



## ANNUAL GENERAL MEETING 2021

Nominations are invited for the following posts:

	Branch Secretary
	Branch Chairperson
	Branch Vice- Chairperson
	Assistant Branch secretary (RCT Area)
	Assistant Branch Secretary (Merthyr Area)
	Branch Treasurer
	Assistant Branch Treasurer
	Branch Health and Safety Officer
	Branch Welfare Officer
	Branch Equality Co-ordinator
	Branch Communication Officer
	Branch Sports & Social Officer
	Branch Young Members Officer
	Branch Women's Officer
	Branch Lesbian Gay Bisexual and Transgender +(LGBT+) Officer
	Branch International relations Officer
	Branch Education Co-ordinator
	Branch Union Learning Co-ordinator
	Branch Retired Members Secretary
	Branch Membership Officer
	Branch Labour Link Officer
<i>Note: a brief job description of each role is on the reverse</i>	

Please make sure that the person you nominate is willing to stand.

		WORKPLACE	MEMBERSHIP No.
NOMINEE			
POST	Please ✓ tick all appropriate Posts above		
PROPOSER			
SECONDER			

Nominations to be returned to:

UNISON Office, Parkview, 45 Morgan Street, Pontypridd, CF37 2DS.

[branchsec@unisoncwmtaflga.co.uk](mailto:branchsec@unisoncwmtaflga.co.uk)

Closing date for nominations: **Friday 12<sup>th</sup> February 2021.**

Peter Crews

Branch Secretary

<b>Post and brief Job Description</b> (full details available from Branch Office)
<b>Chairperson:</b> facilitates branch and committee meetings. Chairing all meetings of the branch and making sure that business is properly conducted in line with union democracy; advising on procedure and rules; making sure all functions of the branch are carried out; working closely with the Secretary and other Officers to provide leadership to the branch.
<b>Vice Chairperson:</b> Supports Branch Chair and Secretary in carrying out their roles; stands in when branch chair not available; expected to take on high level of case management work.
<b>Branch Secretary:</b> A wide, varied and inexhaustible strategic role, the Branch Secretary is the main contact person with the wider union. They handle branch administration and work with the Branch Chair and other Lead officers to provide leadership, acting as the strategic lead officer and co-ordinator within the branch; managing any branch staff; managing the delegation of work to other branch officers and branch staff as appropriate while providing support and guidance; guiding the branch's development by preparing and implementing a branch organisation and development plan.
<b>Treasurer:</b> Responsible for managing branch finances, including keeping accounts in accordance with the rules; preparing budgets, providing appropriate reports.
<b>Health &amp; Safety Officer:</b> Promoting health & safety at work is one of the functions of the role; making sure members, safety reps and branch officers are aware of health and safety issues; co-ordinating the activity of safety reps.
<b>Welfare Officer:</b> makes sure that the members seeking welfare assistance receive a prompt, supportive and effective response; liaising and co-ordinating with the UNISON centre and regions to make sure There For You support is provided effectively
<b>Communications Officer:</b> creating a positive image for the branch and wider union among members, potential members and public; ensuring social media outlets are informative and up to date.
<b>Equality Co-ordinator:</b> Work on equal rights issues including sex, race disability and LGBT issues and work towards setting up self-organised groups.
<b>Education Co-ordinator:</b> to arrange training courses and education programmes for member and activists.
<b>Life Long Learning Co-ordinator:</b> works with employers and co-ordinates the work of union learning reps in supporting members with lifelong learning and skills for life
<b>Membership Officer:</b> keeps track of the branch's membership and works to develop recruitment and organising.
<b>Sports &amp; Social Officer:</b> co-ordinates, promotes and organises branch sports and social activities
<b>LGBT Officer:</b> to encourage LGBT members to work together to combat homophobia, biphobia and transphobia and build equality for us all. To advise members on LGBT issues.
<b>Women's Officer:</b> to establish a forum for women to meet and discuss issues of concern, and to provide advice to branches on promoting women's equality at work and in the union. To advise members on women's issues.
<b>Young Members Officer:</b> an ideal role for someone who is interested in becoming more active in the union; Branch young members' officer must be under 27 years of age for the whole of their term of office
<b>Retired Members Secretary:</b> Enables retired members of the branch to continue to be active in the union through the branch's retired members' section
<b>International Relations Officer:</b> develops and leads on international solidarity activities including campaigns, twinning with sister unions and support for projects abroad.
<b>Labour Link Officer:</b> is elected by, and accountable to, the Labour link section within the branch and must be an individual member of the Labour Party

**Should you require any further information, please do not hesitate to contact the Branch  
Pontypridd Office: 01443 400401 / Merthyr Tydfil Office: 01685 725050**