

EUSPBA – Branches Roles & Responsibilities

1) Roles and Responsibilities:

- There is a monthly Executive Committee and Branch Call.
The Branch Chair, or a representative, must be on the call. This call is not optional. This meeting is the primary vehicle of communication between the EC and the Branches. Failure to participate will lead to gaps in understanding of how decisions are evaluated, debated, and formalized. The branches are an essential part of the process and representatives of the membership. It is critical to have their participation.
- Maintain a list of all contests within your branch, their dates, games organizers, & piping and drumming directors
- Send Contest Calendar out to branch membership
- Forge a close relationship with contest committees
- Host a yearly Games Summit with contest organizers
- Offer steward training guidelines to contests
- Manage branch social media - FB, twitter, instagram, etc...
- EUSPBA's Dropbox for business is available for branch use
- Submit Branch Notes to VOICE (and soon new Online only version)
- Contact local state tourism boards/entities and share list of contests
- No contracts signed by any branch personnel on behalf of the EUSPBA
- Must read and be familiar with by-laws, rules and policies
- Can host virtual meetings with your branch - (EUSPBA has a 'GoToMeeting' account for everyone's use)
- Continuously define and enhance the branch's purpose
- Hold yearly elections
- Instructions for transition of branch positions
- Maintain a branch list of past officers members; compile and put on website
- Branch funding – funds are available for special events
- Year-end stuff - submit Branch Report for AGM & Chair to attend the AGM
- Solicit nominees for the "Circle of Honor". Tom Kee is now chair of this committee.

If there are any questions, please ask a member of the Executive Committee. (ec@euspba.org)