**Role and Responsibilities of a Branch Secretary**

Any member of Unite the Union wishing to stand for election for the position of Branch Secretary of the ……… Branch will be expected to fulfil the following Roles
and responsibilities;

* Take control of the day-to-day running of the Unite union office, dealing with files letters and membership data
* Attend the relevant Unite education courses to help fulfil their role
* Keep good up to date financial records for the branch
* Carry out branch audits on a quarterly basis; this will include people who have left the company
* Have an up to date map of the workplace Unite membership
* Produce newsletters, posters, and notices
* Write and publish minutes of branch meetings
* Organise internal Unite ballots, making sure the correct union procedures are used
* Actively recruit and organise members
* Have knowledge of the rules of Unite the Union
* Promote and take part in campaigns of Unite the Union
* Lead by example
* Be honest and genuine at all times, when dealing with members, the union, and the company
* To seek advice and guidance from other Unite officer or official as and when needed

**Role and Responsibilities of a Branch Treasurer**

Responsible for managing branch finances, including keeping accounts.

The main responsibilities of branch treasurers include:

* keeping accounts in accordance with the rules;
* preparing budgets for defined areas of activities such as welfare, recruitment, campaigning, etc;
* providing reports on the financial position of the branch to the branch committee or branch executive committee;
* providing a detailed financial report for the annual branch meeting(s);
* advising the branch officers and branch committee on matters relating to financial management and appropriate expenditure;
* Completing quarterly returns for Unite Regional Finance department.
* providing an audited annual return of branch income.

**Role and Responsibilities of a Branch Equality Officer**

The role of branch equality officer is to work on equal rights issues including sex, race, disability and lesbian, gay, bisexual and transgender (LGBT) issues

The role includes:

* being the identified and well-publicised point of contact in the branch for equality issues;
* collecting and sharing information on equalities issues, including information from the regional and national equalities committees;
* making sure other branch officers and the branch committee consider the equalities dimension of everything they do;
* making sure equality is raised in all collective bargaining - not just in bargaining on 'pure' equalities issues;
* making sure new recruits and potential members know about Unite's commitment to equality.
* advising the branch officers and branch committee on the development and monitoring of the action plan to achieve proportionality and fair representation;
* co-ordinating the development and training of members from under-represented groups;
* co-ordinating motions and support for delegates attending committees and conferences.