

UNISON

Nomination for New Branch Posts

Full information on Branch Posts can be found in the UNISON Rule Book, the Code of Good Branch Practice and the UNISON website. Your specific branch posts are also found in your Branch Rules. Training will be available to help all new post holders and no one will be left on their own without backup. Posts can be job shared to lighten the workload and, in particular, to ensure that women members are properly reflected in the makeup of branch committees. We are particularly encouraging women to run for office.

Branch Chair(s): Main duties include ensuring that branch committee meetings take place on a regular basis and that the business is properly conducted.

Branch Secretary(s): Main duties include co-ordinating negotiations with employers, organising the branch and delivering services to our members.

Joint Branch Treasurer: This is a two-way job share and must include at least one woman. Main duties include looking after the branch's financial affairs, keeping accounts and producing monthly financial reports to the committee & AGM.

Education / Lifelong Learning Co-ordinator: Most branches have combined this post. Duties include encouraging members and stewards to take advantage of our UNISON College programme covering life-long learning and trade union education and will help develop the branch's own education programme. The post holder will also co-ordinate our branch union learning reps (ULRs).

Communication Officer: Duties include assisting branch communications, co-ordinating social media and branch website, and producing newsletters and publicity materials including videos.

Women's Officer: Duties include identifying new women activists, liaising with the branch committee on progress towards proportionality, developing local women's committees and campaigning on women's equality and human rights issues across all branch business. In some larger branches this may be described as a Convenor post. The post holder will also help develop workplace women's officers.

Equality Co-ordinators
● **LGBT+** ● **Black & migrant workers** ● **Disability:** The branch is encouraged to elect equality co-ordinators covering the other areas of UNISON self organisation, who will all work together to co-ordinate equality and human rights issues across all branch business, and be responsible for ensuring the branch establishes self-organised groups. The Co-ordinators will help identify new activists from the sectors above and workplace equality reps.

International Officer: Duties will include working on solidarity campaigns at branch level to raise awareness on solidarity issues and working with the regional solidarity group, with solidarity campaign organisations, and with those around the world who are denied fundamental human rights and need trade union support.

Young Members Officer: This post is a normally a job-share and

must include at least one young woman. Post holders must be 30 years or under and be prepared to actively involve other young members in the life of the branch.

Welfare Officer(s): UNISON has an excellent welfare service to assist any member in need. To deliver this service, we need a number of welfare officers who will be fully trained to support members on a confidential basis.

Health & Safety Officer(s): The postholder co-ordinate branch health and safety reps and stewards to carry out health & safety inspections, negotiate with employers, liaise on all health and safety matters and be part of the regional health and safety forum.

Membership Officer: The post holder will map the branch membership; monitor branch recruitment & leavers rates; make recommendations on recruitment activities, targets, resources & budgets; and work with the branch committee to develop and implement the branch plan.

Retired Members' Secretary: Duties include encouraging the participation of retired members in branch activities as appropriate.

Environmental Officer (Green rep): Duties include co-ordinating the union's green and environmental agenda in the branch.

How to run for office: You can be nominated for as many positions as you like but you can't hold more than one core branch post at a time. For example, you

cannot be both Branch Secretary and Chairperson. This is to make sure that everyone gets a chance to share the workload. You can be a Steward and run for other offices

and you can be a Branch Committee member and run for a regional post.

BE ACTIVE IN YOUR UNION!

Each year our branch holds its Annual General Meeting to report back to our members on the key issues we have worked on over the past year. The Annual General Meeting (AGM) is also the time for electing your union representatives.



UNISON STEWARDS – GET ELECTED NOW!

UNISON workplace stewards are the most important people in our chain of elected union reps. Stewards are the immediate and most important link between members and the union. Each year we invite all our members to elect stewards in their local workplaces and departments. We also encourage different occupational groups to elect stewards and, where the job involves shift-working it is important to have stewards covering all shifts – day and night.

DO YOU THINK YOU COULD DO THIS IMPORTANT JOB BUT DON'T KNOW ENOUGH ABOUT IT? WE OFFER:

- free training with paid release from work,

- support from a local 'mentor' to help you do the job,
- membership of the local branch committee which meets regularly,
- support from our range of full-time officials.

If you think you could join the ranks of women and men who are already UNISON stewards and represent your work colleagues, contact a branch official and arrange for a workplace election. All that is required is a meeting of members in your section and a vote to get you elected. This can happen at any time – you don't have to wait for the AGM.

COULD YOU BE A BRANCH OFFICER?

Overleaf you will find a list of union positions in our branch. Many of these posts are shared so that one person does not have to carry the whole workload. If you are already a steward you may be interested in going further. All of these posts are supported with training, mentoring and a communications system delivered by local union reps and the full time UNISON organising team. You are never alone – you are always part of the team, working together to change our members' lives for the better.

If you want to run for office please complete the attached nomination form, get your nomination seconded and return it **BY THE DUE DATE** to the FREEPOST address shown on the reverse of the form.

WE CAN NEVER HAVE ENOUGH UNION REPS. THERE IS PLENTY OF SPACE FOR EVERYONE TO PLAY THEIR PART – SO GET ACTIVE IN UNISON TODAY!

GET ELECTED AS A STEWARD, H&S REP, ULR OR EQUALITY REP

We need stewards, H&S reps, union learning reps and equality reps in every department and workplace. Existing stewards should contact branch officers and hold annual election meetings with their members now. Members who do not have stewards should contact their branch officers who will help you to start electing stewards now and bring the result to the AGM. If you are interested, you should also talk to a branch officer now.

Health & safety reps: We need H&S reps in every workplace talking to members about their H&S issues and working with management to resolve them. Talk to your branch officers now.

Union learning reps encourage and support other colleagues with workplace learning. Any UNISON member who is interested in learning and enjoys helping people can become a ULR – you don't need to be involved in the branch already. As a ULR you will be entitled to reasonable paid time off for training and for carrying out your role.

REGIONAL POSTS

If you are also interested in participating in your union at a regional level, please contact your Branch Committee. Regional posts include:

- Regional Committee
- Women's Committee
- LGBT+ Group
- Disability group
- Black & Migrant Workers' Group
- Retired Members' Forum
- Young Members' Forum
- H&S Group
- Solidarity Group
- Welfare Committee