

# annual general meeting 2011 PRELIMINARY NOTICE



29 November 2010

To: *All members of UNISON City of Edinburgh Local Government & Related Sectors Branch*

The Annual General Meeting of the branch will be held on **Wednesday 16 February 2011 from 6pm to 8pm in the Queens Hall, Clerk Street, Edinburgh.**

The AGM is the branch's supreme policy making forum. It will elect the Branch Officers for 2011, set policy on important issues affecting all members and can amend rules.

The notice is being issued now to allow members time to consider and submit nominations and motions and to meet deadlines for the agenda and annual report to be printed and circulated at least seven days before the meeting.

## MOTIONS/RULE CHANGES

### Who can submit them?

- any **TWO** members, or
- Stewards Committees or Branch Committee.

### How do you submit them?

- They **MUST** be in writing and include:
- The names of the two members, their membership numbers and signatures (or signatures of Convener and Secretary if

from a Shop Stewards Committee).

To ensure time is not wasted, motions must be deemed competent and relevant by the chair before going on the agenda.

## BRANCH OFFICER NOMINATIONS

The same conditions apply with the addition that the candidate's name, workplace and membership number must be included.

Nominations, motions or rule changes **MUST** arrive at the branch office by the deadline on this calling notice (see right).

***This is a very important meeting. Please make every effort to participate. If anyone needs assistance or advice about submitting issues to the meeting, please feel free to contact me.***

*Yours sincerely*

Agnes Petkevicius  
**Branch Secretary**

## What are the officer positions?

**President:** Overall branch leader; represents the branch and oversees all its functions. Chairs branch meetings

**Chair:** Deputises for the President. Oversees day to day running of the branch, especially in service conditions. Chairs Branch Committee.

**Vice Chairs(2):** At least one must be a woman. Deputises for Chair in his/her meeting chairing role.

**Secretary:**\* Branch organisation, staffing and administration; point of communication for branch. Oversees policy and all branch officers work. Delegation leader/ spokesperson.

**Asst Secretary:**\* To assist in many of the above tasks.

**\* One of these must be a woman.**

**Treasurer:** Keeps the accounts, organises expenses system (eg fares, child care costs etc), provides budgets, ensures books audited.

### Service Conditions

**Co-ordinator:** Oversees all service conditions and negotiations. Staff Side Secretary nominee.

### Service Conditions

**Convener:** Will work in conjunction with the Branch Service Conditions Co-ordinator as well as general Service Conditions demands.

### Service Conditions

**Convener (Craft):** As above but mainly for Craft conditions.

**Service Conditions Officers(5):**

At least three must be women. Responsible for service conditions matters across sectors.

**Equalities:** Co-ordinate equalities strategy. Bring equality perspective to service conditions, branch publications. Keep up with legislation.

**Health & Safety:** Develop plans to improve workplace environment. Oversee health & safety activity. Know legislation.

**Communications:** Coordinate branch magazine. Develop media strategy. Ensure members get briefings etc.

**Education:** Identify branch training needs. Develop appropriate courses/training plans.

**Young Members:** Co-ordinate and campaign on young member issues, encourage involvement of young members.

**Welfare:** Build support for welfare fund. Visit beneficiaries. Advise on benefits.

**Membership/ Recruitment:** Co-ordinate recruitment. Assist in keeping statistics. Build services to members.

**International Relations:** Keep branch informed of international issues and UNISON policies. Raise members' understanding of international issues as they affect UNISON.

**Auditors:** To conduct an efficient audit in accordance with NEC principles at least yearly.

**Lifelong Learning Officer:** To identify and co-ordinate opportunities for members who wish to access further learning.

# 2011 AGM

annual general meeting  
**Wednesday  
16 February 2011  
Clerk Street  
Edinburgh  
6 to 8pm**

## DEADLINES

### NOMINATIONS

Must arrive by **Noon,  
Wednesday 12th  
January 2011**

### MOTIONS, RULE CHANGES

Must arrive by **noon  
Friday 14th  
January 2011**

### AGENDA

Annual Report and  
Agenda with  
nominations and  
motions received by  
closing date, to be  
mailed from  
**Monday 31st  
January 2011**

### CRECHE

Last date for booking  
places **Noon,  
Tuesday 8th  
February 2011**

### AMENDMENTS

Must be in by  
**Noon, Wednesday  
9th February 2011**

All to be sent to:  
UNISON City of  
Edinburgh Branch  
23 George IV Bridge  
Edinburgh  
EH1 1EN  
TEI: 0131 220 5655  
Fax: 0131 225 9125  
E Mail: [branchoffice@unison-edinburgh.org.uk](mailto:branchoffice@unison-edinburgh.org.uk)