

***National Workers' Union***

***Duties of  
Branch  
Officers***

2005





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## **1 Duties of Branch Officers**

- 1.1 All Branch Officers must adhere to the Rules and policies of the Union and the Union's *Code of Good Practice* in undertaking their duties.

## **2 Branch Secretary/Treasurer**

The duties of the Branch Secretary/Treasurer are to:

- 2.1 convene and attend all meetings of the Branch and Branch Committee;
- 2.2 arrange for the minutes to be kept in a proper manner;
- 2.3 arrange for Branch records to be kept in a proper manner;
- 2.4 co-operate with the Union's Head Office in keeping accurate and up-to-date records of membership, Branch Officers and Union Stewards;
- 2.5 communicate with the members of the Branch;
- 2.6 communicate with Head Office on behalf of the Branch and ensure that Head Office is advised of all industrial relations developments in the Branch;
- 2.7 ensure that the Branch is aware of opportunities to participate in the activities of the wider Union;
- 2.8 support and encourage the Union Stewards in the Branch on an individual and collective basis;
- 2.9 ensure that members and Union Stewards are aware, and take advantage of education and training opportunities within the Union;
- 2.10 ensure that appropriate publicity activities are developed and coordinated by the Branch;
- 2.11 keep accounts in accordance with the *Financial Regulations* of the Union;
- 2.12 provide reports on the financial position of the Branch to the Branch, Branch Committee and Head Office.

## **3 Branch Chairperson**

The duties of the Branch Chairperson are to:

- 3.1 preside at all meetings of the Branch and Branch Committee;
- 3.2 ensure that business is properly conducted;
- 3.3 advise the Branch Officers and Branch Committee in respect of matters relating to procedure and interpretation of Rules.

## **4 Branch Equality Officer**

The duties of the Branch Equality Officer are to:

- 4.1 increase awareness of Branch Officers, Union Stewards and members about equality issues and the avoidance of harassment and discrimination on any grounds;
- 4.2 organise the information held by the Branch on equality issues;
- 4.3 co-ordinate the activities of the Union Stewards in relation to equality issues;
- 4.4 advise and support Branch Officers and the Branch Committee in respect of equal opportunities matters and related collective bargaining issues;

- 4.5 co-operate with the National Equality Officer.

## **5 Branch Health and Safety Officer**

The duties of the Branch Health and Safety Officer are to:

- 5.1 increase awareness of Branch Officers, Union Stewards and members of health and safety issues;
- 5.2 organise the information held by the Branch on health and safety issues;
- 5.3 co-ordinate the activities of the Union Stewards in relation to health and safety issues;
- 5.4 advise and support Branch Officers and the Branch Committee in respect of health and safety matters and related collective bargaining issues;
- 5.5 co-operate with the National Health and Safety Officer.

## **6 Branch Education Officer**

The duties of the Branch Education Officer are to:

- 6.1 ensure that all new Union Stewards receive whatever initial information about their duties and the Branch is available;
- 6.2 ensure that untrained Branch Officers and Union Stewards have an appropriate introductory training course;
- 6.3 co-operate with the National Education and Research Officer on organising training within the Branch;
- 6.4 ensuring that the National Education and Research Officer puts on training sessions for the Branch.

## **7 Union Steward**

The duties of the Union Steward are to:

- 7.1 be the first line of service to the members and the immediate representative of the Union;
- 7.2 play a key role in informing members of the work of the Union;
- 7.3 recruit new members at the earliest opportunity;
- 7.4 motivate and encourage members to support Union activities;
- 7.5 represent members with the employer;
- 7.6 represent the views of their members within the Branch Committee;
- 7.7 be answerable to the members they represent;
- 7.8 take part in Branch and Branch Committee meetings and co-operate with Branch Officers in carrying out their duties;
- 7.9 meet with employers to represent members both individually and collectively and to report back to their members regularly;
- 7.10 undertake the role of a Safety Representative within their work group;
- 7.11 involve members in identifying and achieving solutions to problems to the benefits of the membership.

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