

**UNISON CITY OF EDINBURGH BRANCH  
Annual General Meeting 2025**



**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](#)

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 to [Monica.Niven@unison-edinburgh.org.uk](mailto:Monica.Niven@unison-edinburgh.org.uk) by **12 noon on Monday 23<sup>rd</sup> December 2024.**

## 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 CONVENER:** Oversees all service conditions and negotiations.

**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 30) 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 & RECRUITMENT 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.