

# Annual General Meeting 2015 PRELIMINARY NOTICE



15th December 2014

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

## The Annual General Meeting of the branch will be held on 26th February 2015 in the Augustine United Church, George IV Bridge, Edinburgh

The AGM is the branch's supreme policy making forum. It will elect the Branch Officers for 2015, 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 the Branch Office.***

*Yours sincerely*

Amanda Kerr  
Branch Secretary

## What are the officer positions?

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

**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 meeting chairing role.

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

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

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

**Treasurer:** Keeps the accounts, financial overview, provides budgets, ensures books audited.

**Service Conditions Co-ordinator:** Oversees all service conditions and negotiations.

**Service Conditions Convener** Works in conjunction with the

Co-ordinator as well as general negotiation and representation.

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

**Service Conditions Officers(5):** At least three must be women. Responsible for general representation and negotiation.

**Equalities:** Co-ordinates equalities strategy. Brings equality perspective to service conditions. Keeps up with legislation.

**Health & Safety:** Develops plans to improve workplace environment. Oversees health and safety activity. Needs to know legislation.

**Communications:** Branch magazine, web and social media. Develops media strategy. Ensures members get briefings etc.

**Education:** Identifies training needs. Develops appropriate courses/training plans.

**Young Members:** Co-ordinates and campaigns on young member issues, encourages involvement of young members.

**Welfare:** Builds support for welfare fund. Visits beneficiaries. Advises on benefits.

**Membership/ Recruitment:** Co-ordinates recruitment. Assists in keeping statistics. Builds services to members.

**International Relations:** Keeps branch informed of international issues and UNISON policies. Raises 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.

# 2015 AGM

ANNUAL GENERAL MEETING  
**26th February 2015**  
Augustine Church,  
George IV Bridge  
Edinburgh  
6 to 8pm

## DEADLINES

### NOMINATIONS

Must arrive by **Noon, Wednesday 14th January 2015**

### MOTIONS, RULE CHANGES

Must arrive by **noon Friday 16th January 2015**

## AGENDA

The AGM calling notice and order of business will be mailed out to members from **2nd February 2015 and the full Annual Report and Agenda will be published on the website from that date.** Members can request a hard copy of the Annual Report and Agenda by emailing [branchoffice@unison-edinburgh.org.uk](mailto:branchoffice@unison-edinburgh.org.uk) or phoning 0131 558 7488

## CRECHE

Last date for booking places  
**Noon, Wednesday 18th February 2015**

## AMENDMENTS

Must be in by **Noon, Wednesday February 18th 2015**

All to be sent to:  
UNISON City of Edinburgh  
Branch  
10 Infirmary Street  
Edinburgh EH1 1LT  
Fax: 0131 558 7041  
[branchoffice@unison-edinburgh.org.uk](mailto:branchoffice@unison-edinburgh.org.uk)