

UNISON CENTRAL SUSSEX HOSPITALS BRANCH OFFICER AND REPRESENTATIVE POSTS

BRIEF DESCRIPTION

OFFICERS

CHAIRPERSON:

To chair meetings of the officer team, the branch committee and the branch. To play an active role as part of the officer team in representing the branch and its members within UNISON and with employers.

SECRETARY:

To co-ordinate all of the work of the branch. To act as principal negotiator with employers in the branch area. Together with the officer team ensure that appropriate representation and advice is available to members. To ensure that the administration of the branch is carried out in accordance with the rules. To represent the branch and its members within UNISON and with employers.

TREASURER:

To keep the financial records of the branch in accordance with good practice and UNISON rules. To complete and submit annual returns to UNISON on branch finances. To play a part in the officer team in developing the branch for the benefit of members.

VICE CHAIRPERSON:

To deputise for the Chairperson and assist other officers in the team to represent the branch and its members within UNISON and employers.

EQUALITIES OFFICER:

To initiate and support equalities activity in the branch. To promote self organised groups in accordance with UNISON rules. To play a part in the officer team by bringing an equalities perspective to the development of the branch. To brief stewards as required. To assist other officers as required.

EDUCATION CO-ORDINATOR:

To promote and co-ordinate a programme of activist education for stewards and officers. To assist other officers in presenting training courses as relevant. To link with the education programme of UNISON and UNISON South East and to promote UNISON education opportunities for members. To participate in the officer team and support colleagues as required.

NURSING OFFICER:

To act as the principal point of contact for employers and members on nursing related issues. To attend meetings with employers and represent members on nursing

issues. To brief stewards and safety representatives on relevant topics. To assist other officers as required.

HEALTH & SAFETY OFFICER:

To act as the principal point of contact for employers and members on health and safety related issues. To attend meetings with employers and represent members on health and safety issues. To brief stewards and safety representatives on relevant topics. To assist other officers as required.

COMMUNICATIONS OFFICER:

To assist and work with the Secretary on communications issues and to play a part in the officer team. To develop and maintain branch literature, publicity material, and communications methods to support and recruit the membership.

MEMBERSHIP OFFICER:

To map the branch's membership in order to identify membership density and steward coverage. Monitor the branch's recruitment, and also leavers rate. To work with the officer team to develop and implement its organisation and development plan. To make recommendations to the branch committee on recruitment activities, targets, resources, budgets, etc. To be the principal point of contact for UNISON, employers and members on membership issues, including administration of membership records and processing of membership applications.

INTERNATIONAL OFFICER:

To raise the profile of UNISON's international work in the branch and to ensure that the branch is fully aware of all initiatives coming from other levels of UNISON.

YOUNG MEMBERS' OFFICER:

Should preferably be under 27. The main role is to work with other branch officers organising young members and making sure that issues of concern to them are raised by the branch. It is essential that UNISON is seen to include young members and we need new activists to assist in organising and recruitment.

DISABLED MEMBERS OFFICER:

To develop a self organised group (SOG) for disabled members and lead in taking issues raised by this group forward. To brief stewards and safety representatives on relevant topics. To assist other officers as required.

RETIRED MEMBERS OFFICER:

To develop a retired members group and lead in taking issues raised by this group forward. To brief stewards and safety representatives on relevant topics. To assist other officers as required.

BLACK MEMBERS OFFICER:

To develop a self organised group (SOG) for black members and lead in taking issues raised by this group

forward. To brief stewards and safety representatives on relevant topics. To assist other officers as required.

LGBT MEMBERS OFFICER:

To develop a self organised group (SOG) for LGBT members and lead in taking issues raised by this group forward. To brief stewards and safety representatives on relevant topics. To assist other officers as required.

LIFELONG LEARNING CO-ORDINATOR

To work closely with the branch education Co-ordinator (the same person may take on both roles). To co-ordinate the activity of learning representatives in the branch education team. To work with colleagues to recruit new learning representatives. To be closely involved in negotiating around learning with the employer. To co-ordinate and disseminate information on learning opportunities in the branch. To ensure that the work of learning representatives is fully integrated into the branch.

WELFARE OFFICER:

To ensure that branch officers, stewards and workplace representatives have regular up to date information about UNISON Welfare. To ensure that members seeking welfare assistance receive a prompt, supportive and effective response. To liaise, as appropriate, with regional and national levels to ensure that UNISON welfare support is provided effectively.

AFFILIATED POLITICAL FUND (APF) OFFICER

To receive and circulate correspondence and information of APF matters. To explain and develop the role of the APF. To convene meetings, arrange discussions on policy, promote political education and policy discussion, and strengthen links with local Labour Parties.

AUDITORS

To annually conduct an examination of the books, vouchers and documents of the branch in order to be satisfied that the accounts are correctly prepared and show a true and fair view of the financial affairs of the branch. Assist the Treasurer in making an audited annual return of branch income, expenditure, assets and liabilities as prescribed by the NEC and in accordance with national rules.

REPRESENTATIVES

STEWARD

To be the first and main point of contact for members with the union and work with members to establish an organised workplace. To support and advise members on workplace issues and act as a spokesperson for the members represented and for the branch. To represent members with the employer, dependent on their experience and confidence. To represent members within the branch committee and be answerable to the members represented. To recruit new members.

HEALTH AND SAFETY REPRESENTATIVE

Make representations to the employer on behalf of members on health, safety and welfare matters. Inspect designated workplace areas at least every three months. Investigate any potential hazards, complaints by members and causes of accidents, dangerous occurrences and diseases. To keep up to date on legislation relating to health and safety. To advise the branch committee on health and safety issues arising in the branch and to recommend policies and priorities

WORKPLACE CONTACT

To be a point of contact between members and the branch. To recruit new members or introduce new employees to a branch officer. To give support to members at work by advising them where to seek assistance. To distribute information sent by the branch for members. To keep notice boards up to date.

LEARNING REPRESENTATIVE

To raise awareness of lifelong learning issues in the workplace. To offer support and encouragement to learners. To encourage learners to get involved in the branch. To work with the branch to promote workplace learning with employers.