

BRANCH OFFICER POSTS 2016/17

Chairperson: chairs Branch Committee and other meetings; helps to coordinate whole branch

Secretary: negotiates with management, supports stewards, organises administration and general coordination of the branch

Treasurer: conducts the branch's financial business and keeps accounts in accordance with UNISON's rules; produces budgets for whole branch and for activities and events; helps individual branch officers to prepare budgets for their role

Communications: edits the newsletter or other means of communicating with members, gets publicity to the media

Education: informs about UNISON and other trade union courses; arranges educational events; helps members learn more about trade union matters

Equality: coordinates branch work to ensure everyone is treated equally and not discriminated against in policies, negotiations and practice; advises women, black, lesbian/gay/bisexual/transgender, disabled members on their rights and how to get organised. *(This role may be shared between people representing different groups)*

Health and Safety: coordinates the work of health and safety representatives; negotiates with management on health and safety policies; advises the branch on health and safety matters

International: keeps the branch informed about international matters which affect trade unions, and encourages involvement in campaigns and solidarity work

Lifelong Learning: coordinates the activities of learning representatives, negotiates around learning with the employer *(this role may be combined with the Education Coordinator)*

Membership: maintains the database of members, maps the branch membership, monitors recruitment

Welfare: helps members claim UNISON welfare benefits; arranges visits to members needing welfare assistance

Young Members: advises young members on their rights; encourages young members to get involved in the branch; organises events and activities *(the postholder must be 26 or under for the whole of the term of office)*

Retired Members: keeps in contact with retired members; encourages retired members to get involved in campaigning activities; organises events and activities *(this post is elected by Retired Members)*

Labour Link: liaises with UNISON Labour Link at regional and national level; coordinates Labour Link activities within the branch *(this post is only open to members who pay into the Affiliated Political Fund and the postholder must be an individual member of the Labour Party, and must be nominated and elected just by APF payers)*