

**UNISON CITY OF EDINBURGH BRANCH  
ANNUAL GENERAL MEETING 2021**



**Branch Officer Nomination Form**

Nominations can be made by any two members or by a properly constituted and quorate shop stewards committee, branch health & safety sub-committee or self-organised group, and they can make only one nomination for any individual post (except in the case of job-share).

**I hereby nominate** .....

**for the post of** .....

I confirm I have spoken to the member and they are willing to be considered for election.

**Proposed:** ..... (current UNISON member)

**Seconded:** .....(current UNISON member)

*One person can complete the form for proposer and seconder with their agreement*

**OR**

**Shop Stewards Committee:** .....

**Date of meeting:** .....

**Convener/Secretary:** .....

**I accept the above nomination:**

**Name:** .....

**Membership Number:** .....

**Date:** .....

**Email address or contact number:** .....

Nomination form should be sent to UNISON City of Edinburgh Branch, Douglas House, 60 Belford Road, Edinburgh, EH4 3UQ or via email to [branchoffice@unison-edinburgh.org.uk](mailto:branchoffice@unison-edinburgh.org.uk) by **NOON Friday 22<sup>nd</sup> January 2021**

## What are the officer positions?

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

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

**Vice Chairs (2):** Deputises for Chair chairing of meetings. At least one must be a woman.

**Secretary\*:** Branch organisation, staffing and administration. Oversees policy and all branch officers' work. Delegation leader/spokesperson. \*One must be a woman

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

**Treasurer:** Keeps the financial 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):** Responsible for general representation and negotiation. At least three must be women.

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

**Health & Safety Officer:** Develops plans to improve workplace

environment. Oversees health and safety activity.

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

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

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

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

**Membership Officer:** Co-ordinates recruitment. Assists in keeping statistics. Builds services to members.

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

**Young Members Officer:** Co-ordinates and campaigns on young members issues, encourages involvement of young members.

**Auditors (2):** To conduct an efficient audit in accordance with NEC principles at least yearly.

**Retired Members' Secretary:** To ensure the retired members section functions in accordance with UNISON rules and any branch standing orders and procedures.