

## Prospective Volunteer Information Pack

### A Message from Alexandra Carr, Head of Branch Community

Thank you for giving consideration to becoming CIPD branch volunteer.

We care about our volunteers and support them in any way we can as we recognise that volunteers help us to deliver on our purpose of championing better work and working lives. Volunteers are at the heart of what the Branch Development team aim to achieve here at CIPD - enabling branches to flourish and to support CIPD members and the profession.

As you will see, we have prepared everything within this pack to help you understand the expectations of CIPD volunteers and guide you through the values and branch roles within the committee. This support pack was developed to support the volunteer recruitment process to ensure that we can provide valuable information to any potential volunteers.

I am certain you will have questions once you have read through this information, but both your local branch and the Branch Development Team will always be on hand to answer any questions or queries you might have, so please feel free to get in touch for a chat!

Again, thank you very much for your interest of volunteering with the CIPD; It really is appreciated.

Warm regards,  
Alexandra Carr



### Statement of expectations for CIPD volunteers

Volunteers are an important and valued part of the CIPD, and we aim to make the volunteering experience both productive and rewarding. The organisation will treat volunteers with respect and dignity and as equal partners in meeting CIPD's purpose in championing better work and working lives. The purpose of this document is to raise awareness of the expectations, mutual benefit and responsibilities of both parties in a collaborative working relationship.



## What can we expect from you?

As an ambassador for CIPD we ask that volunteers champion our purpose and vision and act with a high level of respect and integrity to:

0.1 Uphold and promote the standards and behaviour set in the Code of Conduct and

Ethics: <https://www.cipd.co.uk/about/what-we-do/professional-standards/code>

The obligations in the Code of Conduct and Ethics apply to all volunteers and we take concerns regarding alleged breaches of the Code seriously. In order to consider allegations of misconduct, investigation and conduct procedures apply and these are set out in CIPD's Regulations:

[2023-cipd-regulations-8016.pdf](#)

0.2 Fulfil the role and responsibilities detailed in the role profile to the best of your ability

0.3 Consider your wellbeing and inform us if you need to step away from your role temporarily or permanently

0.4 Work collaboratively with CIPD in a productive, tolerant, and supportive way

0.5 Contribute feedback, perspectives, and ideas

0.6 Embrace CIPD core values

0.7 Support, promote and embrace diverse and inclusive ways of working

0.8 Complete induction and training relevant to your role, such as, data protection, in a timely manner

0.9 Complete relevant CPD

0.10 Respect confidentiality

0.11 Support and work towards the strategy

0.12 Follow CIPD Regulations, policies and procedures

0.13 Do not use the role to promote yourself and your services or encourage suggestions of perceived conflict of interest

0.14 Align to the seven principles of public life: integrity, objectivity, accountability, openness, selflessness, honesty and; leadership

<https://www.gov.uk/government/publications/the-7-principles-of-public-life/the-7-principles-of-public-life-->

## As a volunteer at CIPD, what can you expect from us?

### Conduct and behaviour

1.1 Work collaboratively with you to offer the best possible service to CIPD Members

1.2 Lead and role model CIPD's purpose, vision and values

<https://www.cipd.co.uk/about/who-we-are/purpose>

1.3 Act with a high level of respect and integrity and in a professional manner at all times

1.4 Uphold, promote and operate the standards in the Code of Conduct and Ethics

1.5 Value, respect and ensure you are treated fairly



1.6 Support, promote and embrace diverse and inclusive ways of working

1.7 Respect your time and appreciate that you have other commitments

1.8 Respect confidentiality

Apply due diligence and resolve fairly any problems, grievances or difficulties and provide an opportunity to discuss any unresolved issues

1.9 Highlight and support the mutual benefits achieved because of contributing as a volunteer

## **Transparency**

2.1 Provide you with information relevant to your role such as role profiles, CIPD Charter, Byelaws and Regulations

2.2 If relevant, provide information on role duration and formal tenure

2.3 Share relevant strategies

2.4 Provide feedback and an explanation of (and support to achieve) standards, policy and process

2.5 Apply data protection and governance to protect your data

2.6 Provide insurance for work undertaken in the capacity of the volunteer role

## **Training and support**

3.1 Consider and support your wellbeing including the need to temporarily or permanently step away from your role

3.2 Provide you with an appropriate induction to CIPD and training and development relevant to your role

3.3 Reimburse you for your reasonable expenses incurred in line with our expenses policy

3.4 Provide you with a main point of contact

3.5 Provide ongoing communication, guidance and support

3.6 Respond to your request for information in a timely manner

# CIPD

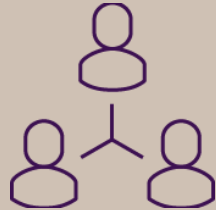
## CIPD Values

We ask all our volunteers to embrace the CIPD values and align to the Statement of Expectations.

Five core values drive our work; they inform our daily interactions and enable our performance.



**Customer first**  
We listen to our customers and put their interests at the heart of everything we do.



**Collaborative**  
We pull together, challenge constructively and always communicate effectively.



**Expert**  
We ensure expertise informs everything we do and never accept mediocrity.



**Impactful**  
We take ownership and deliver quality on time, every time.



**Innovative**  
We turn innovation and insight into value and impact.

## CIPD Branches: Expression of Interest Form

This document will provide you with an overview of how branch committees are organised and how your support can have an impact. Thank you for your initial interest in volunteering for your local CIPD branch; Please complete and return the below form to XXXXX at your earliest convenience.

## CIPD Branches

Our network is made up of 52 local branches run by local CIPD members volunteering their time; There can be anywhere between 12-15 members on the committee at one time. Only those in a current CIPD membership can serve on a branch committee. The committees are supported by the CIPD Branch Development team and, on occasion, may collaborate with regional teams to align with CIPD strategy.

For more information about our branches and identify your local branch, please visit our [webpages](#).



## Committee roles

There are a range of roles to serve as whilst on the committee. They are broken down into officer roles and accountability roles.

**Office roles:** Chair, Vice-Chair, Secretary and Treasurer

**Accountability roles:** Member Communications Lead, Membership Engagement Lead, Mentoring Engagement Lead, Programme of Activities Lead, Public Policy Lead, Special Interest Group (SIG) Lead and Student Engagement Lead.

It is important to note that the Chair and Vice-Chair roles may only be filled by Chartered CIPD membership status or above. All other roles do not require a specific membership level. It is also possible to take on a Branch Committee Member role if a specific accountability role is not appropriate.

## Committee meetings

Committee meetings are held bi-monthly throughout the year, scheduled independently by the branch. The branch will also be required to hold an Annual Meeting annually between April and May each year; This may be followed by a committee meeting or an event.

## Branch programme of events

Branch events take place regularly between September and July, with a typical break over the summer months. One committee member will usually take the role of “host” at each event, which will involve hosting the meeting and the guest speaker. Fellow volunteers may support with the running of the event e.g., room set-up and welcoming guests.

Committee members will also be able to be involved in SIG sessions, focus groups and networking sessions where their support is required.

## Time commitment

How much time is able to be committed is specific to the individual volunteer and may vary from 1 to 20 hours a month. Those in branch officer roles may find that they commit more time due to responsibilities in line with the role.

If you have any further questions, please contact the [Branch Development team](#) or your local branch.





First name:		Surname:	
Email address:		Contact number:	
Preferred method of contact:			
Membership No:		Membership level:	
Address:			
Employer:		Job title:	
<b>Please give an indication of the areas you would like to be involved in:</b>			
<ul style="list-style-type: none"><li>• General committee support</li><li>• Branch events programme</li><li>• Mentoring (inc. member-to-member mentoring scheme)</li><li>• Student engagement (inc. networking with local universities and colleges of CIPD quals)</li><li>• Membership (inc. supporting members in upgrading)</li><li>• Policy (inc. development and consultation)</li><li>• Communications (inc. newsletters and social media)</li><li>• Special interest groups (e.g., in dependents, coaching, L&amp;D and senior practitioners).</li></ul>			
<b>Please indicate the level of commitment you may be able to offer your local branch:</b>			
Please consider lead roles in subgroups, meeting attendance, supporting roles and general administrative duties			
<b>Skills and experience:</b>			
Please identify qualities, skills and experience that are relevant to joining the committee:			
<b>Please confirm that you have read the Statement of Expectations for volunteering at the CIPD:</b>			Yes/No
Signature:		Date signed:	

**Diversity and inclusion:** There is a positive approach to equality, diversity, and inclusion at the CIPD and we encourage a diverse volunteer community.

**Data Protection:** We take your privacy very seriously and will keep your personal information secure. By submitting this form, you agree to CIPD using your information in relation to your involvement with the CIPD branch committee. For more information, see our [CIPD Privacy Policy](#).



# Volunteer Role Profiles

Below are the role profiles that are available within the branch committees. 1179  
These help to shape accountability and help to play to the strengths of our volunteers.

## Index

Click on the profile below you'd like to view to avoid scrolling through all of them.

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5. [Member Communications Lead](#)
6. [Membership Engagement Lead](#)
7. [Mentoring Engagement Lead](#)
8. [Programme of Activities Lead](#)
9. [Public Policy Lead](#)
10. [Special Interest Group \(SIG\) Lead](#)
11. [Student Engagement Lead](#)
12. [Branch Committee Member](#)



## Branch Chair

### 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 locally in line with the CIPD's purpose and vision and the needs of the local community.

As Branch Chair, you will provide overall leadership to your local CIPD Branch aligning to CIPD strategy. You will support the committee to engage existing and potential members, improve member satisfaction and capability through continuous professional development (CPD) and learning opportunities, promote and champion HR, L&D and OD as a career option and force for good, as well as campaign on people profession-related issues.

You will work collaboratively with the Committee, CIPD HQ teams, the Branch Development team and where there is regional representation, the Region and Nation teams, to deliver the best possible service and offer to CIPD members.

#### What you will do:

- Be a role model for CIPD, demonstrating an understanding and commitment to the CIPD core values
- Recruit, induct and support a committee of diverse volunteers, keeping them up to date on CIPD priorities and making sure that succession plans are in place
- Create, monitor, and submit the annual branch business plan, making sure it aligns with the needs of local members, CIPD priorities, campaigns and joining up with local CIPD programmes and interventions
- Lead the committee to deliver the branch's annual programme of activities, making sure there is a balance between the needs and interests of local members, strategic campaigns, learning and CPD opportunities, and promoting HR as a compelling career
- Make sure all branch activities engage local members, are in line with CIPD and constitutional guidelines and external regulations (including Data Protection) and reflect good financial management, reporting and budgeting
- As the ambassador for the branch, maintain a good local labour market insight, building and fostering external relationships with other volunteers, professionals, organisations, and branches in order to identify opportunities to raise the profile of the CIPD and enhance member experiences
- Lead the branch's shared responsibility to support sponsorships where applicable
- Enable and encourage all CIPD members to have a voice in HR, L&D and OD policy or strategic debate
- Keep in touch and act as the first point of contact for the CIPD HQ team, take part in any learning opportunities and stay up to date and cascade branch communications to your committee (including Branch Links, FAQs, council mailings, and business planning related information)





### What skills and experience will you need?

- Strategic HR, OD, and L&D professionals, with Chartered CIPD Membership or Fellowship
- Some previous experience in other branch committee roles (ideal but not essential)
- Experienced and confident communicator, collaborator, networker, and relationship builder
- Well-connected in the local community with a good network of local organisations and practitioners
- Role model for the CIPD and the profession
- Values-led leadership with transparency, honesty, and integrity

### 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
- Attend up to two Council meetings per year plus two network and support days
- 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, 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 for your?

- An induction session
- Toolkits, resources, and information including Branch Links newsletter (latest developments, news, policy updates)
- Ongoing support from the CIPD HQ team
- A handover from the current role holder
- Relevant compliance training, such as Data Protection
- Access to further learning opportunities

### 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.*



## Branch Vice Chair

### 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 locally in line with the CIPD's purpose and vision and the needs of the local community.

As Branch Vice Chair, you will partner and support the Branch Chair to provide overall leadership to your local CIPD Branch. You will work collaboratively with CIPD and support the committee to engage existing and potential members, improve member satisfaction and capability through CPD and learning opportunities, promote and championing HR as a career and force for good, and campaign on key people profession-related issues.

#### What you will do:

Deputise for the Branch Chair, leading on some areas and supporting the Branch Chair on all strategic responsibilities, including:

- Recruit, induct and support a committee of diverse volunteers, keeping them up to date on CIPD priorities and making sure that succession plans are in place
- Create, monitor, and submit the annual branch business plan, making sure it aligns with the needs of local members, CIPD priorities and campaigns, and joins up with local CIPD programmes and interventions
- Lead the committee to deliver the branch's annual programme of activities, making sure there is a balance between the needs and interests of local members, strategic campaigns, learning and CPD opportunities, and promoting HR as a compelling career
- Make sure all branch activities engage local members, are in line with CIPD and constitutional guidelines and external regulations (including Data Protection) and reflect good financial management, reporting and budgeting
- Maintain a good local labour market insight, building and fostering external relationships with other volunteers, professionals, organisations, and branches in order to identify opportunities to raise the profile of the CIPD and enhance member experiences
- Lead the branch's shared responsibility to support sponsorships and other ways to generate income
- Enable and encourage all CIPD members to have a voice in HR, L&D and OD policy or strategic debates
- Keep in touch and act as the first point of contact for the CIPD HQ team, take part in any learning opportunities and stay up to date and cascade branch communications to your committee (including Branch Links, FAQs, council mailings, and business planning related information)

#### What skills and experience do you need?

- Strategic HR, OD, and L&D professionals, with Chartered CIPD Membership or Fellowship
- Some previous experience in other branch committee roles (ideal but not essential)
- Experienced and confident communicator, collaborator, networker, and relationship builder
- Well-connected in the local community with a good network of local organisations and practitioners
- An ambassador for the CIPD and a role model for CPD and professionalism
- Values-led leadership with transparency, honesty, and integrity



### 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 for you?

- An induction session
- Toolkits, resources, and information including Branch Links newsletter (latest developments, news, policy updates)
- Ongoing support from the CIPD HQ team
- A handover from the current role holder
- Relevant compliance training, such as Data Protection
- Access to further learning opportunities
- 

### 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

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## Branch Secretary

### Volunteer role profile

#### **The purpose of the Branch and 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 locally in line with the CIPD's purpose and vision and the needs of the local community

As Branch Secretary, you will work collaboratively with the Committee, CIPD HQ teams, the Branch Development team and you will support the committee to make sure the branch's activities are in line with CIPD policies and procedures, Branch Terms of Reference and external regulations (including Data Protection)

#### **What you will do:**

- Lead on all governance and quality compliance for the branch, in line with CIPD and external responsibilities and guidelines
- Keep up to date on Data Protection, making sure all committee members at the branch understand their responsibilities around member and customer data
- Ensure all committee members undertake Data Protection training within a reasonable time of joining the committee
- Develop a working knowledge of the CIPD Branches Terms of Reference to be able to advise, support and resolve questions of interpretation or governance
- Plan and organise the Branch Annual Meeting, following guidance from the Branch Development Team
- Keep up to date with communications from the Branch Development Team (including Branch Links and FAQs) and provide regular feedback to central CIPD teams on local activities, developments and issues
- Maintain up-to-date knowledge of member roles and accountabilities, CIPD literature and resources, contacts, and central CIPD support in order to respond to or signpost member queries, including from the branch inbox
- Maintain secure lists of committee members, 'friends' of the branch and other independent practitioners and organisations who support branch activities, in line with data protection renewing contracts for services, and keeping the conflict of interest register up to date
- Submit current committee list on an annual basis to include new committee members to the branch development team

#### **What skills and experience do you need?**

- This role ensures compliance and good practice in branch management You will support the leadership roles of the branch
- Good organisational and administrative skills are required
- Sensible balanced judgement to support branch management is essential
- Ethical competence and an ability to mediate and resolve conflict
- Governance knowledge and experience would be an advantage
- HR, OD and L&D professionals across all professional grades of membership
- Experienced and confident communicators who can work efficiently and effectively with both the committee and CIPD staff
- Advanced organisational and administrative skills and the ability to prioritise





### What are the benefits to you?

- Be at the cutting edge of HR, L&D and OD and play an active role in shaping the CIPD agenda
- Raise your profile and broaden your professional network
- Have fun and enjoy a new challenge
- Learn and implement good governance and quality, and develop new skills, such as mediation and conflict resolution
- Demonstrate your passion for your profession
- Create a personal legacy by helping to inspire the future HR generation

### 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 session
- Toolkits, resources and information, including monthly Branch Links newsletter (latest developments, news, policy updates)
- Ongoing support from the Branch Development Team
- A handover from the current role holder
- Relevant compliance training, such as Data Protection
- Ongoing learning opportunities

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## 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
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## Member Communications Lead Branch volunteer accountability profile

### Purpose:

With a passion for great digital marketing, you'll lead on all branch communications to your local members, including regularly posting on social media and creating the online branch newsletter.

Aligning to CIPD purpose and strategy you will work collaboratively with the Committee and CIPD to deliver the best possible service and offer to CIPD members.

### What you will do:

- Support all committee members to pull together a local digital communications plan for the branch, including social media, the Branch newsletter and Branch webpages.
- Using our social media guidelines, regularly post on the branch LinkedIn group, Facebook, and Twitter accounts (where these exist).
- Produce the branch e-newsletter (using Marketing Cloud, a web-based email marketing tool) by collating and curating content from committee members. You will be writing and editing copy which promotes local CIPD only activities and events, highlights, policy discussions and addresses areas of member interest.
- Ensure that the web page for your branch on the CIPD website is up to date and, when needed, submit web update requests to the Branch Development team.
- Keep in regular touch with the Branch Development team to share learnings and provide updates.
- Take part in our online Marketing Cloud training and leverage all existing resources produced for branch committee members undertaking this accountability.

### What skills and experience do you need?

- Experience in use of social media platform and content writing would be an advantage.
- 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.
- Volunteer with other like-minded HR, L&D & OD professionals to collaboratively create and deliver an engaging branch programme.
- Raise your profile and broaden your professional network.
- Embrace your CPD - gain skills and experience 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 generation.





### What is your commitment?

- Meet the requirements and responsibilities of the role. Time commitment varies depending on the local area/branch - it is important to discuss the time you have available with your Branch Chair and only take on activities that you can deliver.
- Foster an inclusive working environment that enables a diverse range of people to work together collaboratively and effectively.
- Abide by the CIPD Code of Professional Conduct and Statement of Expectations for volunteers at CIPD.

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### What support is provided for you?

- An induction session
- Guidance and support from the Branch Development team at CIPD
- CIPD Toolkits, regular bespoke news, policy updates, access to our Network Area and Support resources especially designed for branches.
- Access to bespoke training and learning.

### Data privacy statement

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## Membership Engagement Lead

### Branch volunteer accountability profile

#### **Purpose:**

Working closely with the CIPD Membership Development and Assessment teams, you will lead on engaging and educating local and potential members on routes to CIPD membership and associated benefits, ensuring effective signposting to the central membership team.

Aligning to CIPD purpose and strategy you will work collaboratively with the Committee and CIPD to deliver the best possible service and offer to CIPD members.

#### **What you will do:**

- Regularly engage with the CIPD Membership Development team to keep up to date with CIPD membership options, resources, and associated benefits.
- Actively promote membership options, benefits, and continuous professional development (CPD) to local current and potential members through responding to queries and providing content for branch communications, including social media.
- Design and deliver membership and CPD-focused activities/events to ensure an understanding of the membership options, promote the benefits of CIPD membership and provide guidance on routes to membership.
- Provide training and ongoing advice to local committee members to ensure they all have a full understanding of the options, benefits, and resources available in order to signpost queries correctly to the Membership Development team.

#### **What skills and experience do you need?**

- Have an understanding of CIPD membership grades and benefits.
- 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.
- Volunteer with other like-minded HR, L&D & OD professionals to collaboratively create and deliver an engaging branch programme.
- Raise your profile and broaden your professional network.
- Embrace your CPD - gain skills and experience 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 generation.





### What is your commitment?

- Meet the requirements and responsibilities of the role. Time commitment varies depending on the local area/branch - it is important to discuss the time you have available with your Branch Chair and only take on activities that you can deliver.
- Foster an inclusive working environment that enables a diverse range of people to work together collaboratively and effectively.
- Abide by the CIPD Code of Professional Conduct and Statement of Expectations for volunteers at CIPD.

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### Key contact:

[MembershipDevelopment@cipd.co.uk](mailto:MembershipDevelopment@cipd.co.uk)



## Mentoring Engagement Lead

### Branch volunteer accountability profile

#### **Purpose:**

You will promote CIPD mentoring programmes locally, and lead on the local member-to-member mentoring programme, managing the implementation, promoting it to members, and coordinating mentee/mentor relationships.

Aligning to CIPD purpose and strategy you will work collaboratively with the Committee and CIPD to deliver the best possible service and offer to CIPD members.

#### **What you will do:**

- Build and maintain a good understanding of the CIPD mentoring strategy and programmes.
- Keep in touch with the Branch Development team to share good practice learning and get the latest thinking.
- Promote and publicise the range of CIPD mentoring programmes to local members via events and communications (social media, the branch newsletter and via branch webpages) including clarifying how to get involved.
- Attract, recruit, induct and organise training (*or ongoing learning interventions*) and peer support networks for local mentors interested in supporting a CIPD mentee.
- Create an interested mentor and mentee list and a local process for matching mentees to suitable mentors.
- As the first point of contact, respond to mentor and mentee queries, and put them in touch to form a mentoring relationship.
- Evaluate the benefits and impact of local mentoring for both mentees and mentors, publicizing success stories to promote the programme.

#### **What skills and experience do you need?**

- Experience in mentoring and/or coaching would be an advantage.
- 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.
- Volunteer with other like-minded HR, L&D & OD professionals to collaboratively create and deliver an engaging branch programme.
- Raise your profile and broaden your professional network.
- Embrace your CPD - gain skills and experience 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 generation.

### What is your commitment?

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## Programme of Activities Lead Branch volunteer accountability profile

### Purpose:

You will use your understanding of the needs of local current and potential members to coordinate the design and delivery of the annual programme of branch engagement activities.

Aligning to CIPD purpose and strategy you will work collaboratively with the Committee and CIPD to deliver the best possible service and offer to CIPD members.

### What you will do:

- Support all committee members to take part in designing the annual programme of activities, encouraging them to share their local knowledge and expertise.
- Keep in touch with the Branch Development team, take part in any learning opportunities, and stay up to date with CIPD priorities, news, and updates.
- Build relationships with CIPD members, external sponsors, speakers, and practitioners to contribute to the delivery of the Branch programme - negotiating terms, accessing materials and resources, getting in touch with them before events, and following up with feedback and thanks.
- Plan and deliver activities, organise venues, facilities and logistics.
- Support a team of volunteers or 'friends of the branch' to help host events, making sure attendees, speakers and facilitators are welcomed and supported throughout events.
- Review and encourage feedback to evaluate and report on the success of events and activities.
- Produce content for member communications to promote and highlight the success of activities.
- Manage event uploads and reminders via Eventbrite, coordinating attendee tracking and ensuring Data Protection compliance.

### What skills and experience do you need?

- Experience in planning, delivering events and use of Eventbrite would be an advantage.
- 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.
- Volunteer with other like-minded HR, L&D & OD professionals to collaboratively create and deliver an engaging branch programme.
- Raise your profile and broaden your professional network.
- Embrace your CPD - gain skills and experience 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 generation

### What is your commitment?

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## Public Policy Lead

### Branch volunteer accountability profile

#### **Purpose:**

You'll lead on engaging local members in public policy discussions, keeping up to date with policy developments and coordinating policy-related feedback to the Branch Development team on behalf of the branch.

Aligning to CIPD purpose and strategy you will work collaboratively with the Committee and CIPD to deliver the best possible service and offer to CIPD members.

#### **What you will do:**

- Develop relationships between the branch and key local stakeholders, such as the local chamber of commerce, ACAS, mayors, local universities, local councils/combined authority, local enterprise partnerships and growth hubs.
- Encourage the development of a local/regional voice for HR professionals in the formation of public policy.
- Engage with the CIPD Policy team to keep up to date with CIPD policy development and time frames.
- Maintain a good general knowledge and awareness of policy and legislative developments in the UK relating to working life.
- Reach out to - and engage - local CIPD members on policy discussions, ensuring they have a voice to influence and shape policy, engaging with and utilising support from the CIPD Policy team as and when necessary.
- Set up discussion forums and events on new legislation/policy changes affecting local members to share information and gather input.
- Share and signpost best practice/information/resources from central CIPD to local members.
- Provide public policy content for branch communications to keep members up to date.

#### **What skills and experience do you need?**

- Understanding and knowledge of the Public Policy arena.
- 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 practitioner.

#### **What are the benefits to you?**

- Be at the cutting edge of HR and play an active role in shaping the CIPD agenda.
- Volunteer with other like-minded HR, L&D & OD professionals to collaboratively create and deliver an engaging branch programme.
- Raise your profile and broaden your professional network.
- Embrace your CPD - gain skills and experience 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 generation.



### What is your commitment?

- Meet the requirements and responsibilities of the role. Time commitment varies depending on the local area/branch - it is important to discuss the time you have available with your Branch Chair and only take on activities that you can deliver.
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Key contact email: [PublicPolicy@cipd.co.uk](mailto:PublicPolicy@cipd.co.uk)



## Special Interest Group (SIG) Lead Branch volunteer accountability profile

### **Purpose:**

You will lead a CIPD area of strategic focus/special interest, developing the branches proposition and coordinating the delivery of all related activities, events, and communications for the benefit of local members.

Aligning to CIPD purpose and strategy you will work collaboratively with the Committee and CIPD to deliver the best possible service and offer to CIPD members.

### **What you will do:**

- Design a strategic plan for the proposition, to include activities, events and communications which engage members and enhance their knowledge and expertise.
- Build relationships with CIPD members, external talent, independent practitioners, and other branches to form a network of professionals to contribute to the design and delivery of the proposition.
- Liaise with central CIPD teams to access up to date CIPD resources and research related to the proposition.
- Organise and coordinate the successful delivery of all activities related to the proposition, including arranging venues, logistics, speakers, and helpers to host activities and events.
- Provide content for branch communications, ensuring that related activities and events are well publicized and promoted in the newsletter, website and via social media.
- Seek feedback to assess the effectiveness of the strategic special interest proposition and to shape current and future activity.

### **What skills and experience do you need?**

- Experience in the subject area of special interest.
- Ideally well-connected in the local community, with a network of organisations and practitioners
- 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.

### **What are the benefits to you?**

- Be at the cutting edge of HR and play an active role in shaping the CIPD agenda.
- Volunteer with other like-minded HR, L&D & OD professionals to collaboratively create and deliver an engaging branch programme.
- Raise your profile and broaden your professional network.
- Embrace your CPD - gain skills and experience 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 generation.



### What is your commitment?

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## Student Engagement Lead

### Branch volunteer accountability profile

#### **Purpose:**

With a passion for HR, OD and L&D as a career option, you'll lead on the engagement of students and centres in your local area. This includes creating long-term relationships with local CIPD education providers, schools, colleges, and universities to champion and promote HR as a profession and compelling career. You will also develop and foster relationships with students to promote CIPD membership and encourage membership progression, as well as encouraging engagement in local branch events and volunteering opportunities.

Aligning to CIPD purpose and strategy you will work collaboratively with the Committee and CIPD to deliver the best possible service and offer to CIPD members.

#### **What you will do:**

- Regularly liaise with educational and career-focused institutions within your area to promote HR as a profession and career. This will include attending student inductions and careers fairs, as well as responding to ad hoc requests from centres for speakers and panellists to represent CIPD membership and our views on the profession.
- Promote strategic and local CIPD priorities and campaigns to students, including the local programme of activity, membership benefits, and CIPD tools and resources.
- Listen to student members to understand their interests, and feedback to the Committee to make sure activities which meet their needs are included in the annual programme of activity.
- Establish a network of students to act as the first point of contact on CIPD queries for their peers, and to help at local Branch events (where needed).
- Establish a student forum where students can meet and discuss topics of interest (where needed).
- Coordinate student recognition on behalf of the branch in a joint countrywide message and criteria (if applicable).
- Attend training and update meetings organised by the CIPD to gain support for your role and to share good practice and learnings with other Student and Centres Engagement Leads.

#### **What skills and experience do you need?**

- Experience working with students and the learning environment would be an advantage.
- 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.
- Volunteer with other like-minded HR, L&D & OD professionals to collaboratively create and deliver an engaging branch programme.
- Raise your profile and broaden your professional network.
- Embrace your CPD - gain skills and experience 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 generation.

### What is your commitment?

- Meet the requirements and responsibilities of the role. Time commitment varies depending on the local area/branch - it is important to discuss the time you have available with your Branch Chair and only take on activities that you can deliver.
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- Abide by the CIPD Code of Professional Conduct and Statement of Expectations for volunteers at CIPD.

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## 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.

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### 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

### 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!
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