

CALLING NOTICE!

Friday 12th March 2021

Start: 5.30pm

Agenda

- House rules
- Welcoming new members/apologies
- Minutes of the last meeting
- Approved
- Elections
- AOB

Posts up for election:

- Black Members Officer
- Chair
- Secretary
- Events Planner

Topic: AGM Meeting

Time: Mar 12, 2021 05:30 PM London

Join Zoom Meeting

<https://us02web.zoom.us/j/6200607075>

Meeting ID: 620 060 7075 / Passcode: 498781

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Unison Birmingham Branch



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The Black Member's Officer

Is an integral part of the Branch, it promotes equality and diversity for our member's.

This key role involves organising and recruiting new members and offers the skills to problem solve and create the best outcome for our members. The role involves organising events, trips, and the Officer works closely with the Regional Officer and National Black Members.

The Black Members officer also organises the Black Members Conference delegation and any reasonable adjustments that are required. They also work closely with the Equalities Officer to ensure all viewpoints are heard to work to eliminate discrimination.

The group has a wealth of knowledge and expertise to advise and encourage the Black Members Officer to act in the best interests of the group. The officer is required to consider the needs of the members and any requirements they may have.

The officer should be able to signpost the member to the representative who would be best equipped to support the member if any workplace issues arise.

The Chair

The Chair facilitates all Black Members SOG meetings, which includes:

- Chairing all meetings, agreeing the agenda for meetings with the secretary and making sure that business is properly conducted in line with union democracy;
- Advising officer on procedure and rules;
- Making sure all functions are carried out;
- Working closely with the officers to provide leadership to the SOG
- encouraging partnership working to members
- Making sure the representation of members within the branch is in accordance with national guidance and in partnership with other relevant parties
- Convening and attending all meetings and making sure proper minutes are kept and circulated;
- Communicating with the wider union, including the region and on behalf of our members;
- Making sure that branch members are aware of opportunities to take part in the activities of the wider union, including if appropriate;
- Leading in making sure that the observes the union's rules, supports UISON campaigns and works towards achieving all Unisons Objectives

The Secretary

The Secretary is the administration and work closely with the Chair

The details of the role are as follows:

- Acting as the strategic lead and coordinator within the SOG;
- encouraging partnerships and the development of new representatives and stewards;
- managing any branch staff;
- Support with guiding the development of the SOG by preparing and implementing development plans;
- Making sure the representation of members is in accordance with national guidance and in partnership with regional staff;
- Convening and attending all meeting's and making sure proper minutes are kept and circulated;
- Making sure there is regular communication with members, including news of campaigns, negotiations, issues, branch developments and activities;
- communicating with the wider union, including the region and center, on behalf of the branch;
- making sure that branch members are aware of opportunities to take part in the activities of the wider union, including self-organisation if appropriate;
- Leading in making sure that the members observes the union's rules, supports Unison campaigns and works towards achieving Unisons' objectives.

Events Co-ordinator

- To be the named-on site contact point for meeting room visitors
- To ensure that all arrangements for meeting rooms (layout, equipment, catering etc) are planned, organised and in place.
- To show potential external customers the UNISON Centre meeting and hospitality facilities
- To be a "super user" of the room booking database, and provide support and guidance to room booking system users wishing to book rooms/catering and other facilities
- To support the reception desk as required
- To liaise with the IT supplier regarding IT / AV requirements.
- To log and manage customer complaints.
- To produce formal correspondence as required.
- To implement visitor policies.
- To be a contact point during emergency situations.
- To support the facilities helpdesk and coordinate support calls
- To provide an administration function for the facilities section