

## **BRANCH CONTACT**

### **Purpose of the role:**

To act as the main Campaign for Real Ale (CAMRA) contact for the Branch.

### **Key Activities**

- The Branch Contact is likely to receive all correspondence from within CAMRA and should ensure his/her details are correct in What's Brewing.
- To act as liaison between CAMRA centrally and members of the Branch Committee disseminating correspondence as and when required.
- To highlight to the Branch Chairman and the Committee any actions required or information that they need to aware of.
- To keep a correspondence file that can be accessed by other committee members.

### **Code of conduct**

- To refrain from putting forward any personal points of view in a public forum that is against CAMRA's policy or might bring the Campaign into disrepute.

### **Time Commitment**

- This will depend on the size of the branch and how often it is contacted. Circa two hours a month is probably about average.
- Attendance at local Branch meetings is useful.

### **Skills etc needed**

- Good writing skills
- Good interpersonal skills
- Access to a computer and the internet

### **Support**

- Advice and guidance is available from Branch committee members and where, appropriate, people who have previously held the post.
- The CAMRA main website and the Branch website are also useful sources of information, as is the Branch pubs database if one exists.

### **Other**

This role is often combined with another one on the Branch Committee. Branch Secretary is a typical one.