

**UNISON CITY OF EDINBURGH BRANCH
ANNUAL GENERAL MEETING 2024**



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 **Thursday 21st December 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.