

Birmingham UNISON Branch Chair & Vice Chair

Bringing members together is vital for formulating branch policy and democratic decision making. However the role of the branch chair is not just chairing meetings. You should work closely with the branch secretaries to provide a leadership role to branch activists.

Tasks relating to the office of Branch Chairperson

- to preside at all meetings of the Branch, Branch Committee and Branch Executive in accordance with the guidance given in Section 3.2 of the Code of Good Branch Practice
- to agree the agenda for meetings with the secretary
- to ensure that business is properly conducted
- to advise the branch officers, Branch Committee and Branch Executive in respect of matters relating to procedure and interpretation of rules
- to ensure that all functions of the branch are carried out
- to investigate complaints made by branch members
- to work closely with the secretaries to provide leadership to the branch
- to work together with other officers at branch and directorate levels to carry out the priority work of the branch, if required by the Branch Executive or Branch Committee, including within reason to cover for other positions if absent, or if a position is temporarily unfilled.