



District/Branch Positions

We are a democratic Lay led Union which means that any member can nominate themselves to take up ANY of the District/Branch positions.

Elections for all District/Branch positions take place annually in the spring term and those elected take up office at the start of the academic year.

Our Hull Branch will only run effectively if we have people willing to give up a bit of their time to work as a team to help and support each other and the wider membership.

In preparation for the coming year, we thought that it might help if we put together brief Job descriptions of some of the different roles and what they entail.

Please, please, please don't think that you must have tons of experience/knowledge for any of these roles all it takes is a bit of enthusiasm and passion for collective action and making a difference.

District and Branch Secretary

This position includes facilities time (released from your day job) to enable you to effectively fulfil your duties.

- Attend trust meetings with other Unions to shape policies
- Advise members on collective issues within individual workplaces and Trust wide
- Support members with individual work-based issues including disciplinaries, sickness absence meetings, grievances just to name a few!
- Keep up to date with current legislation and share best practice across workplaces
- Ensure the smooth running of the Branch/District
- Organise meetings, training etc.
- Deliver training to Reps and members
- Recruit and support Reps to grow the union

This role comes with a substantial commitment from you but there is a huge range of training to support you on the journey.



Treasurer

Our Branch cannot function without someone in this position. It comes with clear responsibilities for maintaining our accounts which is why it is the only paid position. (There is an Honarium attached, amount tbc)

You would be the purse keeper ensuring that our spending plans are kept in line with agreements from our AGM and OGMs. This will entail keeping the records up to date for the different areas of expenditure using an Excell cash book.

You will also need to provide brief reports on the health and expenditure and finances to allow us to make decisions at our OGMs.

Then submit accounts to our regional office once a year.

There is Treasurer training provided for this role as well as having an NEU laptop. There is also additional support from our regional office to ensure that you are confident in this role.

President

It is the Presidents responsibility to ensure the effective running of meetings that we hold every half term. They need to chair the meeting by ensuring that we stick to the agenda, allow for all voices to be heard fairly, oversee any votes that take place and to read out any reports form members who are not present at that time.

As president you would need to attend all our 6 meetings across the year.

Vice President

If the president is not able to attend, you would take their place.

It is expected that Vice President would take over the Presidents role the following year.

As vice president we would hope you can attend all our 6 meetings across the year.



Equalities Officer

As the Equalities officer you would play a key role supporting the other officers in different equalities strands. You would focus on raising awareness of the impact of discrimination, prejudice, and stereotyping across our Branch by playing a key role within organising and bringing members together.

In addition, you would need to keep up to date with current policies and help to share examples of good practice and celebrating successes.

As the Equalities officer you would advise the Branch on issues that could potentially be raised collectively both within Trusts and across the city.

You would attend National and Regional Conferences as well as working with organising forums and assist with organising rallies, workshops etc.

This role is extremely broad so you would need to be passionate about engaging with a wide range of people, activities and events. As a Branch we can allocate funding to be used to raise awareness and support equalities events.

Health and Safety Officer

The Health and Safety Officer would take up the lead role in supporting our Health and Safety Reps that are within schools offering guidance, support, and signposting.

You would be required to attend National H&S briefings then report back to the H&S Reps and Workplace Reps on current issues and updated guidelines and policies.

You would also Liaise with the NEU H&S Adviser and advise the Branch on collective issues that we need to be aware of.

There is an expectation as the Lead Officer for the H&S Reps that you will keep up to date with current legal standards and requirements on H&S and welfare in our schools/colleges.

As the H&S officer you would need to attend our branch meetings and from time-to-time support with brief zoom meeting to update Reps/members on current issues.

This role could always open new career pathways.



In addition to the positions above the branch also needs (to name a few) officers from the following sectors:

Support staff, Primary, Secondary, Post - 16, Independent, SEND, New professionals, Retired members, as well as the equalities sector – LGBTQ+, Black members, Disabled members,

As our membership continues to grow, we need officers who can keep up to date with current issues that are facing our members in the different sectors.

You would advise the Branch on potential collective issues and the challenges that are facing members.

You would have the opportunity to attend National and Regional Conferences and report back to members.

As an officer you would generally need to attend our branch meetings or provide a brief update if appropriate and from time-to-time support with brief zoom meeting to update Reps/members on current issues.

These are only basic descriptions/suggestions of what the roles entail. As it is your Union it is up to you to shape it and move us forward together. If you would like to chat more about any of these positions or putting yourself forwards for them, please talk to Paula.