

# UNISON Birmingham Branch

## Membership Officer

The branch membership officer will work closely with officers in the Branch Organising team.

The role of the Membership Officer is to promote Unison in the workplaces, encourage recruitment to Unison, and increase member participation. The role involves a lot of face to face and telephone contact with members, and a number of administrative duties.

Tasks relating to the post of membership officer:

- to map the branch's membership in order to identify membership density and steward coverage
- to monitor the branch's recruitment, and also leavers rate
- to work with the branch committee to develop and implement its organisation and development plan
- to make recommendations to the branch committee on recruitment activities, targets, resources, budgets, etc.
- to work with directorate assistant branch secretaries to improve mapping and recruitment in their directorates
- Arranging stalls liaising with Building Managers, and attending stalls in workplaces to provide information and advice, and to recruit members. Materials used are Unison leaflets, Unison giveaways, Unison Educational materials, petitions (e.g., binworkers, home carers) and other materials from bodies supported by Unison (e.g., Stand up to Racism).
- Putting up posters in workplaces, distributing leaflets.
- Ordering Unison leaflets from national website.
- Ordering giveaways (with agreement from Treasurer).
- Liaising with Assistant Branch Secretaries in the Directorates to promote Unison.
- Liaising with the Self-organised Groups to promote Unison.
- Liaising with Education Officer to promote Unison.
- Complete training to use WARMS membership system.
- Use WARMS system appropriately whilst observing GDPR. Use WARMS system to send announcements to membership, update some membership details and deal with some membership queries. Provide membership information to Branch Officers and Senior Stewards on a need-to-know basis. Provide membership Officer's report to AGM.
- Check membership details from Thompson's correspondence, contact members where necessary, and arrange for information to be sent to Thompson's where required.
- Take part in the branch duty system
- Keep branch calendar updated at all times
- Attend the monthly branch executive meeting and the bi-monthly branch committee

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