



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

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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.