



ANNUAL GENERAL MEETING

Date: 23 March 2023
Time: 10.15am
Venue: Chancellors’ Building 3.5

Nomination of Branch Officers, Representatives and Stewards

I nominate:(current UNISON member)

For the position of:

I confirm that I have spoken to the member and s/he is willing to be considered for election.

Proposed by: (current UNISON member)
Please print

Seconded by: (current UNISON member)
Please print

I accept the above nomination: Signed:

Dated:

Workplace address:

Contact number / email:

Membership number:

For details of Officer, Representative and Steward roles (from the UNISON Rulebook 2019), see over:

All positions are open for job-sharing. Please indicate clearly who you wish to job-share with, if applicable.

Please return to Rachel Willis, Branch Secretary,
e-mail: rw693@bath.ac.uk
or post: 3 East, 2.26

Marked Private and Confidential

by noon on 14 March 2023

Chairperson	presides at all meetings of the branch and the branch committee and shall ensure that business is properly conducted.
Vice-Chair	deputises for the Chairperson
Secretary	convenes and attends all meetings of the branch and branch committee and arranges for the minutes and other branch records to be kept in a proper manner; co-operates with the Union's Head Office in keeping a record of all members' names, addresses and work groups and in communicating any changes in these matters to the Head Office; is responsible for communicating with members and with the Union's Regional and Head Offices on behalf of the branch; in conjunction with the Branch Committee, ensures that the branch observes Union rules and the law with particular reference to the Data Protection Act 2018 ; at the end of her/his appointment (and at any other time when so required by the General Secretary) delivers to the Branch Chairperson or to such person as the General Secretary may appoint all minute books, records and other property belonging to the Union.
Treasurer	conducts the branch's financial business and keep accounts in accordance with the rules; at the end of her/his appointment (and at any other time when so required by the General Secretary) delivers to the Branch Chairperson or such person as the General Secretary may appoint all accounts, financial records and money belonging to the Union.
Lifelong Learning Co-ordinator	leads on member learning in the branch; work closely with the branch education co-ordinator (the same person might even carry out both roles); a link between union learning reps, the branch committee, and learning providers; works collectively with other activists to achieve branch aims around learning and skills; support union learning reps in their roles, through mentoring, goal-setting, and providing a positive example of leadership; be involved with negotiations with the employer, with the aim of ensuring that UNISON's learning and skills agenda is embedded in learning agreements; co-ordinate the activity of union learning reps in the branch education team; work with colleagues to recruit new union learning reps; be closely involved in negotiating around learning with the employer; co-ordinate information on learning activities for the branch; ensure that the work of union learning reps is fully integrated into the branch, so that, for example, the opportunity to recruit new members and new activists around learning is taken up fully
Education Co-ordinator	works closely with the lifelong learning co-ordinator and the other branch officers, and will help to support and develop reps by: keeping track of the training needs of workplace representatives; supporting new reps by making sure that each new rep has a 'named contact' – a buddy or mentor; contributing to the joint branch assessment; keep the branch up to date on learning opportunities for members; addressing local learning needs by liaising with their regional organiser or regional education officer about flexible branch-based learning to help with particular issues.
Learning Representatives	shall be selected for each work group or workplace in accordance with branch arrangements: the selection of learning representatives shall be reported to the branch for ratification and issuing of credentials; Learning representatives shall: carry out the function of a learning representative as set out in the ACAS Code of Practice; be accountable within branch arrangements to the members they represent and the branch committee; carry out their duties in accordance with UNISON's Rules, the Code of Good Branch Practice and the UNISON learning representative's handbook.
Equality Co-ordinator(s)	develops and leads on activities which promote and enhance equal opportunities on campus: the point of contact in the branch for equality issues; collecting and sharing information on equalities issues, including information from the regional and national self-organised groups; making sure other branch officers and the branch committee consider the equalities dimension of everything they do;
Equality Representatives	be accountable within branch arrangements to the members they represent and the branch committee; carry out their duties in accordance with UNISON's Rules, the Code of Good Branch Practice and the UNISON Equality Representatives' Guide.
Health and Safety Officer	heads a team of Representatives, Chairs Branch H&S Committee and attends University Safety Committee
Communications Officer	co-ordinates and manages branch newsletters, websites, press releases and other media, communicating with members and the wider public.
Branch International Relations Officer (BIRO)	develops and leads on international solidarity activities including campaigns, twinnings and support for projects abroad.
Membership Officer	assists the Secretary by maintaining the register of members and the on-line membership system
Young Members' Officer	develops and leads on activities which improve conditions and enhance the workplace for young members. <i>(Note - you must be under 27 years of age)</i>
Retired Members' Secretary	supports UNISON retired members by campaigning on their behalf and organising local activities; attends and speaks at normal meetings of the branch committee and can vote on any issue other than those which are concerned with the pay and conditions of work.
Welfare Officer	develops and leads on activities which promote and enhance the welfare of members, including assistance with their needs
Women's Officer (who must be a woman)	develops and leads on activities which promote and enhance the working experience of women on campus
Casework Officer	coordinates the casework of the Stewards
Labour Link Officer	liaises with the local Labour Party and makes sure the views of UNISON members who pay the affiliated political fund (APF) levy are heard.
Environmental Officer	co-ordinates the union's green and environmental agenda in the branch.
Stewards	represents the interests of members in their work group or workplace in any grievance, dispute or negotiations at the level of the work group or workplace: establishes and maintains Union organisation in their work group including the convening of workplace meetings; where appropriate, in line with the Code of Good Branch Practice, attends meetings of the Branch Committee and of the branch membership; reports to the Branch Committee all developments affecting members in their work group or workplace; carries out their duties in accordance with the Union's handbook for stewards. <i>Note – Ideally one per Department / Building</i>
Health and Safety Representatives	carries out the function of a safety representative as laid down by the Safety Representatives and Safety Committee Regulations; is accountable within branch arrangements to the members they represent and the branch committee; carries out their duties in accordance with UNISON's Rules, the Code of Good Branch Practice and the UNISON Health and Safety Representatives Guide. Ideally one per Department. Sits on Departmental H&S Committees/Meetings.
Workplace Contacts	distributes info, supports a steward, possibly with a view to becoming one <i>(Note – ideally one per Department/ Building)</i>
Assistant/Job share	you are able to assist or volunteer part of your time to help with any of the listed roles, for example, if you are able to use Agresso you could help out the treasurer with purchase orders when required.