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## Formal Notice of Our Branch Annual General Meeting

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### Branch Committee Roles

*Detailed descriptions are available on request.*

All Branch committee members should commit to attending Branch meetings (on the second Tuesday of the month), and Branch Committee meetings (usually 2 weeks after Branch meetings).

The **constitutional** branch positions are as follows:

- **Branch Chair** Chairs branch meetings and represents the branch within the union structures and to the outside world.
- **Branch Secretary** Carries out day-to-day administration of the branch, as well as representing the branch within the union structures and to the outside world. Due to workload attached to this role, the Secretary is eligible for an honorarium of £400 per quarter.
- **Treasurer** Looks after the money, and submits quarterly accounts to the branch and the union. Due to the workload attached to this role, the Treasurer is eligible for an honorarium of £200 per quarter.
- **2 x Auditors** Ensure the branch uses its money in the interests of its members, and signs off the quarterly accounts.

Other positions are highly desirable and considerably help the smooth running of the branch:

- **Assistant Branch Secretary** Similar to the role of the Branch Secretary, providing additional support to this role.
- **Vice chair** Carries out the duties of the chair in the chair's absence.
- **Membership Secretary** Looks after the membership database, and reports on all new members to the branch.

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- **Communications Officer** Keeps the branch website up-to-date and develops the wider communications strategy for the branch.
- **Social Secretary** Leads on organising branch social events, particularly the August and December parties.
- **Political Officer** Liaises with other branches, unions and campaigning organisations to ensure maximum political impact.
- **Campaigns Officer** Leads on organising branch campaigns.
- **Health and Safety Officer** Leads on health and safety issues.
- **Equalities Officer** Leads on equalities issues for all diversity strands.

### Other Roles

If you think you're good at something else and would like to be involved in the branch, we are happy to consider creating additional roles to maximise involvement. Simply contact [kershawpaul@hotmail.com](mailto:kershawpaul@hotmail.com) by mid-day on Friday 13<sup>th</sup> March with your ideas.

### Industrial Coverage

We wish to ensure that all workplaces are represented on the branch committee, therefore members from our workplaces are welcome to stand and do not need to take on a specific 'portfolio', but can get involved in the projects they are interested in as and when they have the capacity.