

# A guide to committee/forum positions



## Committee/Forum Chair

The committee/forum chair facilitates committee meetings. This includes:

- chairing all meetings of the committee/forum
- agreeing the agenda for meetings with the secretary and making sure that business is properly conducted in line with union democracy
- advising committee/forum members on procedure and rules
- making sure all functions of the committee/forum are carried out
- working closely with the secretary and other officers to provide leadership to the committee/forum

## Committee/Forum Vice Chair

The committee/forum vice chair assists the chair with the above responsibilities and resumes those roles when the chair is absent from the meeting.

## Reserved Seat: National Young Members' Forum

The forum looks at issues affecting young members in UNISON, and how to go about improving recruitment and organisation of young members on a national level. It makes sure young members concerns are raised at the highest level, and in all parts of the union.

It is the reserved seats' responsibility to contribute to the national forum and provide reports to the regional forum on national activity.

## Reserved Seat: Regional Council

The Regional Council is the governing body of the region and all branches are invited to participate. It meets three times a year including an Annual General Meeting normally held in February. It develops regional policies, ensures they are implemented and determines the region's objectives and priorities in line with the union's national objectives and policies.

It is the reserved seats' responsibility to contribute to regional council on the behalf of young members across the region and provide a report for the regional activity of the Young Members' Forum.

## Reserved Seat: Regional Committee

The Regional Committee is the operational body of the Regional Council. The Regional Committee exercises the functions of the Regional Council between meetings and is accountable to Regional Council, to which it submits regular reports.

It is the reserved seats' responsibility to contribute to Regional Committee on the behalf of young members across the region.

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## **Reserved Seat: Labour Link Committee**

UNISON is affiliated to the Labour Party and the Labour Link committee coordinates our joint campaigning work with the Party within our branches and across the region.

It is the reserved seat's responsibility to contribute to the Labour Link committee on the behalf of young members across the region.

## **Reserved Seat: Education, Training and Development Committee**

ETD plans our activist education programme and is responsible for overseeing member recruitment, organising and branch democracy and governance.

It is the reserved seat's responsibility to contribute to the ETD committee on the behalf of young members across the region.

## **Reserved Seat: Publicity and Campaigning Committee**

This committee is responsible for the focus & direction of regional campaigning and communications work (including the regional website) and adjudicates on bids made by branches and other groups to the General Political Fund, the Campaign Outreach Fund, the Regional Campaign Fund, and the Regional Pool.

It is the reserved seat's responsibility to contribute to the P&C committee on the behalf of young members across the region.

## **Reserved Seat: Finance Committee**

The Finance Committee is accountable to the Regional Council for all finances in the region relating to the lay member budget. It produces and monitors the regional budget, and reports to the Regional Council regularly.

It is the reserved seat's responsibility to contribute to the Finance committee on the behalf of young members across the region.

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## **Reserved Seats: Service Group Committees**

**Local Government, Business & Environment, Community, Further Education, Higher Education, Health and Police & Justice**

UNISON represents people employed in all areas of public services, and in the region we organise our members into different service groups (SGs).

There is a SG committee for each and they coordinate campaigning and organising in their respective employers and workplaces. The SGs are represented at Regional Committee and most other regional committees, but are accountable to their own national executive SG.

It is the reserved seat's responsibility to contribute to the the SG committee on the behalf of young members across the region.

## **Reserved Seats: Self Organised Group Committees**

**Black Members, Women, Disabled Members, LGBT+**

UNISON supports networks of self organised groups (SOGs) in branches and regions across the union. Our SOGs campaign for equality in the workplace and for improvements to legislation for workplaces and the wider community. The SOGs are represented at Regional Council and most other regional committees, but are accountable to their respective national group.

The Young Members' Forum can elect a delegate to the Black Members, Women and Disabled Members' committee to represent and contribute the views of young members from across the region. The Young Members' Forum receives a delegate from LGBT+ AGM to sit on the regional forum.