**Roles representing your department/area:**

**Stewards** (often known as a ‘rep’) represent each area/department of the University, consulting and listening to colleagues’ concerns, sharing them with the branch and helping to resolved them, as well as receiving training to support colleagues.

**Health & safety reps** focus on health & safety issues that may be affecting colleagues in their area, including those relating to the pandemic. Most often stewards are also health & safety reps for their area, and vice versa.

**Roles representing the whole membership:**

The **Chair** is a senior negotiator, chairs meetings for the branch, advises the branch committee on procedure and rules, and makes sure all the functions of the branch are carried out.

The **Secretary** is the main contact with the wider union, handling branch administration and acts as a senior negotiator for the branch.

The **Treasurer** is responsible for managing the branch finances, including keeping accounts and preparing budgets.

The **Health and Safety Officer** acts as the branch’s lead on health & safety issues, working closely with our health & safety reps and the rest of the branch committee, to ensure colleagues are safe at work.

The **Communications Officer** collates and communicates key information to members, primarily via email through the members’ newsletter.

The **Membership Officer** focuses on recruiting and supporting new members to grow the size and strength of the branch.

The **Welfare Officer** organises welfare and wellbeing-related activity for the branch and ensures that members are aware of all the welfare services available to them through UNISON and their employer.

The **Equalities Officers** lead on equality issues together (up to four Equalities Officer positions can be elected), though every member of the committee shares responsibility for tackling prejudice and discrimination, and promoting equality, diversity, and inclusion.

The **Education Officer** ensures that activists and reps are fully trained and supported to carry out their roles effectively.

The **Union Learning Representative** advocates for learning within the branch, identifying the learning needs of members and signposting to training and learning programmes, as well as supporting members who are engaging with them.

**Community group officers** lead on issues affecting their community (with extensive support from the rest of the branch committee), and include the **Women’s Officer, LGBTQUIA+ Members’ Officer, Disabled Members’ Officer, Black Members’ Officer, and Young Members Officer**.

The **Retired Members’ secretary** is elected by the retired members in the branch to represent and support their needs.

The **International Officer** leads on international solidarity activities including campaigns, twinning with other unions and support for projects abroad.

The **Environmental & Sustainability Officer** coordinates the union’s response to the climate emergency, representing members in discussions and negotiations that relate to development and implementation of environmental sustainability policies and practices.

The **Labour Link Officer** is elected by the Labour Link section within the branch and must be an individual member of the Labour Party. They are the key contact point for information about regional and national UNISON Labour Link matters, and represent the interests of the Labour Link levy payers on the branch committee.

**Job shares**

Any of the roles above can be shared with another person. Indicate the person who you would like to share the role with on your nomination form, or to the returning officer.

**Training & support**

Full training and support is given to every member elected to the branch committee, including support from UNISON’s regional staff team and the rest of the branch committee. You do not need to have any prior experience with the role(s), and will not be asked to do anything that you do not feel confident engaging with.

**For the full description of each role’s responsibilities, head over to** [**this section of the UNISON website**](https://www.unison.org.uk/about/our-organisation/activists/branch-roles/) **or contact the branch chair.**