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**Branch Secretary**

* To convene and attend all meeting s of the branch and branch committee
* To arrange for the minutes of meetings to be kept in a proper manner and circulated to all branch officers and UNISON representatives
* To arrange for branch records to be kept in a proper manner
* To co-operate with the union’s head office in keeping accurate and up to date membership records
* To communicate with the union’s regional and national offices on behalf of the branch
* To ensure that the branch is aware of opportunities to participate in the activities of the wider union
* To support and encourage UNISON representatives in the branch on an individual and collective basis
* To ensure that members and UNISON representatives are aware, and take advantage of, educational and training opportunities within UNISON
* To ensure that appropriate publicity activities are developed and co-ordinated by the branch
* To act as a spokesperson for the branch when in contact with other levels of the union and external organisations
* To ensure that members receive the benefits, rights and services to which they are entitled
* To co-ordinate all branch negotiations and industrial relations matters
* To ensure, in conjunction with the branch committee, that the branch observes the union’s rules.

**Deputy Branch Secretary**

* To deputise for the Branch Secretary whenever appropriate.

**If you would like to take on any of the roles described above, please complete the enclosed nomination form.**