

Notice of Annual General Meeting of the East Midlands Gas (Southern) Branch



Dear Member

I am writing to invite you to the East Midlands Gas (Southern) Branch Annual General Meeting (AGM) which will take place online due to the current health protection measures.

The AGM is an important meeting for all members. It provides an opportunity for you to ask questions about the work of the union, you can see how branch finances have been used and you can help to set policy and agree priorities for the year ahead.

The AGM also provides an opportunity for you to elect officials to lead the branch and represent your interests.

Hold the Date

Technical Details

Microsoft Teams can be accessed on a computer, tablet or mobile phone. You may wish to install the application beforehand. If you are unable to access Microsoft Teams you can 'dial in' to the meeting using a phone number and code above.

Electing your Branch Officials and Workplace Reps, Health and Safety Rep, ULR

One of the most important functions of the AGM is to elect officials to lead the branch for the year ahead. A whole range of different jobs are available in the branch each one carries a really im-

Wed 23 March 2022 12 to 2pm	Wed 23 March 2022 5pm to 7pm
Click here to join the meeting	Click here to join the meeting
Join with a video conferencing device teams@video.centrica.com	Join with a video conferencing device teams@video.centrica.com
Video Conference ID: 125 086 612 5	Video Conference ID: 129 196 475 4
Or call in (audio only) +44 20 3443 6271 .250 348 116# United Kingdom, London	Or call in (audio only) +44 20 3443 6271 795246139# United Kingdom, London
Phone Conference ID: 250 348 116#	Phone Conference ID: 795 246 139#

portant set of responsibilities. Whether you're face to face with managers in negotiations, representing members in a disciplinary, or helping members with a welfare claim, all are necessary to create an effective union team.

You can nominate yourself or other members for any of the roles within the branch. See the attached descriptions to help you decide. Please note that a commitment to attend branch meetings is required. Nominations are to be received by **midday on Sunday 27 February 2022** via email to unison.eastmidsgas-southern@outlook.com

If more than one nomination is received an election will be held where all members of the branch are invited to vote to select the preferred candidate.

In the event of an election voting papers will be circulated in advance of the AGM and returned before the AGM with the outcome announced at the AGM.

Motions and Rule Changes

If you would like to submit a motion for consideration or a change in the rules of the Branch, please do so by **midday 27 February 2022** via email to unison.eastmidsgas-southern@outlook.com

Access Requirements We recognise that to ensure all of our members can fully participate it may be necessary to make adjustments, if you require any adjustment please contact the branch and we will discuss your requirements.

We hope you will come along to the AGM we're certainly very keen to see you.

Kind Regards

Adelle Flynn
Branch Chair

Nevil Fanibanda
Branch Secretary

Kerry Haldane
Branch Treasurer

We ALL Have a Part To Play

UNISON Branch



Branch Chairperson

- Work with Branch Sec to provide leadership to the branch
- Facilitate branch and committee meetings
- Ensure all functions of branch are performed
- Advise on procedure and rules



Branch Secretary

- Coordinate all branch negotiations and industrial relations matters
- Provide leadership and guidance to members and reps
- Develop the Branch's organising plan
- Main contact with the wider union



Treasurer

- Manage branch finances and accounts
- Prepare budgets for branch activities (e.g. campaigning, recruitment, welfare, etc.)
- Provide financial reports
- Advise on financial management and expenditure



Health and Safety Officer

- Lead on health and safety across the branch
- Advise members, reps, and branch officers on health and safety issues
- Coordinate the activities of health and safety reps



Welfare Officer

- Support members seeking welfare assistance
- Coordinate the provision of There For You (UNISON's welfare charity) support
- Develop links with local charities and sources of support, such as Citizen Advice Bureaus and women's refuges



Equalities Co-ordinator

- The chief contact for equal rights issues including sex, race, disability and LGBT+ issues
- Ensure equality is raised in all collective bargaining and branch activities
- Support the training and development of members from underrepresented groups



Lifelong Learning Co-ordinator

- Support members with lifelong learning and skills for life
- Organise members around learning and coordinate Learning Reps
- Negotiate with the employer around learning, such as securing time off



Young Members' Officer

- Recruit and organise young members (those under 27 years of age)
- Campaign on issues of concern to young members
- Encourage young members to be more involved in the union



Women's Officer

- The focal point for women's issues and concerns
- Ensure that support and informational resources are accessible to all women in the branch
- Campaign on issues important to women



Black Members Officer

- The focal point for Black members' issues and concerns
- Ensure that support, information and training is accessible to all Black members
- Campaign on issues important to Black members

Officer Roles



Education Coordinator

- Coordinate the training and development of reps and officers
- Publicise the range of educational and training opportunities available
- Negotiate with the employer to allow reps and officers time off for training



Membership Officer

- Coordinate branch recruitment and organising
- Map branch membership to identify membership density and activity
- Work to ensure proportionality and fair representation



Communications Officer

- Produce and distribute newsletters, bulletins, and posters
- Manage social media and the union noticeboard
- Support recruitment and organising
- Organise social events for members



International Officer

- Develop and lead on international solidarity activities (e.g. campaigns, twinning with sister unions, and supporting projects abroad)
- Coordinate publicity and education on international issues

UNISON Workplace Representative Roles



Steward / Representative

- First and main point of contact for members
- Represent members with the employer and branch committee
- Campaign on workplace issues
- Recruit and organise members



Health and Safety Rep

- Keep members safe at work
- Consult members on working conditions and support complaints about safety
- Lobby employer to improve safety



Union Learning Rep (ULR)

- Use learning to resolve issues at work
- Promote learning in the workplace
- Support members to take up learning opportunities

There are lots of other officer roles available such as LGBT+, Disabled Members, Environmental, and more. Contact us to find out more.

Step forward TODAY to make a difference in your workplace

You'll receive expert training for the role and be mentored by existing branch officials

**Want a Louder Voice in Your Workplace and Community?
 Want to Make a Difference? Fancy a New Challenge?
 Get Involved in East Midlands Gas (Southern)
 UNISON!**



**Election of Branch
 Officers and Workplace
 Representatives**

Please indicate which position you wish to stand for (see overleaf for details). For each position you need TWO Branch members, reps, or existing branch officers to support your nomination. Please discuss the role you're interested in with an existing rep or branch officer before submitting this form.

Your Name:

Your Membership Number:

.....

.....

Your Signature

.....

Please state which post you wish to stand for below. Please use a separate form for each role – these may be subject to an election and ratified at the Annual General Meeting. You are not guaranteed to be appointed.

Branch Officer / Workplace Representative Role:
<p>.....</p>

Nominated by (please print name and sign):

Seconded by (please print name and sign):

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Elections will be via an all member postal ballot. If an election is required then all candidates for branch officer positions will be invited to submit an election address of no more than 250 words.

Please return this nomination form to
 via email to: unison.eastmidsgas-southern@outlook.com
 or via post using the Freepost Return Mailer attached

UNISON

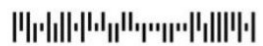
Essential cover if you work in public services

If you fold this sheet using the folding instructions, then you can pop it straight back in the post to the freepost address.

1st Fold

Freepost RTKL-TZHC-BBUE
UNISON East Midlands
Vivian Avenue
Nottingham
NG5 1AF

2nd Fold



3rd Fold, tuck flap in