



Charitable Incorporated Organisation
Charity Registration Number 1163821

Queen Alexandra's Royal Army Nursing Corps

Association Branch Handbook

Dated February 2018

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Chapter 1

Branch Information

Constitution

1. A copy of the Constitution of the Association is available to all members. The rules of the Association shall, as far as they are applicable, govern all matters of procedure for the Association Branches and the Headquarters Roll, and both are subject to the jurisdiction of the Board of Trustees who shall from time to time make such regulations as may in their opinion be desirable for the conduct of and in the interest of the Association.

Branch Membership

2. Members are grouped in the following subdivisions:
 - a. Association Branches which may include serving regular and reserve members and retired regular and reserve members
 - b. Headquarters Roll

Association Branches

3. The Constitution of the Association shall so far as it is applicable, governs all matters of procedure of every branch and every Branch Committee shall be subject to the jurisdiction of the Board of Trustees who may from time to time, make such regulations as may in their opinion be desirable for the conduct of branches.

4. Branches of the Association may be formed on the authority of the Board of Trustees, and provided that the application for the formation thereof is supported by not less than ten persons who are or have been members of the organisation as described in the Association Membership Policy.

Branch Committees

5. Each branch shall elect a Committee consisting of a Chairperson, Deputy Chairperson and at least three other members two of whom will be appointed as Honorary Secretary and Honorary Treasurer. Branches may also elect an Events Officer and Public Relations Officer if deemed an advantage. Branch Committees shall meet twice a year or as often as the Committee considers desirable in the interest of the Branch.

6. Where the branch is based in a military unit, the Senior Nurse will be the Chairman or Vice-Chairman with a retired member holding the other post. One or more soldiers should be a committee member and retired members should be represented within the committee as well as in a chair post.

7. The Chairperson, Vice-Chairperson and other members of the Branch Committee for the ensuing year shall be elected at the Annual General Meeting. Committee members should serve an initial 3 years with the option to extend annually to complete a total of six years.

8. It shall be the responsibility of the Branch Committee to act in it's own area on behalf of the Association by carrying out the objects of the Association and maintaining regular liaison with Headquarters, in accordance with the instructions given by the Board of Trustees.
9. The Chairperson or branch committee representative may attend a meeting of the Board of Trustees as an observer without voting rights subject to availability and with no more than two observers at any one meeting.
10. The Chairperson of the Branch Committee will present an annual report to Headquarters together with accounts in accordance with instructions.
11. A General Meeting of the members of the branch shall be held each year when the Annual Report and Accounts for the year shall be laid before the meeting.
12. Any changes to the branch committee should be notified immediately to Headquarters.
13. One third of the Branch Committee shall form a quorum at Committee meetings.

Chapter 2

Terms of Reference for Branch Chairperson

Chairperson and Deputy Chairperson

1. The Chairperson is elected by the branch members. In the absence of the Chairperson, the deputy assumes this responsibility working to the same Terms of Reference. They are responsible for the smooth running of the branch and to be a source of information and support to all committee and branch members in order to uphold the aims of the Association. They are also responsible for ensuring that the branch has a welcoming and encouraging attitude in the recruitment of new members.

Branch and Committee meetings

2. The Chairperson or their deputy should attend all meetings and act as chair at these events. It is their responsibility to ensure that meetings are conducted fairly in an open forum and that decisions arrived at by the majority are carried out. At any meeting the Chairperson should ensure that discussion remains focused and a true record of proceedings is kept by the Secretary.

3. They should ensure that a General Meeting for all branch members is arranged annually and that sufficient notification is given to enable members to attend. In addition, during any 12 month period ensure that at least 2 committee meetings are held in order to ensure that all events and projects are organised, progress and information promulgated.

4. Prior to all meetings the Chairperson should work with the Secretary in order to draw up an agenda and ensure there is opportunity for points raised by members to be included.

5. The Chairperson must ensure that any notification of Association or former QARANC personnel who are in need of help or are sick is acted upon and, if appropriate, visited by a branch member with RHQ being kept informed of any outcome.

6. The Chairperson may claim out of pocket expenses on the production of receipts to the Treasurer.

7. It may be appropriate for the branch to make small hardship grants to branch members. Any such grant should not exceed £50 and should be discussed and agreed by a quorum of the branch committee. Whilst privacy for the individual is paramount the Chairperson must ensure that an accurate record of proceedings is kept.

Chapter 3

Terms of Reference for Branch Secretary

Election

1. The Secretary is elected by the branch members.

Records

2. The Secretary is responsible for the maintenance of up-to-date records of the following:
 - a. Branch members: Name including any previous name, awards, address, telephone number, e-mail address and date of birth
 - b. Branch Committee: In addition to the above details of date of appointment and resignation to and from the committee
 - c. RHQ: Details of RHQ contacts

Branch Annual General Meeting

3. The Secretary together with the Chairperson is responsible for the notification of the Annual General Meeting and all committee meetings. The Secretary should, in agreement with the Chairperson promulgate the date time and venue of the meetings and where appropriate arrange such venues. Notification of the AGM together with its agenda should be sent out at least 2 weeks prior to the event in order to allow for postal or electronic voting to take place should any agenda item necessitate a vote. Prior to this the Secretary should give advance warning of the AGM in order to facilitate the inclusion of agenda items from any branch member.

Meetings

4. During all meetings the Secretary is responsible for the recording of an accurate record of events together with a record of received apologies for absence. The Secretary is then responsible for the safekeeping of all minutes and ensuring that at the subsequent meeting the minutes are read aloud and voted as an accurate record of events. This vote of accuracy should be signed by the Chairperson. Votes submitted either by post or electronically should be managed and collated by the Secretary and reviewed by two independent members at the meeting. The committee will then be responsible for ratification of the decisions. Hard copies should be kept of all minutes of meetings for historical record for 6 years.
5. In the preparation for any meeting it is the responsibility of the Secretary to anticipate where possible any matters arising and furnish the Chairperson with any relevant information
6. The Secretary should attend or arrange for someone else to attend in their stead if unavailable for any meetings called by RHQ.

Branch Reports

7. The Secretary is responsible for the annual branch report which should be agreed with the Chairperson prior to its distribution.

Gifts

8. The QARANC Association sends an annual Christmas gift to all members in need. The Secretary is responsible for notifying to HQ the names of branch members who meet these criteria. In addition after discussion with the Chairperson, the Secretary should advise HQ whether flowers or a monetary gift would be appropriate in each case.

Activities

9. It is the responsibility of the Secretary to keep all branch members informed of planned activities to ensure maximum attendance and the promotion of the spirit of the Association motto "Friendship." To this end an accurate list of branch membership will allow for the sending of a branch birthday card to all annually by the Secretary. In addition branches may send out regular newsletters.

Petty Cash

10. The Secretary should maintain a petty cash account for the purchase of stationery and other items. This petty cash should be of no more than £25, recorded in a book together with its proof receipts, and should be audited annually.

Chapter 4

Terms of Reference for Branch Treasurer

Election

1. The Treasurer is elected by the branch members.

Responsibilities

2. The Treasurer is responsible for the safekeeping and accurate accounting of branch funds, the maintenance of the Branch bank account, and should maintain accurate records of all ingoing and outgoing transactions.
3. All cheques must be signed by the Treasurer and one other nominated person. In addition the Treasurer may maintain a small petty cash account for ease of paying very small bills and topping up the petty cash account held by the secretary. This petty cash account should hold no more than £50 at any one time. The signatories of cheques should be allowed to issue cheques for up to £100 without consultation. Amounts greater than this must be agreed by the full committee.
4. The Treasurer is responsible for the recording of all transactions including gifts and donations to the branch together with a record of money raised at fund raising events. All payments from the branch account, including hardship grants must be backed up by appropriate receipts. The Treasurer is allowed to pay out-of-pocket expenses for any duties carried out on behalf of the branch which includes motor mileage, refund of train and bus travel and the purchase of flowers for members who are ill.
5. The Treasurer is responsible for giving an annual report of all monetary transactions at the AGM. In addition the Treasurer is responsible for the submission of an audited annual branch report, as agreed with the chairperson, to RHQ. This report should comprise of a statement of account i.e. total income and expenditure for the period of reporting together with a statement of initial and final balance for the period. This report together with a short statement of financial activity is submitted to the Secretary RHQ by the date specified. A copy of this report should be sent to the branch secretary for historical records.

Chapter 5

Terms of Reference for Branch Events Officer

Nomination

1. The events officer is nominated by branch members.

Role

2. The role of the events officer is to act as co-ordinator for all branch events. Where appropriate he/she will following liaison with the rest of the committee investigate suitable venues. Where the venue would necessitate extensive travel, this job can be delegated to another committee or branch member. The events officer will liaise with the secretary to promulgate information and the subsequent keeping of records of all those who are attending any event together with dietary requirements.
3. The events officer will liaise with the treasurer so that all attendance at functions is paid for in advance in order to minimise the use of branch funds for payment of “no show” personnel or guests meals.
4. The events officer may claim back travel expenses from the branch treasurer on production of either travel tickets or proof of motor mileage. The events officer is to take an active part in the branch committee in order to promote the Branch and the Association in its stated aim of friendship.

Chapter 6

Terms of Reference for Branch Public Relations Officer

Election

1. The Public Relations (PR) Officer is elected by the branch members.

Role

2. It is the job of the PR officer to promote the branch by the production of articles for The Gazette together with appropriate photographs by promulgating branch activities throughout the Association. In addition from time to time it may be appropriate to submit press releases to local newspapers. Any PR or press release must be discussed with the General Secretary prior to release.
3. The PR officer is responsible for the submission of an article of branch activities to the Editor twice yearly, by the published deadlines. Where possible any article should be accompanied by appropriate photographs. Following the guidance for contributors, photographs must have names (both forename and Surnames) of all featured personnel, and a statement that permission was received from all those in the photograph for its use in The Gazette. If the PR officer is unable to attend any event then someone else attending should be nominated to carry out this function. All reports of activity can then be incorporated into the branch submission for The Gazette or Website. The article should be circulated round the committee before submission so that committee members are kept informed.
4. The Public Relations Officer is to take an active part in the functions of the committee in order to promote the Branch and the Association in its stated aim of friendship.

Chapter 7

Branch Finance

Central Funding

1. Grants may be made to branches from Association Headquarters on formation of a new branch.
2. Following the submission of audited Branch accounts (in accordance with the Association Constitution) applications for grants required to further the Associations Objects may be made to the Board of Trustees.

Administration of funds

3. Branch funds are administered by the Branch Committee for the furtherance of the objects of the Association. They may not be used for the benefit of non-members.
4. In the event of a Branch closing down, the balance of the funds, after liabilities have been met, will be forwarded to Headquarters, with a copy of the final audited accounts duly certified.
5. The Branch Committee is responsible for ensuring that all monies expended on Benevolence by the Branch, whether from Headquarters or raised by Branch efforts, will be recorded at headquarters. This is in order to provide a complete record of Association benevolence activities.
6. The Branch Committee should grant travelling expenses to honorary officials in connection with their duties. The rate should be in keeping with that decided by the Board of Trustees in their Financial Policies.
7. A statement of the inspected Branch Funds, showing all monies received and paid out during the year ending 30 June should be submitted and should be accompanied by the Annual Branch Report. A template for both reports is in the Forms section of the Handbook.

Chapter 8

Guidance for Branch Annual General Meetings

Context

1. All Branches should hold an Annual General Meeting (AGM). Branch AGMs need to take place between the end of the financial year, 30 June and no later than 31 October to ensure the relevant information is available for the Trustees end of year returns to the Charity Commission.
2. All Branch members must be given the opportunity to attend the Branch Annual General Meeting. All Branch members should be given at least 3 months' notice of the AGM. This should include any Committee posts that are for election or re-election. Members may submit items for the Agenda to the Branch Secretary no later than 4 weeks prior to the meeting.

The Meeting

3. A template for a Branch AGM can be downloaded from the Forms section. Additional items specific to the Branch should be added. However, there should be no 'Any other business' on the day of the AGM.
4. Those with any conflict of interest or conflict of loyalty should declare this and refrain from voting. They may participate in any debate. This may include Committee members who are standing for re-election.
5. Decisions at the AGM requiring a vote will be decided by a simple majority of those attending the meeting. Should there be equal numbers the Chairperson will have a casting vote except if the vote relates to the post of the Chairperson. In this case the matter should be referred to the Association Board of Trustees.
6. Minutes should be recorded from the meeting and a copy of these should be sent to RHQ no later than 4 weeks after the meeting.

Chapter 9

Branch Debit Card

Context

1. The purpose of this policy is to ensure that organisational transactions are carried out as efficiently as possible through the use of debit cards as appropriate and guard against any possible abuse.
2. Debit cards issued to the QARANC Association will only be used for those activities that are as a direct consequence of the cardholders' function within the organisation. Their use will be monitored according to the procedures listed below. Any use of the card inconsistent with this policy and these procedures will result in the facility being withdrawn.
3. Each Debit card will be issued to a specific person, who will remain personally accountable for the use of the card. Cardholders will sign a declaration to this effect (see Form section). One copy of the declaration should be forwarded to RHQ, one copy should be held by the Branch Chairperson.
4. Only the authorised signatory may use the card. No more than one card shall be issued per cardholder.

Cardholder's Responsibilities

5. The Cardholder shall:
 - a. In all cases obtain and retain sufficient supporting documentation to validate the expense (e.g. tax invoice) or shall in lieu provide a statutory declaration.
 - b. Attach supporting documentation to the monthly statement from the bank.
 - c. Review the monthly statement for inaccuracies (and report these to RHQ).
 - d. Verify that goods and services listed were received.
 - e. Sign the monthly statement to verify that transactions have been made for official purposes.
 - f. Notify the bank and the RHQ immediately if; the card is lost or stolen; or any unauthorised transaction is detected or suspected.
 - g. Notify RHQ of any change in name or contact details.
 - h. Take adequate measures to ensure the security of the card.
 - i. Return the card to the RHQ if; the cardholder resigns, or if RHQ determines that there is no longer a need for the cardholder to retain the card, or if the card has been cancelled by the bank.

6. The Cardholder will be personally liable for any unauthorised transaction unless the card is lost, stolen or subject to fraud on some part of a third party.
7. The Cardholder shall not:
 - a. Exceed the limit of branch funds available in the account
 - b. Obtain cash advances through the card.
 - c. Authorise their own expenditure.
 - d. Claim double allowances (i.e. request reimbursement for an expense already paid by the card).

Card Expenditure

8. The card will only be used for those activities that are as a direct consequence of the cardholders' function within the organisation. Where doubt exists as to whether or not an item is function-related, prior authorisation should be obtained from the Branch Chairperson or RHQ.
9. The use of the debit card for 'services of a dubious nature' is expressly prohibited. 'Services of a dubious nature' are defined as any goods or services that might bring the name of the organisation into disrepute.

Card Misconduct

10. Should a breach of this policy occur, RHQ must assess the nature of the breach and, if significant, report the breach to the police for criminal investigation or, if lesser in nature, instigate an appropriate disciplinary process. The Branch card will be withdrawn and cancelled whilst the investigation takes place.
11. At the next Board of Trustees Meeting the Chairman shall report:
 - a. The investigation of the circumstances of the breach
 - b. Police reports and action (if any)
 - c. Disciplinary action taken (if any)
 - d. Related Documents

Responsibility

12. Overall responsibility for this policy and its implementation lies with the Board of Trustees.

Chapter 10

Branch Standards

QARANC Association Branch Standards

1. The Standard will be 1.14m by 0.91m (3ft 9ins by 3ft) with a scarlet background (Double Raycot material) with QARANC Association written in silver lettering and the Association Badge heraldically in fast oil colours. The Branch title will be printed below the badge. The fringing will be silver grey with silver grey and silver cord. The Standard will be mounted on a 2.64m polished mahogany pole. Standard poles are all the same length so that when “ordered” (base on the ground) all Standard poles are the same height. Modifying the Standard’s pole is not permissible.
2. Association Standards are considered to be QARANC Association chattels and are to be recorded in the chattels register at RHQ. Standards should be inspected and RHQ should be notified of the condition of the Standard as at 31st January annually. RHQ will be responsible for insuring all Standards.
3. Standards should be accessible at all times as the need to bear the Standard maybe given at short notice. The Branch Committee must be aware of the location of their Standard and how to access it.

Blessing the Standard

4. Traditionally all QARANC Standards should be blessed. If possible this should be carried out at the Church where the Corps Day Service is held. There is no set service but it should include an introduction, a prayer of blessing and the Corps Collect.

Safe keeping

5. Branches should keep their Standard safe. The Standard should be kept on display, if possible, in the Cathedral or Church normally where the Corps Day Service is held.

Occasions of use

6. The Standard maybe paraded on occasions when the QARANC Branch is formally represented. These occasions will normally be restricted to: QARANC Corps Day; RAMC Corps Day, if an invitation has been received to join the Parade; remembrance day parades; funerals where appropriate and civic occasions where appropriate.
7. As a courtesy, and for information, RHQ should be notified when a Branch bears its Standard at any parade or event.

QARANC Standard Bearers

8. Where possible all Branches should have a minimum of two members prepared to act as a Standard Bearer. One Standard Bearer's uniform will be supplied by the Association. Service personnel will wear Service Dress.

Branch Closure

9. In the event of a Branch closing the Branch Standard maybe be retained at its usual location, otherwise it is to be returned to RHQ. RHQ should be notified of the final storage place for the Branch Standard.



QUEEN ALEXANDRA'S ROYAL ARMY NURSING CORPS ASSOCIATION
(Insert Branch Name) **BRANCH ACCOUNTS**
30 June (Insert year)

BALANCE AS OF 1 July (Insert year)

.....

Income and Expenditure from 1 July (Insert year) to 30 June (Insert year)

INCOME		EXPENDITURE	
Item	Cost	Item	Cost
TOTAL INCOME		TOTAL EXPENDITURE	

Cash at Bank as at 30 June (Insert Year) Please attach copy of latest Bank Statement

.....

Petty Cash held as at 30 June (Insert year)

.....

Signed by:

.....

Treasurer

.....

Chair

Please provide names of signatories to the branch account:

Signature 1

Annex A to Branch Handbook

Signature 2

Signature 3

(if applicable)



Queen Alexandra's Royal Army Nursing Corps Association
Charitable Incorporated Organisation - Charity Registration Number 1163821

AGENDA

Annual General Meeting – (Insert Name) Branch

To be held at *(Insert place)* on *(Insert date)* at *(insert time)*

Serial	Item	Lead
1	Welcome and apologies for absence	Chairperson
2	Notice Convening Meeting	Secretary
3	Conflict of Interest/Loyalty Declaration	Chairperson
4.	Minutes from last meeting	Chairperson
5.	Matters arising from minutes from last meeting	Chairperson
6.	Chairmans Report <i>To include feedback for meetings at RHQ etc</i> <i>To include number of Branch Members and activity undertaken in support of Objects over the year</i>	Chairperson
7.	Presentation of Inspected Accounts for previous financial year <i>(Vote to be taken by AGM attendees to confirm approval of accounts)</i>	Treasurer
8.	Confirmation/Re-election of Committee <i>An update on post holders and their tenure should be given.</i> <i>A vote should then be held for any vacant appointments. The appointee will be decided on a simple majority of those present.</i>	Chairman
9.	Forecast of Events	Secretary
10.	Date of Next meeting	Secretary



QUEEN ALEXANDRA'S ROYAL ARMY NURSING CORPS ASSOCIATION
(Insert Branch Name) **BRANCH ANNUAL REPORT** as at *(Insert date)*

Please complete and return to General Secretary by 31 October *(Insert Year)*

MEMBERSHIP

	As of 30 June (Year)	Notes
Total Number of Members		
Number of new members (joined in year)		
Honorary Members		
Total Number of members have ceased membership		
Names of members who have passed away in year		

COMMITTEE

	Name	Date of Appointment	Contact details Email and Tel No
Chairman			
Vice Chairman			
Secretary			
Treasurer			
Branch account Signatories: 1 2 3			

BRANCH MEETINGS

Date of AGM

.....
(Please attached Minutes from Branch AGM *(insert year)*)

Dates of other meetings held.....

Plans for Corps Day

BENEVOLENCE/GIFTS

Names of members visited at home or in hospital

Names of members sent flowers or gifts in the year

BUDGET REQUESTS

**Any events/activities that may require Grant from Association Funds
(to include Corps Day activity and any other event/s)**

REQUEST FOR BRANCH TOP UP

Closing Balance (As of 30 June (Year)).....

We require/do not require a top up for Branch Association Funds

ANY OTHER ITEMS OF NOTE



Queen Alexandra's Royal Army Nursing Corps Association

Charitable Incorporated Organisation - Charity Registration Number 1163821

Branch Debit Card Policy – Declaration

I,.....agree to abide by the QARANC Association Debit Card Policy forBranch.

I will ensure that I retain sufficient supporting documentation to validate the expense (e.g. tax invoice) or shall in lieu provide a statutory declaration; attach supporting documentation to the monthly statement from the bank; review the monthly statement for inaccuracies (and report these to RHQ); verify that goods and services listed were received; sign the monthly statement to verify that transactions have been made for official purposes.

I will notify the bank and the RHQ immediately if the card is lost or stolen; any unauthorised transaction is detected or suspected; notify RHQ of any change in name or contact details and take adequate measures to ensure the security of the card.

I will return the card to the RHQ if I resign from post; RHQ determines that there is no longer a need for the Branch to retain the card or the card has been cancelled by the bank.

I will not exceed any maximum limits set for the card from time to time; obtain cash advances through the card; authorise my own expenditure or claim double allowances (i.e. request reimbursement for an expense already paid by the card).

I agree that I will be personally liable for any unauthorised transaction unless the card is proven to be lost, stolen or subject to fraud on some part of a third party.

(To be signed annually by cardholder)

Signature:

Date: