

### **Chairperson**

- preside at meetings and agree the agenda
- advise branch officers and committee about procedure and interpretation of rules

### **Secretary**

- manage branch staff and manage delegation of work
- ensure the proper representation of members within the branch
- convene and attend all meetings of the branch and branch committee.
- act as spokesperson for the branch when in contact with other levels of the union and external organisations

### **Treasurer**

- conduct the branch's financial business and keep accounts in accordance with the rules
- provide reports on the financial position of the branch to the branch committee or branch executive committee and AGMs

### **Education Co-ordinator**

- make sure all new stewards and safety representatives receive initial information and guidance about their duties
- get untrained stewards, safety representatives and other branch officers onto appropriate training courses

### **Lifelong Learning Co-ordinator**

- co-ordinate the activity of learning representatives in the branch education team

### **Equality Co-ordinator**

- be the central liaison point for equality in the branch and to distribute information on equality issues;
- advise branch officers and the branch committee on proportionality and fair representation, including in branch elections;

### **Health and Safety Officer**

- co-ordinate the activity of health and safety representatives and organise meetings of health & safety representatives
- be closely involved in all negotiations with the employer on matters related to health and safety

### **Health and Safety Representatives**

- provide advice and support on health and safety issues in their work area
- ensure the law and employer's policies on health and safety are applied

### **Communications Officer**

- help create a positive image for the branch among members, potential members and the public
- produce news-sheets or bulletins for distribution to branch members.

### **Membership Officer**

- map the branch's membership and monitor recruitment and leavers rate
- work to recruit new members and reduce leavers rate

### **Young Members' Officer**

The role of the branch young members' officer is ideal for someone who is interested in becoming more active in the union. The post may be a stepping stone to becoming a steward or taking on wider roles. A young members' officer must be under 27 years of age for the whole of their term of office.

- recruit new members and to encourage existing young members to become active in the branch
- make sure issues of concern to young workers are raised by the branch

### **International Officer**

- co-ordinate the branch's work on international relations
- ensure that branch members are informed of national policy on international matters

### **Retired Members' Secretary**

The role of the retired members' secretary is to enable retired members of the branch to continue to be active in the union through the branch's retired members' section. To be a retired membership secretary you must be eligible for retired membership yourself.

- ensure that those members approaching retirement have the opportunity to become retired members
- organise meetings of the branch retired members and attend meetings of the branch committee

### **Welfare Officer**

-ensure that branch officers, stewards, workplace representatives and employers, have regular up-to-date-information about UNISON Welfare and its range of services

- ensure that members seeking welfare assistance receive a prompt, supportive and effective response

### **Auditor**

The role of the auditor is to act on behalf of the branch's members to ensure probity and that all branch expenditure is underpinned by democratic decisions made in accordance with UNISON rule. A candidate for the post of auditor cannot be a member of the branch committee.

### **Stewards**

The UNISON steward is the fundamental building block of workplace organisation.

Stewards might be active in different ways and to different degrees depending on their willingness and experience ranging from high-level negotiators to local contacts in the workplace. They provide the first and main point of contact for members and act as a spokesperson for the members they represent

### **Workplace Contacts**

Members who might not be willing to take on the full role of elected steward can play a vital role in ensuring that UNISON has a presence in every workplace. They provide a point of contact between members and the branch by advising where to seek assistance, distributing information and keeping noticeboards up-to-date.