[](http://www.unison.org.uk/)**BOLTON BRANCH ELECTION OF STEWARDS AND**

**HEALTH & SAFETY WORKPLACE REPRESENTATIVES**

All UNISON members are entitled to elect/re-elect stewards annually. Each Steward should ideally represent a “constituency” or specific staff group (usually this is around 20 members).

Don’t forget that training and support is available to all Stewards. All Stewards are expected to be trained (ERA accredited) or be booked on a training course within 6 months of being elected. Contact your Convenor or the Branch Office for more information.

The Branch expects all Stewards to act as Health & Safety Representative in their area; this helps/gives more rights to represent members and access information**.**

**If you do not wish to be a Health and Safety Representative please tick this box: **

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Name** |  | | **UNISON Mem No** | |  | |
| **Job Title** |  | | | | | |
| **Work Place** |  | | | | | |
| **Department /**  **Employer** |  | | | | | |
| **email** |  | | | | | |
| **Phone** | **WORK** | **HOME** | | **MOBILE** | | |
|  |  | |  | | |
| **Signature** |  | | | **Date** | |  |

**The proposer and seconder MUST be current UNISON members, they MUST NOT be other stewards and MUST work in your section.**

**PROPOSED BY:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name: |  | UNISON Mem no | |  |
| Signature |  | | Date |  |

**SECONDED BY:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name: |  | UNISON Mem no | |  |
| Signature |  | | Date |  |

**FOR AGM 2024**

**ALL FORMS TO BE RETURNED TO BRANCH OFFICE BY 5pm ON 1ST FEBRUARY 2024**

**For Office Use Only**

**PRIORITY JOB** Facilities Letter (post + email to employer HR/Head Teacher - cc Convenor & Ed Officer) 

**WARMS** **Shared Drive & Email**

Check proposers membership  Send Welcome Letter (steward) & copy facilities letter 

Update any details on mem record  Send Data Protection Guidelines 

Create as steward/rep (Activist tab)  Send Course Dates & application form 

Add to Branch Committee  Add to Steward Contacts List 

Add to Steward Committee  Add to Br Committee Attendance sheet 

Add to Other Relevant Committees **** Add to Dept/other Committee Attendance Lists 

Cttee Mailings (new address-other) **** Add to Stewards Email Distribution List 

Add toDept/other relevant committee email lists 

**Role of the UNISON Steward within the Bolton Branch**

The role of the UNISON steward is entirely voluntary and does not attract any remuneration beyond recompense of expenses incurred whilst carrying out the role. The key principle however is that no steward should be ‘out of pocket’ whilst carrying out duties for the branch, be it travel, refreshments or accommodation.

Whilst recognising the voluntary nature of the role, it should be noted that it does carry certain expectations and responsibilities. Therefore, standing for election to the role carries an obligation to meet these expectations.

As an elected UNISON steward, it is expected to:

1. Attend a branch induction session, attend their stage one stewards’ course to obtain ERA accreditation at the earliest opportunity and maintain that accreditation for the length of their stewardship. Re- accreditation takes place every 4 years. Alongside this there is also mandatory training GDPR, Equalities, Health & Safety.
2. Represent the members appropriately allocated to them by the branch
3. Attend your Sections Stewards Committee Meeting.
4. Attend the monthly Branch’s Committee meetings.
5. Send apologies in good time when unable to attend either your Stewards or Branch Committee meeting along with the reason for non-attendance.
6. Record every contact with a member that requires, or is likely to require formal representation, on the CaseWeb case management system or with agreement of a paper copy.
7. Recognise that where a decision is made by the Branch Committee it is the public position of the Branch and you have a collective responsibility to the branch position.
8. Uphold the branch position on the 4-week rule.

**4- Week Rule**

Once a person has joined UNISON and are a member, for the first 4 weeks of membership they can access one session of union advice up to a maximum of half an hour in length, by telephone or email.

**Pre-existing issues**

If you join in the knowledge that something has happened to you, or will happen to you, even after the 4- week qualifying period has expired if you subsequently seek the union’s support to deal with a pre-existing issue it will be limited to one half-hour advice session.

\*\*Please note, the rules of the union do not entitle new members to this – it is something the branch has decided to offer and is done so at its discretion\*\*