

# 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 and branch committee 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 and branch committee 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
- Take part in the branch duty system
- Keep branch calendar updated at all times

There is an expectation that officers give at least one months' notice if standing down to allow for a replacement to be elected and to arrange a handover with the person elected to take up the role