

Annual General Meeting 2018 PRELIMINARY NOTICE



11th December 2017

To: All members of UNISON City of Edinburgh Local Government & Related Sectors Branch

The Annual General Meeting of the branch will be held on Monday 19th February 2018 in the Methodist Church, 25 Nicolson Square, Edinburgh

The AGM is the branch's supreme policy making forum. It will elect the Branch Officers for 2018, set policy on important issues affecting all members and can amend rules.

The notice is being issued now to allow members time to consider and submit nominations and motions and to meet deadlines for the agenda and annual report to be printed and circulated at least seven days before the meeting.

MOTIONS/RULE CHANGES

Who can submit them?

- any **TWO** members, or
- Stewards Committees or Branch Committee.

How do you submit them?

- They **MUST** be in writing and include:
- The names of the two members, their membership numbers and signatures (or signatures of Convener and Secretary if from a Shop Stewards Committee).

To ensure time is not wasted, motions must be deemed competent and relevant by the Chair before going on the agenda.

BRANCH OFFICER NOMINATIONS

The same conditions apply with the addition that the candidate's name, workplace and membership number must be included.

Nominations, motions or rule changes **MUST** arrive at the branch office by the deadline on this calling notice (see right).

This is a very important meeting. Please make every effort to participate. If anyone needs assistance or advice about submitting issues to the meeting, please feel free to contact the Branch Office.

Yours sincerely

**Tom Connolly
Branch Secretary**

What are the officer positions?

President: Chairs branch meetings; represents the branch and oversees all its functions.

Chair: Deputises for the President. Oversees day to day running of the branch, especially in service conditions. Chairs Branch Committee.

Vice Chairs(2): At least one must be a woman. Deputises for Chair in meeting chairing role.

Secretary*: Branch organisation, staffing and administration. Oversees policy and all branch officers work. Delegation leader/ spokesperson.

Asst Secretary*: To assist in many of the above tasks.
*** One must be a woman.**

Treasurer: Keeps the accounts, financial overview, provides budgets, ensures books audited.

Service Conditions Co-ordinator: Oversees all service conditions and negotiations.

Service Conditions Convener Works in conjunction with the

Co-ordinator as well as general negotiation and representation.

Service Conditions Officers(5): At least three must be women. Responsible for general representation and negotiation.

Equalities: Co-ordinates equalities strategy. Brings equality perspective to service conditions. Keeps up with legislation.

Health & Safety: Develops plans to improve workplace environment. Oversees health and safety activity. Needs to know legislation.

Communications: Branch magazine, web and social media. Develops media strategy. Ensures members get briefings etc.

Education: Identifies training needs. Develops appropriate courses/training plans.

Young Members: Co-ordinates and campaigns on young member issues,

encourages involvement of young members.

Welfare: Builds support for welfare fund. Visits beneficiaries. Advises on benefits.

Membership/ Recruitment: Co-ordinates recruitment. Assists in keeping statistics. Builds services to members.

International Relations: Keeps branch informed of international issues and UNISON policies. Raises members' understanding of international issues as they affect UNISON.

Auditors: To conduct an efficient audit in accordance with NEC principles at least yearly.

Lifelong Learning Officer: To identify and co-ordinate opportunities for members who wish to access further learning.

2018 AGM

**ANNUAL GENERAL MEETING
Monday 19th
February 2018
Methodist Church,
25 Nicolson Square
Edinburgh
6.30pm to 8.30pm**

DEADLINES

NOMINATIONS

Must arrive by **Noon,
Wednesday 17th January
2018**

MOTIONS, RULE CHANGES

Must arrive by **Noon, Friday
19th January 2018**

AGENDA

The AGM calling notice and order of business will be emailed to members from **5th February 2018 and the full Annual Report and Agenda will be published on the website from that date.** Members can request a hard copy of the Annual Report and Agenda by emailing: branchoffice@unison-edinburgh.org.uk or phoning 0131 558 7488

CRECHE

Last date for booking places **Noon, Tuesday
13th February 2018**

AMENDMENTS

Must be in by **Noon
Monday 12th
February 2018**

All to be sent to:
UNISON City of Edinburgh
Branch
10 Infirmary Street
Edinburgh EH1 1LT
Phone: 0131 558 7488