



**The Country Fire Service
Volunteers Association**

"Representing the interests of CFS Members"

Role Statement for Brigade/Group Representative

July 2024

Representative's name: _____

Branch President: _____

Representative Role: Group / Brigade (mark relevant role)

The role of Brigade / Group representative is to represent the interests and welfare of CFS volunteers and to promote the CFSVA in their Brigade/Group and encourage the flow of information.

Specific accountabilities:

1. Represent CFSVA in their Brigade/Group

This may include:

- Placing CFSVA topics on the agenda for Brigade/Group meetings
- Making regular reports to Brigade/Group about CFSVA activities

2. Represent Brigade or Group views to CFSVA

This may include:

- Consultation with Brigade or Group to gather information.
- Communicating volunteers' views to Branch and State
- Voting at Branch meetings as a representative of their Brigade/Group

3. Promote CFSVA

This may include:

- Arrange invitation for Branch President or State Exec to attend Brigade / Group meetings.
- Distribute promotional material to members.
- Provide feedback to Branch President in relation to information distributed.

4. Support individual volunteers

Always ensure that issue / topic the volunteer has raised, has been put to the CFS Chain of Command initially before being involved.

If unsure about being involved, speak to your Branch President

This may include:

- Being an available contact point for queries and assistance
- Referring volunteers to sources of information or services volunteer welfare, arranging hospital visits etc.
- Informing the Branch about significant volunteer events including recognition, awards, deaths, and funeral arrangements

It does **not** include:

- Being an advocate for individual volunteers
- Becoming involved in conflict between volunteers.
- Addressing operational matters – if unsure refer to branch president.