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UNIVERSITY AND COLLEGE UNION

UWE BRANCH

Role Descriptors for Branch Executive Officers and Committee Roles

The Branch Chair

The Branch Chair will lead all general meetings and all Branch Executive Committee meetings. 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. Any of the Chair's Actions must be reported for approval to the next Branch Executive Committee meeting.

The Chair will have their own workstreams as negotiated with the Vice-Chair and/or Branch Executive.

Additionally, The Chair will support the Recruitment, Organising and Campaigns Committee, and Health and Safety Officers in their work.

The Chair, where possible, will attend meetings with the University.

The Chair is automatically 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 Brach Chair in the day to day running of the Branch. They will have responsibility and accountability for their own workstreams as negotiated with the chair and/or Branch Executive.

In the absence of the Branch Chair duties will be performed by the Vice Chair. 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. Any of the Vice Chair's Actions must be reported for approval to the next Branch Executive Committee meeting.

Additionally, the Vice Chair support the Casework and Race and Ethnicity Officers in their work.

The Vice Chair, where possible, will attend meetings with the University.

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

The Branch Secretary

The duties of the Branch Secretary include:

- Supporting the branch Administration Assistant in calling General and Branch Executive Committee meetings ensuring minutes of those meetings are kept.
- Ensure arrangements for the notification of local elections and ballot results are communicated to all members.
- Perform other duties which are decided by the Branch Executive Committee.
- Organise and produce ad-hoc membership circulations and can liaise with the Recruitment, Organising and Campaigns Officer if required.
- Supporting the branch Administration Assistant in distributing any communication to branch members.

In the absence of the Branch Secretary, duties will be performed by another officer decided by the Branch Executive Committee.

The Branch Secretary, where needed, will attend meetings with the University.

The Branch Organiser and Recruitment, Organising and Campaigns Chair

The Branch Organiser and ROCC will

- Be responsible for the development of organising and communication strategies, leading and engaging the network of subject area reps, and liaising with the elected college reps.
- Liaise with the Branch Secretary to co-produce the Branch member communications, if needed.
- Facilitate and co-ordinate the team to work towards UCU goals, liaising with the negotiating team when required.
- Organise social events for members, staff welcome events, UCU stalls on campus.
- In consultation with ROCC committee place order for UCU national materials and make purchases to support activities.
- Organising GOTV activities such as stalls and walk-arounds as well as UCU campaign activities and picket lines in the event of a strike.
- Support Chair, and Vice-Chair, in day-to-day comms: drafting emails as per ROCC/Exec, sending emails as needed and facilitating correspondence with members (upon approval by Chair/Vice-Chair).

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

The Treasurer

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

The Treasurer's duties will be to:

- Keep the finances of the Branch and present accounts for auditing as necessary.
- Present audited accounts at general meetings of the Branch.
- Publish the accounts to all members of the Branch.
- Submit a copy of the Branch accounts annually 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 meetings with the University.

The Recruitment Officer

The Recruitment Officer will be responsible for recruitment coordinating and leading the branch recruitment strategy In collaboration with the elected College Reps and Subject Area Reps, the Recruitment Officer will facilitate and co-ordinate the team to work towards UCU goals, liaising with the negotiating team when required.

The Recruitment Officer, where possible, may attend meetings with the University.

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

The Membership Officer

The Membership Officer will be responsible for co-ordinating membership records with the Branch Administrator. They will be jointly responsible for providing membership information promptly to UCU as required to enable statutory and rule requirements of membership records to be met.

Union Learning Rep (URL)

This role is established by legislation and the ULR will be responsible for:

- analysing learning or training needs of the branch
- providing information and advice about learning or training matters
- arranging learning or training
- promoting the value of learning or training
- consulting the employer about carrying on any such activities

- preparation to carry out any of the above activities
- undergoing relevant training to support the role

The Health and Safety Lead Officer

The Health and Safety Lead Officer shall advise the Branch H&S Reps and co-ordinate their work as required working towards UCU goals and liaising with the negotiating team when required. They will maintain up-to-date knowledge of relevant legislation and practice and will represent the Union on university policy-making boards and Branch Executive Committees.

In the absence of the Health and Safety Lead Officer, duties will be performed by another officer as the Branch Executive Committee decides.

The Health and Safety lead officer, where possible, may attend meetings with the University.

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

The Health and Safety Officer

The Health and Safety Officer shall work towards UCU goals and liaise with the negotiating team when required. They will maintain up-to-date knowledge of relevant legislation and practice and will represent the Union on university policy-making boards and Branch Executive Committees as required.

The Equality Officer

The Equality Officer will

- Advance the interests Global Majority union 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.
- Have knowledge of, and commitment to, relevant equality issues and be willing to undertake training according to the needs of UCU.
- Monitor the implementation of equality policies within UWE, and where appropriate, encourage and support local negotiations on equality matters.
- Together with the Casework Lead, monitor the volume and nature, of member issues which involve equality.
- Support the Casework Lead to ensure the Branch has appropriate mechanisms in place for handling such cases.
- Facilitate and co-ordinate the team to work towards UCU goals, liaising with the negotiating team when required.

- Where appropriate, provide information, encouragement, and support to members about equality issues.
- Ensure UCU's national annual meetings, and any other relevant events and opportunities for equality are publicised locally, to allow members from all groups to participate.
- Promote the role of Equality so the Branch maximises the opportunity for recruitment amongst all staff.
- Where appropriate, provide liaison between the Branch and UCU's Equality structures.
- Support the Race and Ethnicity Rep.

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

The Equality officer, where possible, may attend meetings with the University.

The Equalities Lead Officer is automatically a voting member of the Recruitment, Organising and Campaigns Committee when in attendance.

The Casework Lead Officer

The Casework Lead Officer will lead the
caseworker team, monitor the casework being undertaken and provide data/statistics on the amount and type of casework being undertaken within the Branch.

The Casework Lead Officer will, along with the Branch Executive, ensure Caseworkers have the necessary support and space to discuss their casework.

The Casework Officer will chair the Casework meetings.

The Casework Officer, where possible, may attend meetings with the University.

College Representatives

The College representative is to act as a link between the Union and the University, bringing college issues to the attention of the relevant Union committees and University management. The College Rep will

- Advocate for members' collective concerns.
- Alongside a Caseworker, escalate concerns through college structures, having oversight of the industrial relations locally and intervening on behalf of the Union.
- Unless not in the interest of the union and its members, maintain effective communication with 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 at least one College representative. By agreement of the Branch Executive committee this number maybe increased to two College Reps per College due to size or campus split.

Only one College Rep from each College will need to be present and be able to vote at the Branch Executive Committee. Where there are two College Reps the particular attendee can rotate.

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

The Disabled Members Rep

The role is to advance the interests of Disabled members 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 union meetings, organised events and engaging with university staff and groups.

The Anti-Casualisation Rep

The role is to advance the interests of casualised members to 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 union meetings, organised events and engaging with university staff and groups.

The Women's Rep

The role is to advance the interests of Women 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 groups.

THE LGBTOIA+ Rep

The role is to advance the interests of LGBTOIA+ members 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 groups.

The Race and Ethnicity Rep

This role is to advance the interests of Global Majority groups and advocate 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 union meetings, organising events and engaging with university staff and groups.

Green/Sustainability Rep

Environmental representatives focus on the climate change agenda and changes in work organi sation and green workplace projects. They can work to improve the impact of an organisation or workplace on the local environment, helping nearby communities and raising the reputation of the employer. Environmental reps have no statutory rights to time off, training or facilities. Appropriate training is available from trade unions and the TUC. UCU member with an interest and drive to progress workplace solutions in addressing the climate and ecological crisis is encouraged to put themselves forward to be elected into this role within their branch. Green reps can work in a similar way to other union reps by raising awareness of green issues in the workplace and making sure they are included in the negotiating/bargaining agenda. Their role is vital in ensuring that employers address the climate crisis and sustainable ways of working, ensuring the workforce is fully engaged with in the transition to greening the sector. Read more here: Organising for people and planet - a guide for UCU green reps [202kb]

Pensions Rep

Pension representatives are those workplace representatives, elected for the purpose of consultation over changes to pension arrangements, known as 'listed' changes, under the Occupational and Personal Pension Scheme (Consultation by Employers and Miscellaneous Amendment) Regulations 2006. Paid time off to carry out their duties,

Subject Area Representatives.

Subject Area Representatives are appointed 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. It is expected that Subject Area Representatives will have completed the 'Reps 1' training at the earliest opportunity.

Co-opted members of a Branch Officer or Ordinary Members

The role is to assist the committee with project work or other specified tasks as required. The process will be via quorate vote of the Recruitment Organising and Campaigns Committee.