regularly up to date with spend against budget, and you will champion good financial management in line with CIPD policy and procedures

What you will do:

- Support the Chair and committee to complete the branch business plan and budget
- Budget management - regularly check financial reports, highlighting over/under-spend on areas of activity, finding out the reasons why, and updating the Committee and central CIPD teams
- Support sponsorships where applicable
- Provide financial support to the committee, including answering any questions about the branch budget, and checking/approving invoices and expenses in line with CIPD policy
- Stay up to date with communications from the Branch Development Team (Branch Links, FAQs, and business planning information)
- Keep up to date financial records, making sure they comply with CIPD policies and procedures
- Pull together an annual financial report for the Branch Annual Meeting
- Support the committee with the annual programme of Branch activities, making sure there is a balance between the needs of local members, strategic campaigns, learning and CPD opportunities, and promoting HR as a compelling career option
- Along with the rest of the committee, provide content for the branch newsletter, branch webpage and branch social media platforms

What skills and experience do you need?

- HR, OD, and L&D professionals across all professional grades of membership
- Some knowledge of finance would be great, but prior financial/budgetary experience is not required
- Good Microsoft Excel and analyst skills; able to translate financial data into key messages
- Experienced and confident communicators, collaborators, and influencers
- An ambassador for the CIPD and a role model for Continuous Professional Development (CPD)

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 CPD - gain skills and experience in financial management to compliment your HR, L&D or OD role
- Have fun and enjoy a new challenge!
- Demonstrate your passion for your profession
- Create a personal legacy by helping to inspire the future HR, L&D or OD generations

What is your Commitment?

- You can serve an initial term of up to three years Appointments are renewable upon expiry of the initial term, but you should not hold the same office for a period in excess of six years
- One monthly committee meeting
- Time commitment varies depending on the local area/branch You can discuss the time you have available with your Branch Chair
- 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, or fulfil the responsibilities of your role, we may ask you to step away or pause to ensure the branch is fully supported

What Support is provided?

- An induction webinar
- A Finance Toolkit from the Central Finance team
- Resources and information, including Branch Links (latest developments, news, policy updates)
- Monthly financial activity reports from central CIPD teams
- Ongoing support from the Branch Development Team and CIPD Finance team
- A handover from the current role holder
- Relevant compliance training, such as Data Protection

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 CPD - gain skills and experience in financial management to compliment your HR, L&D or OD role
- Have fun and enjoy a new challenge!
- Demonstrate your passion for your profession
- Create a personal legacy by helping to inspire the future HR, L&D or OD generations

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.