

UNIVERSITY AND COLLEGE UNION

UWE BRANCH

Role Descriptors for Branch Executive Officers and Committee Roles

The Branch Chair

The Chair will chair all general meetings and all Branch Executive Committee meetings of the Branch and perform such other duties as are laid upon the chair by any rule. In accordance with normal practice, the Chair may, between meetings of the Branch Executive Committee, take any action on behalf of the Branch Executive Committee which is both urgent and necessary. Such Chair's Action must be reported for approval to the next Branch Executive Committee meeting.

The Chair of the Branch Executive Committee will have their own workstreams as negotiated from time to time with the Vice-Chair and/or Branch Executive.

Additionally, The Chair has specific remit for supporting the Recruitment, Organising and Communication and Health and Safety Officers in their work. The Chair, where possible, will attend the fora of meetings with central university.

The Chair is, ex officio, a voting member of the Recruitment, Organising and Campaigns Committee when in attendance.

The Branch Vice Chair

The Vice Chair is active in assisting the chair in the day to day running of the Branch. The Vice-Chair will have responsibility and accountability for their own workstreams as negotiated from time to time with the chair and/or Branch Executive.

In the absence of the Chair their duties will be performed by the Vice Chair, failing which another officer as the Branch Executive Committee decides. In accordance with normal practice, the Vice Chair may, between meetings of the Branch Executive Committee, take any action on behalf of the Branch Executive Committee which is both urgent and necessary. Such Chair's Action must be reported for approval to the next Branch Executive Committee meeting.

Additionally, the Vice Chair has specific remit to support the Casework and Equalities Committee Officers' in their work.

The Vice Chair, where possible, will attend the fora of meetings with central university.

The Vice Chair is, ex officio, a voting member of the Recruitment, Organising and Campaigns Committee when in attendance.

The Branch Secretary

The duties of the Branch Executive Secretary include calling General and Branch Executive Committee meetings of the Branch; to ensure that minutes of those meetings are kept; to ensure that arrangements for the notification of local election and ballot results are communicated to all members; and to perform such other duties as are laid on the Branch Executive Secretary by any rule or are decided by the Branch Executive Committee.

In the absence of the Branch Secretary, the Branch Secretary's duties will be performed by another officer as the Branch Executive Committee decides.

The Branch Executive Secretary, where possible, will attend the fora of meetings with central university.

The Branch Secretary will organise and produce ad-hoc membership circulations as the Branch Executive Committee deems necessary will liaise with the Recruitment, Organising and Campaigns Officer to co-produce the Branch member communications.

The Recruitment, Organising and Campaigns Lead Officer

The Recruitment, Organising and Campaigns Officer will be responsible for the development of organising and communication strategies and leading and engaging the network of subject area reps, and liaising with the elected college reps. The Recruitment, Organising and Campaigns Officer will liaise with the Branch Executive Secretary to co-produce the Branch member communications.

Where necessary the Recruitment, Organising and Campaigns Officer will facilitate and co-ordinate the work of the team to work towards UCU goals, liaising with the negotiating team when required.

The Recruitment, Organising and Campaigns Lead Officer, where possible, may attend the fora of meetings with central university.

The Recruitment, Organising and Campaigns Lead Officer is, ex officio, a voting member of the Recruitment, Organising and Campaigns Committee.

The Treasurer

The Treasurer will have custody of the funds of the Branch and authority to make payments from them in accordance with the rules as the need arises.

The Treasurer's duties will be to keep the books of the Branch; to present the accounts of the Branch for auditing as necessary; to present these audited accounts to a general meeting of the Branch, to publish them to all members of the Branch, and to submit a copy forthwith to the honorary treasurer of UCU. In the absence of the Treasurer, the treasurer's duties will be performed by another officer as the Branch Executive Committee decides.

The Treasurer, where possible, may attend the fora of meetings with central university.

The Recruitment Officer

The Recruitment Officer will be responsible for recruitment coordinating and leading the branch recruitment strategy and for co-ordinating membership records with the Branch Administrator. He or she will be responsible (in association with the Branch Administrator) for providing membership information promptly to UCU in accordance with instructions from UCU Head Office or Regional Office to enable statutory and rule requirements of membership records to be met. In collaboration with the elected College Reps and Subject Area Reps, where necessary the Recruitment Officer lead will facilitate and co-ordinate the work of the team to work towards UCU goals, liaising with the negotiating team when required'.

The Recruitment Officer, where possible, may attend the fora of meetings with central university.

The Recruitment Officer is, ex officio, a voting member of the Recruitment, Organising and Campaigns Committee.

The Health and Safety Officer

The Health and Safety Officer shall advise the Faculty H&S Representatives and co-ordinate their work as required. He or she will maintain an up to date knowledge of relevant legislation and practice and will represent the Union as appropriate on university policy-making boards and Branch Executive Committees. In the absence of the Health and Safety Officer, the H&S Officer's duties will be performed by another officer as the Branch Executive Committee decides.

Where necessary the Health and Safety lead will facilitate and co-ordinate the work of the team and work towards UCU goals, liaising with the negotiating team when required.

The Health and Safety lead officer, where possible, may attend the fora of meetings with central university.

The Health and Safety Officer is, ex officio, a voting member of the Recruitment, Organising and Campaigns Committee when in attendance.

The Equality Officer

The Equality Officer will have knowledge of and commitment to relevant issues and be willing to undertake training according to the needs of UCU, monitor the implementation of equality policies within the institution, and, where appropriate, encourage and support local negotiations on equality matters.

Monitor the volume and nature of personal casework which involves equality issues to ensure that the Branch has appropriate mechanisms in place for handling such cases

Where appropriate, provide information, encouragement, and support to members about equality issues

Ensure that UCU's national annual meetings, and any other relevant events and opportunities for women, black members, lesbian, gay, bisexual and transgender or alternative/abstinent sexuality members and disabled members are publicised locally, that members from all groups are encouraged to participate, and that the Branch maximises the opportunities for recruitment and organisation amongst all groups

Where appropriate, provide liaison between the Branch and UCU's equality structures

In the absence of the equality officer, these duties will be performed by another officer or officers as the Branch Executive Committee decides.

Where necessary the equality lead will facilitate and co-ordinate the work of the team to work towards UCU goals, liaising with the negotiating team when required

The Equality Officer, where possible, may attend the fora of meetings with central university.

The Equalities Lead Officer is, ex officio, a voting member of the Recruitment, organising and Campaigns Committee when in attendance.

The Casework Officer

The purpose of the Casework Officer is to lead the caseworker and take account of the casework that is and has been undertaken. The casework Lead Officer will, along with the Branch Executive, ensure that Caseworkers have the necessary support and space to discuss their casework, identify common themes within the array of casework and identify places where there is an intensity or theme to the casework. The Casework Officer will chair the Casework meetings.

The Casework Officer, where possible, may attend the fora of meetings with central university.

College Representatives

The role of the college representative is to act as a link between the Union and the University, bringing school or college issues to the attention of the relevant Union committees and advocating for members' collective concerns and interests to the school/college management. The College Representative is charged with, alongside a Caseworker if needed, escalating concerns through the school and college structures, having oversight of the industrial relations locally and intervening on behalf of the Union. The College Representative will, unless not in the interest of the union and its members, maintain effective communication with the college management to further the interests of its staff; this maybe through local staff/management meetings, joint trade union meetings at college level, or through representation of collective members' issues by any other suitable means.

Each college will have a at least one college representative. By agreement of the Branch Executive committee this number maybe increased to two college representatives for a college due to size or campus split.

Only one College Representative from each College will need to be present and be able to vote at the Branch Executive Committee and, where there are two College Representatives, the particular attendee can rotate.

Each College representative is, ex officio, a voting member of the Recruitment, Organising and Campaigns Committee, no matter how many representatives each college has.

Role Descriptors for Recruitment Organising and Communication Committee Officers not detailed above.

The Disabled Members Officer

The main remit of this role is to advance the interests of Disabled members and advocate both within the Union and the University. The Officer should hold the University to account in its public authority duty to achieve equality in the wider society. This will be through contributions at both union meetings, organising events and engaging with university staff and caucuses

The Anti-Casualisation Officer

The main remit of this role is to advance the interests of casualised members and advocate both within the Union and the University. The Officer should hold the University to account in its public authority duty to achieve equality in the wider society. This will be through contributions at both union meetings, organising events and engaging with university staff and caucuses

The Ethnic Minority Members Officer

The main remit of this role is to advance the interests of ethnic minority groups and advocate both within the Union and the University. The Officer should hold the University to account in its public authority duty to achieve equality in the wider society. This will be through contributions at both union meetings, organising events and engaging with university staff and caucuses

The Women's Officer

The main remit of this role is to advance the interests of Women and advocate both within the Union and the University. The Officer should hold the University to account in its public authority duty to achieve equality in the wider society. This will be through contributions at both union meetings, organising events and engaging with university staff and caucuses

THE LGBTQIA+ Officer

The main remit of this role is to advance the interests of Queer members and advocate both within the Union and the University. The Officer should hold the University to account in its public authority duty to achieve equality in the wider society. This will be through contributions at both union meetings, organising events and engaging with university staff and caucuses

Co-opted members of a Branch Officer or Ordinary Members

The role of the co-opted branch officer or ordinary member on the Recruitment Organising and Campaigns Committee is to assist the committee with project work or other specified tasks as required from time to time by the committee. The process for co-opting and any time resource allocated to the co-opted person will be via quorate vote of the Recruitment Organising and Campaigns Committee

Subject Area Representatives.

Subject Area Representatives are appointed into their role by the Recruitment, Organising and Campaigns Committee annually; this is not an elected post.

Where there are more Subject Area Representatives than needed, or there is an uneven concentration of Subject Area Representatives across a campus, appointments outside of the Candidates immediate area of work can be negotiated between the prospective Subject Area Representative and the Recruitment, Organising and Campaigns Lead Officer and will be made to those who are able to both accommodate the activity and maintain an effective communication with the subject area.

It is expected that Subject Area Representatives will have completed their union organising training ('Reps 1' at least) and where this has not been achieved complete it at the earliest opportunity.