

UNISON

Nomination for New Branch Posts

All branch posts can be job shared to ensure proportionality (UNISON's rule is designed to ensure that women members, in particular, are properly reflected in the makeup of Branch Committees). Please note that the position of Branch Treasurer must be a joint post with at least one woman, to comply with a decision of the NI Regional Council.

All UNISON elected posts have job descriptions. Anyone running for election to any of the posts must be prepared to carry out the full range of duties. Training is available through our UNISON 'Open College' Education Programme.

UNISON workplace stewards (including existing stewards) will normally be elected in their workplace, department or team in advance of the Annual General Meeting and will be ratified at the meeting.

Branch Core Posts

**Are you good at leading, motivating, communicating and negotiating?
Are you interested and enthusiastic about workplace issues and the rights of workers?**

Why not put yourself forward for a Branch Secretary or Branch Chair post?

Branch Chair

The role of Branch Chair is one of the key roles within the branch committee. The Branch Chair must work closely with the Secretary and other branch officers to provide leadership to the branch and ensure that full committee and member meetings take place with committee and members participation. Tasks also include setting the agenda for meetings, ensuring that business is properly conducted and advising the branch officers and branch committee on matters relating to procedures and interpretation of rules.

Branch Secretary

The Branch Secretary will act as the strategic lead officer and co-ordinator within the branch. They will encourage partnership working within the branch committee and the development of new representatives. The Branch Secretary manages the delegation of work to other branch officers as appropriate whilst providing support and guidance. Communication is a key factor of the role of Branch Secretary, to ensure regular communication with the members of the branch with news of campaigns, negotiations, issues, branch developments and activities and with the union's regional and head office on behalf of the branch.

Are you interested in working with figures? Do you enjoy managing a budget? Do you have good IT skills to manage accounts or would you be interested in training to learn these skills? Why not become a Branch Treasurer?

Joint Branch Treasurer

This is a two way job share. You will work as part of a team to ensure the finances of the branch are kept up to date. The roles of a Branch Treasurer include recording financial transactions and reporting on a month to month basis to the committee and supporting the branch to prepare and manage a budget. The Branch Treasurer in partnership with the committee will make sure that money is spent in accordance with UNISON rules.

Do you enjoy giving people an opportunity to learn? Do you have good communication skills? Are you a good motivator, enthusiastic and supportive?

Why not apply for the role of Education Officer for your branch?

Education Officer

The Education Officer works to encourage and support members who are not active learners, to participate in training to develop their potential. The branch Education Officer will also be involved in drawing up the education programme for the year giving their input on what courses would benefit members in their branch. The Education Officer must also publicise the courses available to members and advise the members and activists on how courses can help improve their skill set inside and outside of work.

Union Learning Rep

This person will work with the Branch Education Officer to encourage and support members to access learning opportunities. You do not need to be a steward for this post. Branches can have multiple ULRs.

**Do you believe in equality for all? Are you passionate about promoting respect and dignity at work? Are you interested in equality laws?
The branch Equality Officer role could be a good opportunity for you.**

Equality Officer

Everyone shares responsibility for tackling prejudice and discrimination and promoting equality. The role of the branch Equality Officer is to coordinate and monitor this shared responsibility. The equality officers will normally come from each of the four self organised areas: Women, Disability, Race and LGBT+. The Equality Officer will work to make workplaces fairer by promoting respect and dignity at work. This is an important role as equality is at the heart of everything UNISON does. Being an Equality Officer gives you a chance to work with members who also believe in fairness at work and encourage and support the development of branch self organised groups. You must also keep up-to-date with current legislation to know the rights of your members and develop strategies to promote equality of opportunity both in the workplace and in the branch.

LGBT+ Representative

This person will promote the needs of LGBT+ members within the workplace and branch and be part of the branch's Equality team.

Black and Migrant Workers Representative

The Black and Migrant Workers Equality Rep will play a lead role in challenging racism throughout the branch and making sure that race discrimination cases are identified and followed through. The rep will also be key in trying to include Black and Migrant Workers in branch activities and campaigns and make sure that issues faced by migrant workers are brought up at branch level. He /she will liaise with the Black and Migrant Worker regional group to ensure a good flow of information between the branch and the regional group.

Disability Representative

This person will promote the needs of disabled members within the workplace and branch and be part of the Regional Disability Group.

Do you care about the Health and Safety of everyone in the workplace? Are you interested in Health and Safety issues and promoting a safe environment for all? Do you have good negotiation skills? Why not become a Health and Safety Officer for your branch?

Health and Safety Officer

Every day members are injured at work, the Health and Safety Officer can help to reduce this number by making sure a safe environment is promoted as a priority in all workplaces. The Health and Safety officer will work to increase the awareness of members, health and safety representatives and branch officers of health and safety issues. They must provide support to health and safety representatives and be the link between the representatives, the employer, the branch and the regional office. The Health and Safety officers will raise members' awareness of health and safety in their own workplace, supports Health and Safety campaigns and build health and safety resources in the branch.

Do you have new ideas about how to connect with our members? Are you social media savvy? Are you interested in gaining new skills in designing posters and newsletters? You could be the next Communication Officer for your branch!

Communications Officer

As a union, we want people to know about the work we are doing to support our members in the workplace. How often have you heard someone ask, what is the union doing about it? As a branch Communication Officer you can be the one to answer that question by sharing information with our members through social media, posters, newsletters and leaflets. The Communication Officer works with their branch and the regional office to feed out information on current campaigns, promotes meetings and events by creating posters and leaflets, shares information with members through newsletters and updates the branch Facebook page or website. You will also work with the regional office by communicating information on events or news from your

branch back to the Communication Officer to update the UNISON Northern Ireland website.

Are you interested in finding out about the international solidarity work of UNISON? Do you want to stand up for people around the world who are denied fundamental human rights? Have you considered becoming the International Officer for your branch?

International Officer

The branch international officer works with the branch to encourage members of the branch to take action and participate in international solidarity activities organised nationally or regionally. UNISON are affiliated to a number of solidarity groups including Justice for Columbia and Trade Union Friends of Palestine, working with people around the world who are denied fundamental human rights and need Trade Union support. The international officer keeps up to date with the information from the solidarity groups and brings information on campaigns back to the branch to support.

Are you under 27 and want to be more active in your union? Do you have new ideas to encourage more young members to become active in UNISON? Are you passionate about campaigning on issues that affect young people in the workplace? Gain new skills by becoming the Young Members Officer in your branch.

Young Members Officer

The role of the branch Young Members Officer is ideal for someone who is interested in becoming more active in the union but is not yet ready to take on the responsibilities of a shop steward. Young Members Officers are passionate about getting other young members involved in UNISON and campaign on issues that affect young people including Zero Hour Contracts and the National Minimum Wage. This role is great for building your knowledge of UNISON, gives you the opportunity to be the voice for young people in your branch and gain support from your branch to campaign on issues that affect you.

Are you interested in helping members who are struggling financially avail of help from UNISON Welfare? Do you want to know more about the support that UNISON can provide our members facing difficulties? Why not become the branch Welfare Officer?

Welfare Officer

UNISON has an excellent welfare service to assist any member in need. We have an annual school uniform grant and winter grants available to members who are low paid and struggling with the cost of children heading back to school or heating their home in the cold winter months. Branch Welfare Officers support members in need by giving them confidential advice on how to access the welfare benefits when they are under financial pressure. They also promote the services available to members through UNISON welfare throughout the branch.

Do you want to help your branch grow and recruit more members into UNISON? Are you confident in speaking to new people about the benefits of being in UNISON? You could be the new branch membership officer!

Membership Officer

The branch Membership Officer helps the branch grow by focusing on recruiting new members into the branch and monitoring leavers to see if there are problems in particular workplaces or if people are unhappy with the union. To gain an understanding of where the member's from the branch are employed, the Membership Officer builds a recruitment team and assists the branch to map the members to identify membership density and steward coverage. The Membership Officer also helps the branch to think of new and exciting recruitment activities to appeal to new members.

Branch Non Core Posts

Convenors

This is not a core post but a number of branches also have Convenors acting as senior stewards either for specific groups of members or on a geographic basis.

Retired Members Secretaries

This is not a core post but the Retired Members' Secretary will be expected to host meetings of UNISON retired members at branch level to encourage them to take part in the campaigns and activities run by either our retired members' structures or the branch itself.

This is a description of the main core and non-core posts. Your branch may decide to introduce new posts to meet the needs of your members, ensuring adherence to UNISONs rules and the code of good branch practice. Once elected your branch committee will meet on a regular basis, at least monthly. The Committee will also be responsible for electing a range of other posts to ensure that the members of your branch are represented on UNISONs NI-wide structures, including self-organised groups, service groups, regional committee and special interest groups and forums.