

**UNISON CITY OF EDINBURGH BRANCH  
ANNUAL GENERAL MEETING 2019**



**Nomination Form for Branch Officer**

Nominations can be made by any two members or by a properly constituted and quorate shop stewards committee and they can make only one nomination for any individual post (except in the case of job share).

**Branch Officer Post:** \_\_\_\_\_

**Person Nominated:** \_\_\_\_\_  
(If nominating for job share, both nominees must agree)

**Department** \_\_\_\_\_  
(e.g. Children & Families, Voluntary Sector etc)

**Nominated by**

**Name** \_\_\_\_\_

**Department:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**Department:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**OR**

**Shop Stewards Committee:** \_\_\_\_\_

**Date of meeting:** \_\_\_\_\_

**Convener/Secretary (signature)** \_\_\_\_\_

**Forms to be returned to Monica Niven, Branch Support Officer by NOON  
on Wednesday 16<sup>th</sup> January 2019**

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## UNISON CITY OF EDINBURGH BRANCH ANNUAL GENERAL MEETING 2019



### Branch Officer Posts

#### What are the officer positions?

**PRESIDENT:** Overall branch leader with responsibility for representing the branch and overseeing all its functions. Chairs branch meetings.

**CHAIR:** Deputises for the President. Actively 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. Deputise for Chair in his/her role in chairing meetings.

**\*SECRETARY:** Responsible for branch organisation, staffing and administration, and as the point of communication for the branch. Co-ordinates all branch officers work. Responsible for membership records. Delegation leader/ spokesperson

**\*ASST SECRETARY:** To assist in many of the above tasks.

***\*One of these must be a woman.***

**TREASURER:** Keeps the accounts, organises expenses system (e.g. fares, child care costs etc), provides budgets, ensures books audited.

**SERVICE CONDITIONS CO-ORDINATOR:** Oversees service conditions and negotiations. Branch lead negotiator.

**SERVICE CONDITIONS CONVENER:** General service conditions role working in conjunction with the co-ordinator.

**SERVICE CONDITIONS OFFICERS (5):** At least three must be women. Responsible for service conditions matters across conditions.

**EQUALITIES OFFICER:** Co-ordinate equalities strategy. Bring equality perspective to service conditions, branch publications. Keep up to date with legislation.

**HEALTH & SAFETY OFFICER:** Develop plans to improve workplace environment. Oversee Health & Safety activity. Know legislation etc.

**COMMUNICATIONS OFFICER:** Co-ordinate branch magazine. Develop media strategy. Ensure members get briefings etc.

**EDUCATION OFFICER:** Identify branch training needs. Develop appropriate courses/training plans.

**YOUNG MEMBERS OFFICER:** Co-ordinate and campaign on youth issues, encourage involvement of under 25's (must be under 25).

**MEMBERSHIP/RECRUITMENT OFFICER:** Co-ordinate recruitment. Assist in keeping statistics. Deal with election of new members. Build services to members.

**INTERNATIONAL RELATIONS OFFICER:** Keep branch informed of international issues and UNISON policies. Raise members understanding of international issues as they affect.

**LIFELONG LEARNING CO-ORDINATOR:** To identify and co-ordinate opportunities for members who wish to access further learning.

**UNISON BRANCH AUDITORS:** To conduct an efficient audit in accordance with the NEC's principles at least once a year. \_