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**ROYAL NAVAL
ASSOCIATION**

The Branch Secretary's Guide

Amended – March 2017
Registered Charity Number 266982



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A Branch Secretary's Guide

Introduction

Congratulations on taking over the role of Branch Secretary. This document should answer your questions pertaining to your new role. Hyperlinks to the Members Area, Downloads section of the RNA website as well as some forms are included at the Annexes. Updates and new information will appear in the RNA Monthly Circular at this [link](#)

A secretary's three primary tasks are to:

1. ensure accurate records of membership are kept
2. record decisions made in committee/meetings and the actions required
3. act as the focus for communications with your Members, your Area and Central Office.

As the Branch secretary you are the link between the individual Member and the management structure of the Association as defined in the Royal Charter, at the [Rules and Regulations](#) folder at the website. Your tasks assist with the efficient running of both your own Branch and the whole Association.

Every decision you make in committee should be tested against and comply with the Objects of the RNA as set out in the Royal Charter. As well as meet the Ethos of the Association being neutral in terms of politics and religion as well as diverse and inclusive. Together they are the touchstone against which decisions and choices made by your Branch members should be measured.

They are summed up in our **Core Values**:

Unity: Shared backgrounds and equality in rank. We share the same bonds, the same mindset, and even the same language (Jackspeak!). We are all equal. We are the heart and soul of the RNA.

Loyalty: To each other and our dependants. We will always support and look out for each other. Our loyalty is to all our shipmates, our local communities, the personnel and dependants of the Naval Service, along with other charities or organisations with naval connections.

Patriotism: We are proud to serve and proud to represent our country and the Naval Service. Our pride in serving our country never leaves us. Nor do we forget those who have fallen for our country or who fight now. We are deeply honoured to represent them on both a national and international level.

Comradeship: Friends in fun, fellowship and need. Your shipmates will always be here for you, whether it's about a job, ideas for a fun day out or just an arm around the shoulder. We will never leave you or your dependants in despair.

Who will help and support me? Each Branch in the UK and Republic of Ireland is within one of the Association Areas in the UK at this [link](#). Overseas Branches are supported by the National Council Member holding the overseas brief.

Areas support Branches with advice and guidance based on shared experience accumulated over the years and developed within the rules and regulations of the Association. You should make a point of meeting your Area Secretary. They are your first port of call if you need advice on running your Branch whether day to day or obscure. Matters for the National Council should also be forwarded through your Area Sec, this includes proposed award for Life Membership.



Top Tip: The RNA is asked a range of questions on daily basis! See the Frequently Asked Questions Area of the website [here](#)

Who does what?

<p>The National Council The National Council is the Governing Body of the Association. It meets 4 times a year and the General Secretary is Secretary of the Council.</p>	<ul style="list-style-type: none"> • The National Council consists of elected representatives, one from each of the Areas of the UK. Who must appoint a President and Treasurer and may appoint persons with the necessary knowledge or experience as Vice Presidents • It is supported by the Central Office staff under the General Secretary and specialist advisers. The elected and appointed members are Trustees of the Association. • Each year they report to Conference and thus you and your Branch members.
<p>National Council Committees: At each September meeting of the National Council the Officers and Members required for these Committees are appointed or re-appointed.</p>	<ul style="list-style-type: none"> • The National Council is supported by two committees. • The Terms of Reference for Officers and Committees are approved by the National Council. • The names of Officers and Members of the Committees are shown in the Annual Trustee Report
<p>Finance and Administration Committee (FAC): The Committee considers financial, budgetary and linked management matters, keeping the Association’s financial position, accounts and how the Association is keeping to the Budget. Costs and examines financial side of AMC initiatives and ideas. Chair National Chairman</p>	<ul style="list-style-type: none"> • Consists of the National Chairman, National Vice Chairman, Hon National Treasurer (attending in an advisory capacity) and five members of National Council elected to the Committee. • The Assistant General Secretary is Secretary to the Committee. • The FAC reports its conclusions and recommendations to National Council as required.
<p>Association Management Committee (AMC): The Committee considers the general administrative requirements of the Association including oversight of RNA Clubs, Welfare, Ceremonial, Events coordinator. Chair National Vice Chairman.</p>	<ul style="list-style-type: none"> • Consists of the National Vice Chairman and five members of National Council elected to the Committee. • The Deputy General Secretary is Secretary to the Committee. • National Charter, Rules and Bye-Laws Advisor attends (NCBA) in an advisory capacity.

<p>Standing Orders Committee (SOC): Organise Conference Proceedings The Chairman is appointed by the Council from the membership of the Association, the 4 members are appointed by Conference</p>	<ul style="list-style-type: none"> • Advises on Branch motions to ensure that they are correctly ready for Conference. • Advises and drafts amendments to Conference Standing Orders.
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Where is RNA Central Office and who works there?



The postal address is **Room 209, Semaphore Tower (PP70), HM Naval Base, Portsmouth, Hampshire PO1 3LT**. They are quite modest, consisting of three offices, store and a meeting room on the second floor of Semaphore Tower. However, a Central Office building is more than a building as it consists of people who do things for you the membership. The small team is led by the General Secretary and their contact details are updated and included in the [Monthly Circular](#)

The General Secretary of The Royal Naval Association, Captain Paul Quinn OBE 02392 722983 or paul@royalnavalassoc.com will gladly offer advice and counsel. Specialist advice may also be sought from other Central Offices Staff or National Council specialist advisers.

Projects, Shipmates and Oppos,
Newsletters, Circulars, Mentoring

Deputy General Secretary
Lt Cdr Andy Christie (02392 720782)
andy@royalnavalassoc.com

Membership, merchandise,
Photography, Diary, Yearbook,
Event booking, Conference

Assistant General Secretary
Lt Cdr Nigel Huxtable (02392 723747)
Nigel@royalnavalassoc.com

Accounts

Finance Controller
S/M Michelle Bainbridge (02392 723823)
Michelle@royalnavalassoc.com

Project Shipmates and Oppos
*(All costs for this role met by
Greenwich Hospital)*

Service Leaver Liaison/recruitment
S/M Chrissie Hughes (02392 720782)
Chrissie@royalnavalassoc.com

Project Semaphore
*(All costs for this role met by
Aged Veterans Fund)*

Project Manager
Lt Cdr Sharon Brown RNR
sharon@royalnavalassoc.com

CONA
*(All costs for this role met by
Grants)*

Operations Manager
S/M Sarah Clewes
sarah@allaboutadmin.co.uk

Social Media
*(All costs for this role met by
Greenwich Hospital)*

Social Media Administrator
S/M Suzanne Morris
Suzanne@royalnavalassoc.com

Advisers to National Council – Available to Areas and Branches

Welfare
(Voluntary role)

National Welfare Adviser
S/M Rita Lock (02392 642234)
ritalock@sky.com

National Events Adviser

S/M Steve Caulfield (0161 7890064)
stephen.caulfield@dhl.com

Ceremonial Adviser

National Ceremonial Adviser
S/M Mick Kieran (02476 722057)
michaelkieran4369@gmail.com

Clubs advisor

S/M John Rooney
Johnrooney.rna@gmail.com

What goes on at the Central Office on a daily basis?

Without a Royal Charter and a National Council every Branch would just do its own thing and there would be no cohesion, order or regularity and hence no national reputation or influence. To be effective the National Council needs the Central Office sufficiently staffed to meet the tasks and commitments placed on it.

- **Communication and support to all Branches:** all over the country: a good deal of time is involved in giving advice by letter, telephone or verbally to callers, as well as via the website in the members/downloads Area, under the usual password.
- **Communication with Areas:** Advising and supporting Area Secretaries, Chair and National Council Members.
- **Producing Semaphore Circular and HQ Roll Newsletters:** Circulars are sent out monthly to Branch secretaries by email and are available on the website. HQ Roll members receive a Newsletter twice a year.
- **Hosting Open Days:** Visits to the Central Office are very popular and include a boat tour of the harbour. They are run from Easter onwards, dates and details of how to book are included in the Monthly Circular. All free of charge.
- **Keeping Financial Accounts:** The accounts of the Association and Branches and the range of activities mean that the task has an in-house Finance Controller.
- **Membership Records:** Membership cards and stickers are issued on receipt of the necessary application being made together with a cheque made payable to the Royal Naval Association or payment by BACS. Worn out membership cards can be replaced as needed at no charge, there is a charge for lost cards.
- **Running the Governance of the Association.** Charity Commission registration and management, servicing the National Council, AMC, FAC and SOC (eg agenda, minutes, briefing papers). Preparation of the Annual Trustee Report. Set up and closure of branches. Access to the Central Office for meetings.
- **Selling RNA Goods:** A range of Association badges, clothing and miscellaneous goods can be viewed at our online [shop](#). Central Office buys and accounts for them as well as dispatching them to the membership. The range of goods is increased whenever practicable and a Price list produced. GS is always happy for new ideas – such as RNA tartan for Scotland.
- **Dealing with individual Applications to join:** Applications made via the RNA website are administered by Central Office, membership cards are sent for the new member to pick up from the Branch Secretary. New members may opt to join the HQ Roll which is administered centrally.
- **Processing applications for Life Membership and Certificates of Appreciation:** See Annexes A, B and C.

- **Preparing Membership and Branch Anniversary Certificates:** These are available on request and are undertaken on behalf of the Council after checking acceptability with the Branch's Area National Council Member.
- **Marketing the Association:** In conjunction with the National Events Adviser this involves Commissioning and obtaining all the material by which the Association interfaces with the public at events such as Armed Forces Day, Air Days; posters, pamphlets, stickers, banners etc.
- **Maintaining and updating the Website:** In conjunction with the Website developers and RNA Webmaster, Central Office is your access to your Branches face on the website. Be this your Branch's own page or via the diary and news articles. Remember that all Royal Naval Association Rules, Bye-Laws and Advisory Publications are now included in the Association Website www.royal-naval-association.co.uk/
- **Managing the Standards Fund:** All matters are dealt with by the Finance Controller.
- **Producing the Year Book / Diary:** editing the content, negotiating with the advertising agency, printers, despatching and selling them.
- **Organising Ceremonial Events:** Central Office is fully involved in organising National Parades, Armed Forces Day, Association Biennial Parade in Whitehall, St.Paul's Seafarers Service, Cenotaph Parades, Field of Remembrance, National Standard Bearers Competition and much more.
- **Organising The Annual Reunion and Conference/AGM:** A great deal of the groundwork in organising the National Conference is either carried out or coordinated by the Central Office staff. Close liaison with the Area and Branch officials hosting the Conference is essential. The National Council reports to Conference and follow-up action on Conference Resolutions is co-ordinated and implemented by the General Secretary who writes the Minutes and deals with the Privy Council.
- **Liaison with the Royal Navy:** This is undertaken at all levels on many subjects including RNA/RMA relationships and supporting the Navy Partnering Arrangement..
- **Service Visibility and Support:** Through the Shipmates and Oppos campaign, Mentoring of trainees, Trauma Risk Management (TRIM) for Veterans and recruitment campaigns etc, Central Office can keep the Association in the mind of the serving naval service.
- **Liaison with Other Associations:** The General Secretary is the RNA representative at the Council of British Service and Ex-Service Organisations (COBSEO), the Conference of Naval Associations (CONA), the International Maritime Confederation and RN Charity Chief Executive Officers meetings.
- **Investments and Financial Control:** Careful control of investments and interest earning opportunities is needed to gain maximum benefit from the Association's capital and also supplement subscription income. Detailed control of the budget helps keep expenditure to the minimum needed. Monthly accounts are prepared for the FAC to scrutinise as well as sending out termly accounts to Branches.
- **Assisting the Charities and Welfare Officer:** Central Office administers the Central Charities Fund, through grants to the RNRMC. Not one penny of the donations to the Central Charities Fund is spent on administration which is provided as a Central Office activity.

- **Assisting Clubs:** An annual task is to issue permits. Central Office provides a framework of model rules and advice as required, mindful of the complexities around RNA Branch and Club relationships.
- **“Hello, is that the Royal Navy?”** Central office answers thousands of calls a year from members of the public, particularly looking for how to get records of service, family details and many varied questions.
- **Standards Fund.** Arranging and managing the fund to manage loss and damage to standards, open to all naval associations.
- **Major Projects.** Project Semaphore bringing iPads to digitally isolated naval veterans; Shipmates and Oppos – transition support for naval leavers – running the Conference of Naval Associations. Jutland Wood.
- **Managing and upkeep of the Naval Service Memorial.**
- **Purchase and running of 3 minibuses fitted with wheel chair access.**

Whilst the above is a formidable though incomplete list, it should not be thought that Central Office runs every activity completely. Members of the National Council help as well as Central Office volunteers. However, the back-up provided by full time Central Office staff is an essential ingredient of having a National Association.

Membership - Who can join the RNA? Any member of the public may theoretically join the RNA, as long as they meet the criteria set out in the [Rules and Regulations](#) which define the membership types:

<p>Full: All past and present members of the Naval Forces, and any person who served in the Naval Forces of a nation which was formerly a member of the British Commonwealth during the time when that nation was a member of the British Commonwealth shall be eligible for Full Membership.</p>	<ul style="list-style-type: none"> • A Member may be a member in more than one Branch. • Members only pay the required Association Subscription to one Branch as shown on their Membership card. They would however, pay the Branch subscription to each Branch of which they are a member. • A member may only hold elected Office or vote in the Branch to which they pay their Association subscription, and in the case of a Life Member, in the Branch in which he is registered. • A Member may transfer to another Branch, or to or from the HQ Roll.
<p>Life: A Full member who has given long and honourable service to the Association may be awarded the honour of Life Membership by the Council on conditions provided in the Bye-Laws.</p>	<ul style="list-style-type: none"> • Associate Members cannot become Life Members but may be awarded a Certificate of Appreciation. An application form is at Annex C.
<p>Associate: The Council or any Branch may confer Associate Membership on persons who express sympathy with the objects of the Association.</p>	<ul style="list-style-type: none"> • The energy and dedication which Associate members give to the Association cannot be understated. In fact, many Branches are kept going by the efforts of their Associate

<p>There is no National Association rule about how many Associate Members can be accepted by Branches and it is left to the judgement of each Branch to decide this, bearing in mind the overall objects of the Association.</p>	<p>membership. They are highly valued members of the Association and should generally be accorded every consideration in all activities.</p> <ul style="list-style-type: none"> • Associate Members may be elected as members of Branch Main Committees with voting rights within their Branch equivalent to those of a Full or Life Member. There are limitations Bye-Law B11(b) refers. • They may be elected to office as Honorary Secretary or Honorary Treasurer (but not as Chairman or Vice-Chairman), and are eligible to act as a Branch Delegate at Area meetings and Conferences if they have completed at least three year's membership of the Association. Certificate of Appreciation Associates have full voting rights.
<p>Serving: All serving members of the Service are Serving Members of the Association, and are eligible for Full Membership.</p>	<ul style="list-style-type: none"> • De facto members, not affiliated to a Branch or HQ Roll. They may join a Branch and having paid subs, have the right to vote on Branch matters.
<p>Honorary: The Council, or any Branch, may confer honorary membership on persons who place their services at the disposal of the Association in an honorary capacity, but who are not eligible for Full Membership.</p>	<ul style="list-style-type: none"> • Honorary Membership may only be given to those who are not eligible to be Full Members.

Membership Anomalies!

The Naval Service includes RN, RM, RNR, RMR, WRNS, RNXS, QARNNS and the RFA.

RNXS: It can be very difficult to prove ones service in the RNXS as the records were destroyed in the 1990s. You should apply common sense and accept photographic, other documentary evidence or a declaration by another member as to their service.

SCC/ CCF Officers: Another common query concerns Sea Cadet Corps Officers who wear RNR uniforms. They are not however members of the RNR with a call up liability so their appointments do not of themselves qualify them for Full Membership; they may have other naval service which provides the qualification. They should in any case be given a special welcome as Associate Members since close liaison with the SCC is important.



If in doubt, seek advice from your Area Secretary or National Council Member (NCM) or refer to the RNA website or Central Office Staff.

BRANCH MATTERS

Running Branch Meetings

A general meeting (AGM) of the Branch Members must be held in each year for the adoption of the accounts and election of officers etc; other meetings should be held to facilitate Branch activities. The Branch or its Main Committee should meet at least nine times per year. Some branches take a break during the summer.

Minutes must be kept for all meetings and separate ones for the AGM. It is possible to conduct both a meeting and an AGM on the same day, however to ensure you stay within the Rules, one meeting must be stopped and the other started. The AGM is the time to elect branch officials – which can only be done at the meeting (postal votes are not allowed). Chair and Vice Chair have to be Life or Full members, all other positions are open to all members, associates included (provided they have the service requirement of 3 years).

The National Council encourages relaxed rig at meetings and therefore RNA branded clothing, perhaps polo shirts, shirts etc are preferred alternatives to a blazer and tie.

You will find an example of a Meeting Agenda at the Downloads Area of the website and at this [link](#) as well as Meeting [Minutes](#). <http://www.royal-naval-association.co.uk/members/downloads/useful-templates/>

The normal routine of a meeting is:

- Produce first draft of the Agenda – noting things that need to be done for the time of year (accounts, conference motions, Biennial, Cenotaph, AFD, Trafalgar dinner etc).
- Check that the Branch Chairman is happy with it, make adjustments if needed.
- Send out to all branch members along with necessary paperwork (such as accounts), at least 7 days before the meeting – 14 days for the AGM.
- Have a great meeting; ensure accurate notes kept and those voting are entitled to do so.
- Write the minutes within 48 hours of the meeting (while it is fresh in your mind) and send to the Branch Chair for approval. Keep a careful track of agreed actions.
- Once approved send to all branch members. Have a beer and relax!

Record keeping and Data Protection

Good record keeping is one of your 3 primary tasks! Setting up and maintaining the list can take time, but once established can be used for many purposes. Accurate records and in particular a list of your Branch members, including their names and addresses is subject to the Data Protection Act and need to be protected from being shared for purposes other than they were originally collected. As Branch Secretary, you act as Data Controller for your Branch.

Forms and Templates. The Members Area of the website includes folders of both [Useful Forms](#) and [Useful Templates](#) Folders include an example Meeting Agenda and Minutes, Goods Order Form, compliments slip, letterheads and much more.

Retaining Data. Minutes should be kept indefinitely. Finance records and Annual Returns should be kept for 7 years. Personal information should be destroyed when it is no longer required.

Central Office is the data controller for the Association, any data sent to Central Office will **never** be shared unless the purpose for which it was collected has been made explicit to those involved. Some Branches produce a contact booklet so everyone can get in touch with each other. If you use a computer, make sure you remember to 'back up' your records and keep them safe from viral attack.



Top Tip: Ask each member's permission before sharing any personal information! Add a column to your Members List to capture who can/cannot vote at meetings.

Who can Vote at meetings?

- There are times when voting rights at Branch General meetings are restricted to Life and Full members and those Associates holding a Certificate of Appreciation or who have been elected to a Branch Main Committee. See Rule 20 (d).
- Only those present at a meeting may vote.
- Full and Full Life Members may vote on all matters.

If in doubt, refer to the Royal Charter and Rules folder, for Bye-Laws document, see [Page 23](#)

Important dates for the Diary

February - Branch motions and delegates for Conference to be submitted.

April - A full list of members with their subs should be with Central Office by the end of April. It should be possible to send in a single list of all members up to 30 April. If not, send in the bulk of your membership as they pay their renewals and the rest later. Use the Form at Annex E.

April/May - Apply to Central Office for Remembrance tickets.

June - The Annual Reunion and Conference/AGM. Dates and all details are promulgated in the RNA Circular. Remember that motions for consideration at the next Conference must reach the General Secretary sixteen weeks before Conference. Motions of urgency may be submitted earlier.

October - In October each year Central Office will send out a form to complete with all your Branch Office holders details on it. These lists are the means by which the yearbook and diary are produced as well as the Web pages and Central Office database updated. See Annex D.

All details pertaining to Remembrance events and how to apply for tickets are sent from Central Office. See [What's On](#) Shortcast and Longcast.



Top Tip: If Central Office does not receive your Members list by the end of April, your Branch will be unable to vote at Conference. The same form (at Annex E) is used to inform Central Office as new members join and need a membership card.

Distributing Information to Members

As the Hon Secretary of the Branch you are at the hub of the network by which information flows between members, to and from your Area, NCM and Central Office. Please ensure all lists of events and dates are shared and send Circular by email each month. Remember, if you haven't told them you can't expect them to know! New members especially need to be brought into the information flow to make them feel welcome; refer them to the Members Area of the RNA website and social media pages. Notice board – Remember to keep it up to date. Remove out of date notices as soon as the event is over.

It is vital that you pass the Circular to all your members by email each month – if they aren't on-line consider Project Semaphore. CO can help with printing costs if necessary.

Branch Correspondence

Letterhead and templates are available at this [link](#). These should be used on official correspondence only. As Secretary, you should keep a file of letters received and share the contents with the Chairman before each meeting. Many Meeting Agendas have correspondence as a standing item.



Top Tip: Email is the preferred method of sharing information however, whilst most members have an email address and can therefore receive and send relevant correspondence; please remember to include those who still require information to be sent by post.

Complaints and Appeals Policy (this was called Disciplinary): Please refer to the [Rules and Regulations](#) area of the website for latest guidance. Always contact the General Secretary if you are considering any action against a member.

Branch Accounts

Please see separate guide held by the Branch Treasurer, it contains all information pertaining to:

- Subscription payments
- Pertinent dates for termly and year end returns
- Attending Conference and pooled fares
- Donations
- Standard fund.

Submitting a motion to Conference

A Branch may submit a motion if passed by a meeting. Motions should begin with the word "That" and be worded in the affirmative (i.e. propose some finite action or declare or proclaim something). A section of the form is available to show the reasons behind the motion and this will help the Standing Orders Committee (SOC) in exercising its powers to combine, condense and/or re-draft motions. Branches may well find it advantageous to discuss

proposed motions with Area officials, their NCM, SOC or Central Office staff: often the object may be achieved without the need for Conference approval.

Timing: Motions for consideration at the next Conference must reach the General Secretary sixteen weeks before Conference; date is promulgated each year (normally mid February). Motions may be submitted earlier, please see guidance on Motions to Conference. (See page 50 of the Royal Charter [here](#))

Branch and Club Support Fund

Purpose: To provide support to Branches to;

- Improve facilities and/or accessibility for meetings.
- Allow and encourage better participation in Area and National events.
- Other purposes which support Branches in recruiting etc.
- Loans for the purchase of Standards
- Support their Club facilities.

Grant Applications: Applications should be made in writing to the Central office through their Area Secretary who should provide details of Area support or not, including any Area Assistance provided. The Application should be in the form of a letter outlining;

- What Branch or other funds are being contributed.
- A copy of current Branch Accounts.
- The expected outcome of the grant.
- What the grant is for.
- Comment of support by Area NCM.

Registration of the Association and all Branches in England and Wales as a Charity

Usually, the Charity Commission does not register charities with an income of less than £5,000. This is purely to reduce the regulatory burden on smaller charities; however you should check the most up to date information from the Charity Commission at this [link](#) or contact the Central Office for advice and guidance.

For your information, The Royal Naval Association Registered Charity Number is 266982. Branches in Northern Ireland, Republic of Ireland and Overseas should conform with the legislation in their jurisdiction. Scottish branches are covered by the Charity Commission unless they own property in which case they must be registered with the Office of the Scottish Charity Regulator www.oscr.org.uk

Fundraising

To support your Branch and attract new members there is nothing like getting out and about to be seen in your local community! It is an occasion to wear your blazer and medals. In warmer weather a Branch sweater or Polo shirt would be more appropriate.

Money collected **MUST** be spent as detailed on the collecting tin and described in the literature which drew the donation from the giver. If you are collecting on behalf of the RNA

nationally or your own Branch locally, you should also be made clear that the money is spent to achieve the objects of the Association, especially that beneficiaries MUST have served in the naval service.

Collecting tins. Labels for tins and top seals can be obtained from Central Office. You may be required to wear badges identifying your members as official collectors. These too can be provided by Central Office or created locally.

[Armed Forces Day](#) events are organised either nationally or by your local Council. Make friends with the local organiser and get your members involved. It is a good social occasion and is a chance to recruit new members. Make sure that your Area fundraiser and PRO are aware of the event. A gazebo with RNA banners and posters are available to borrow through your Area PRO.

You must obtain a license from your local Council to hold street collections. Check the rules at this [link](#)

It is a generally accepted custom of the Association that Branches holding raffles should restrict the sale of the tickets to their own area. The only exceptions to this are raffles held to help finance national events (e.g. Annual Conference and Re-unions). See guidance from the Gambling Commission [here](#)



Top Tip: Never miss an opportunity to recruit new members to the RNA. Take leaflets, joining forms and Gizzits to engage with new Shipmates (Gizzits available from the National Events Adviser, a charge may be levied).



**If in doubt, seek advice from your Area Secretary
National Council Member or Central Office or refer
to:**

The [Members Area](#) and Downloads Folder of the RNA website
The Royal Charter and Rules
[Frequently Asked Questions](#)
The Treasurer's Guide
RNA Circulars

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