

**UNISON CITY OF EDINBURGH BRANCH
ANNUAL GENERAL MEETING 2020**



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 15th January 2020**

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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.

ENVIRONMENTAL OFFICER: Co-ordinate the union's green and environmental agenda in the branch.

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