

Roles and Responsibilities Within a Branch

Each branch functions best when leadership roles are clearly defined. These volunteer positions are essential to the effectiveness and continuity of local engagement. Below is a detailed breakdown of common roles, their responsibilities, and the expected level of commitment.

1. Branch Coordinator:

CORE DUTIES:

- Lead all branch meetings and set meeting agendas.
- Serve as the key point of contact with One Nation HQ.
- Ensure meetings adhere to the Code of Conduct and by-laws.
- Oversee compliance with governance, financial, and reporting rules.
- Encourage new membership and facilitate volunteer engagement.

RATIONALE:

This is the leadership role responsible for keeping the branch on mission. It requires strong communication skills, the ability to organise, and comfort using basic online tools (email, the branch portal).

COMMITMENT:

Moderate but high time commitment in election cycles.

ROLES AND RESPONSIBILITIES WITHIN A BRANCH

2.

Secretary:

CORE DUTIES:

- Maintain attendance registers and record accurate meeting minutes.
- Handle official correspondence to and from HQ.
- Notify members of upcoming meetings in a timely fashion.
- Keep records of decisions, motions, and branch submissions.

RATIONALE:

The Secretary is the branch's administrator, ensuring there is an accurate, accessible written history of actions taken.

COMMITMENT:

Moderate and consistent workload, suitable for an organised, detail-oriented member.

ROLES AND RESPONSIBILITIES WITHIN A BRANCH

3.

Treasurer:

CORE DUTIES:

- Track and document all branch fundraising income.
- Submit financial records and donation details to HQ using approved formats.
- Help set and review fundraising goals in consultation with the Coordinator.
- Ensure the branch complies with fundraising procedures outlined by HQ.

RATIONALE:

While branches cannot hold funds directly, this role is crucial for managing the process and paperwork to ensure integrity and legal compliance.

COMMITMENT:

Variable workload based on fundraising activity. Needs accuracy and reliability.

ROLES AND RESPONSIBILITIES WITHIN A BRANCH

4.

Fundraising Officer:

CORE DUTIES:

- Plan and run fundraising events to help meet branch levies and campaign needs.
- Work collaboratively with the Treasurer to document and report earnings.
- Motivate branch members to engage in fundraising activities.
- Assist in applying for fundraising approvals from HQ.

RATIONALE:

Active fundraising supports the viability of campaign activities and the branch itself.

COMMITMENT:

Event-based workload, best suited to outgoing, motivated members with community contacts.

ROLES AND RESPONSIBILITIES WITHIN A BRANCH

4. Campaign Coordinator:

CORE DUTIES:

- Organise booth rosters, signage placement, and event logistics during election periods.
- Recruit and manage volunteers for election campaigns.
- Liaise with HQ and endorsed candidates to execute local campaign strategy.
- Help disseminate campaign materials and coordinate digital outreach.


RATIONALE:

This role is central during election cycles. It turns branch activity into electoral impact.

COMMITMENT:

High during campaigns, moderate at other times. Great for members with planning and people skills.

ROLES AND RESPONSIBILITIES WITHIN A BRANCH



Each of these positions contributes to building a sustainable and successful branch. Members are encouraged to select roles that match their time availability and interests. Branches may tailor responsibilities or establish new positions (e.g. Events Officer, Youth Liaison) with approval from HQ to suit local needs.

All branch executives are expected to model Party values, remain in good standing, and collaborate closely for the benefit of their local community and the Party's electoral goals.