

**UNISON CITY OF EDINBURGH BRANCH
ANNUAL GENERAL MEETING 2022**



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)

What are the officer positions?

President, Chairperson, Vice Chairs (2), Secretary, Assistant Secretary, Treasurer, Service Conditions Co-ordinator, Service Conditions Convener, Service Conditions Officers (5), Equalities Officer, Health & Safety Officer, International Officer, Welfare Officer, Communications Officer, Education Officer, Recruitment/Membership Officer, Lifelong Learning Officer, LGBT+ Officer, Black Members Officer, Women's Officer, Young Members Officer, Environment Officer, Auditors (2)

Job shares will be considered for all posts.

Please return completed forms to Monica.Niven@unison-edinburgh.org.uk or branchoffice@unison-edinburgh.org.uk by **NOON Wednesday 12th January 2022.**

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-ordinate's 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.

Recruitment/Membership Officer: Co-ordinate's 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.

LGBT+ Officer: Works to promote LGBTQ+ activities within the branch and to establish and develop the LGBTQ+ self-organised group. The post holder must be a LGBTQ+ member.

Black Members Officer: Works to promote Black Member's activities within the branch and to establish and develop the black member's self-organised group. The post holder must be a black member.

Women's Officer: Works to promote woman's activities within the branch and to establish and develop the women's self-organised group. The post holder must be a woman.

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

Environment Officer: Works to promote Environmental issues within the branch and with members

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