

# IMPORTANT NOTICE: ELECTION OF STEWARD

To serve the interests of our members effectively, Notts UNISON needs to be well organised and ensuring this is the responsibility of all members of the Branch.

To be well organised we need to have Stewards in all workplaces. Stewards are volunteers who are prepared to devote some of their time to helping provide us with a UNISON Branch able to represent us and act effectively on our behalf.

**Are you willing to help the Branch and its members, including yourself, by becoming a Steward?**

## WHAT IT WILL INVOLVE

A basic duty of a Steward is to ensure that all members in your "constituency" receive UNISON literature (such as the Branch Newsletter and notices of meetings) regularly. It also involves helping any of your members who have problems at work, either by giving advice yourself (obtained through training and experience), obtaining advice from others on their behalf or (with more complex problems) in passing them on to a more experienced Officer or Steward.

Stewards are also encouraged to attend Stewards' Meetings to discuss service conditions matters in their Department or sector. These meetings are usually every month and, in most Departments, in work time. Stewards are also asked to ensure that their Department is represented at meetings of the Branch Committee which take place every six weeks, to discuss Branch policies and activities. The Steward also plays an important role in approaching new members of staff to join UNISON.

## TIME AND TRAINING

Under Agreements with the County Council and other employers, many of the duties of a Steward can be undertaken during working time. The Branch provides training for all new Stewards and, again, under the Agreement with employers such training takes place in work time, with full pay guaranteed.

Think about it! Maybe you or someone in your workplace is interested? There is a nomination form below and this should be completed and returned to the Branch Office,

## NOMINATION FORM FOR UNISON STEWARD

NAME: \_\_\_\_\_ DEPARTMENT/EMPLOYER (IF NOT NCC): \_\_\_\_\_

JOB TITLE: (eg Technician/SW/Cleaner) \_\_\_\_\_

WORKPLACE: (give full address, including postcode) \_\_\_\_\_

\_\_\_\_\_

TEL NO: \_\_\_\_\_ MOBILE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

HOME ADDRESS: \_\_\_\_\_

\_\_\_\_\_

TEL NO: \_\_\_\_\_ MOBILE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

SIGNATURE OF PROPOSER: \_\_\_\_\_ SIGNATURE OF SECONDER: \_\_\_\_\_

(PRINT NAME & MEMBERSHIP NO) \_\_\_\_\_ (PRINT NAME & MEMBERSHIP NO) \_\_\_\_\_

**I CONSENT TO THE ABOVE NOMINATION AND WISH TO STAND FOR ELECTION:**

SIGNATURE \_\_\_\_\_ DATE: \_\_\_\_\_

**Please return to: Notts UNISON, FREEPOST, Nottingham NG2 1BR**

# Branch Officers Elections

The branch officer posts within the branch are due to be elected once again at the end of the year. The period of office runs from 1st January to 31st December. The posts up for election are as follows:-

Chair  
Secretary  
Service Conditions Officer  
Treasurer  
Equalities officer  
Education officer  
Life Long Learning Co-ordinator

Vice Chair  
Assistant Secretary  
Communications Officer  
Assistant Treasurer  
International Officer  
Welfare Officers (2 posts)  
Health & Safety officer

The posts are open to all members so if you are interested in any of the posts full descriptions are available upon request from the branch office (branch.office@nottsunison.org.uk). If you do decide to stand for a post you need to complete and return the nomination form below and this needs to be signed by a proposer and a seconder who must also be members of the branch. **The closing date for receipt of nominations is 12 noon on Friday 4th December**



NAME: \_\_\_\_\_ DEPARTMENT/EMPLOYER (IF NOT NCC): \_\_\_\_\_

WORKPLACE: (give full address, including postcode) \_\_\_\_\_

**I CONSENT TO THE ABOVE NOMINATION FOR THE POST OF:-** \_\_\_\_\_  
**AND WISH TO STAND FOR ELECTION:**

SIGNATURE \_\_\_\_\_ DATE: \_\_\_\_\_

SIGNATURE OF PROPOSER: \_\_\_\_\_ SIGNATURE OF SECONDER: \_\_\_\_\_

(PRINT NAME & MEMBERSHIP NO) \_\_\_\_\_

(PRINT NAME & MEMBERSHIP NO) \_\_\_\_\_

**Please return to: Notts UNISON, FREEPOST, Nottingham NG2 1BR  
or email branch.office@nottsunison.org.uk**

