

**UNISON CITY OF EDINBURGH BRANCH
ANNUAL GENERAL MEETING 2023**



Branch Officer Nomination Form

All branch officers are elected annually at the Branch AGM.
A summary of the available roles is overleaf. For full details, please see the UNISON website <https://unison-edinburgh.org.uk/contact/branch-officer-roles>

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)

OR

Shop Stewards Committee

Date of meeting

Convener/Secretary

I accept the above nomination **Signed**

Date

Full Name

Membership Number

Contact Number/email

Please return your nomination form and election statement to the branch office by 4th January 2023 to be considered for election. Return your form to the address below or by email to branchoffice@unison-edinburgh.org.uk

BRANCH OFFICER ROLES

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.

**Secretary or Asst Secretary at least one must be a woman*

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

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

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

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

EDUCATION COORDINATOR: Identifies training needs. Develops appropriate courses/training plans.

ENVIRONMENTAL OFFICER: Works to promote Environmental issues within the branch and with members.

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

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.

DISABLED MEMBERS' OFFICER: provides support and encouragement to disabled members. They work with members to identify and challenge discrimination against disabled people.

LGBT+ MEMBERS' 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.

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: (must be under 27) Coordinates and campaigns on young member issues, encourages involvement of young members.

HEALTH AND SAFETY OFFICER: Develops plans to improve workplace environment. Oversees health and safety activity. Needs to know legislation.

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

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

MEMBERSHIP OFFICER: Co-ordinates recruitment. Assists in keeping statistics. Builds services to members.

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

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

AUDITORS (x2): To conduct an efficient audit in accordance with NEC principles at least yearly.