



Guidance for Branches on Rule Book Branch Posts

It is important for a Branch to be set up with the core Branch Office posts. Please use this guidance to assist members to understand these important roles.

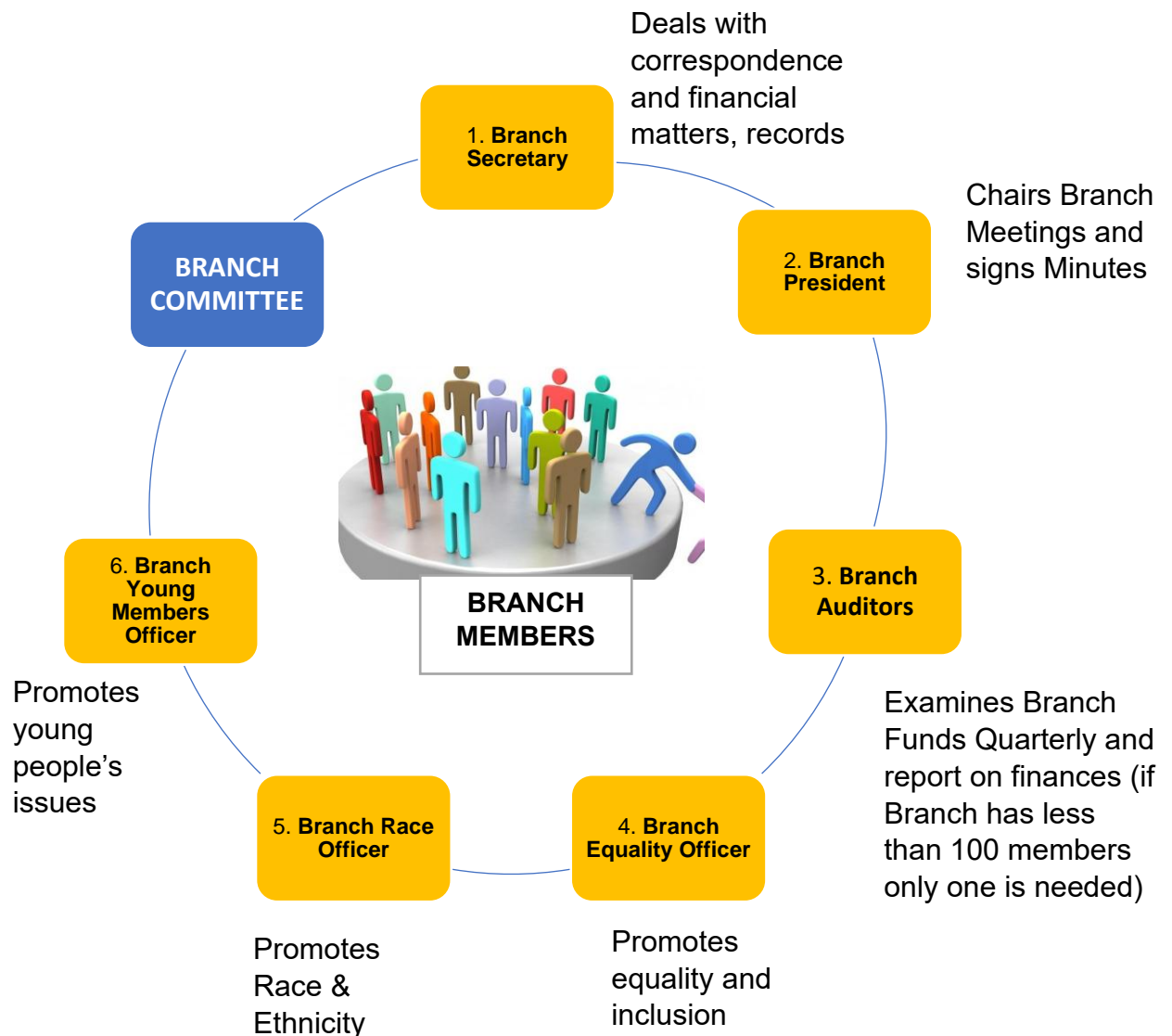
The role of the GMB Branch is vital to our structure and it is through the Branch that members have a chance to participate in Branch and GMB democracy and business.

How is a branch structured?

There are a number of **Core Branch Officer** Positions who are lay members elected by the branch members every four years. These are defined by [Rule 35.3](#) and are shown in this diagram.

Each branch is run by a committee which includes the Branch Secretary, Branch President and other branch officers. The Committee is elected by the Branch and normally serves for four years- see diagram

CORE BRANCH POSITIONS



Rule 36	Branch President	Chairs branch meetings, signs off the minutes and inspects receipts
Rule 37	Branch Secretary	keeps the accounts and produces quarterly returns, deals with correspondence and records branch meetings
Rule 38	Branch Equality officer	Promotes equal rights within the branch's activities
Rule 38a	Branch youth officer	Encourages young people to join and promotes young people's issues
Rule 38b	Branch Race officer	Encourages BME people to join and promotes BME activities
Rule 40	Branch member auditors	Examine branch funds each quarter before sending to Regional office and report on finances at the Branch Meeting

OTHER BRANCH POSITIONS

In line with the 2014 CEC Special Report on Branches, outside of the core branch officer positions listed above a branch can have other non-rulebook offices at their discretion according to the needs and demographics of the branch for example there could be a woman's officer.

If your Branch decides to have other roles, they should be agreed by the branch and listed on your Branch Organising Plan which is subject to endorsement by Regional Committee.



ROLE OF A BRANCH PRESIDENT

The main duties and responsibilities are set out in [Rule 36](#) of the Rule Book and are summarised below.

MEETINGS

- Draft meeting agendas (in conjunction with the Branch Secretary)
- Chair all branch meetings and make sure officials behave appropriately and keep to the rules.
- At all meetings, the branch president will have a vote but not a casting vote.
- Sign the minutes, balance sheets and other documents, and tell the branch secretary when to call special meetings of the committee.
- Inspect and read to the members all receipts for money the regional office has received.

OTHER

- Work with the Branch Secretary
- The branch president will report to the regional secretary any case where a branch official has failed to carry out their duties.



ROLE OF A BRANCH SECRETARY

The main duties and responsibilities are set out in **Rule 37** of the Rule Book and are summarised below.

ADMINISTRATION

COMMUNICATION

- Act as the main point of communication in all matters both internal and external to the branch.
- Maintain regular contact with Branch members and keep them informed of branch activity and issues.
- Be the point of contact with workplace representatives in order to support them in their role.

MEETINGS

- Schedule and make all practical arrangements for branch and branch committee meetings.
- Draft meeting agendas (maybe in conjunction with the Branch President)
- Distribute meeting agendas and papers
- Deal with correspondence at meetings
- Ensure accurate notes are taken and appropriately distributed.
- Organise the branch annual general meeting (AGM); and complete all paperwork prior to and subsequent to the meeting.

FINANCES

- Maintain accurate branch financial accounts and documents

DEMOCRACY

- Encourage members to take part in the Union's democratic structures
- Ensure core branch positions are filled
- Elect branch delegate(s) for GMB Congress and other Conferences

REPRESENTATION

- represent members individually and collectively with management

TRAINING

- training new and existing reps.

RECRUITMENT & ORGANISATION

- Encourage recruitment of new members to the Branch
- Submit an annual Branch Organising & Development Plan to look at organising, recruitment, campaigns and resources

RETENTION

- Encourage leavers to re-join
- Manage retention

CAMPAIGNS

- Develop and agree Branch campaigns
- Take part in campaigns which are workplace, Regionally or nationally determined

BRANCH AUDITOR/S

The role of the branch auditor is to act on behalf of the branch's members to ensure probity and that all branch expenditure is underpinned by democratic decisions.

Branch auditors examine the Branch accounts each Financial Quarter

All branches should have AT LEAST one (1) auditor and branches with over 100 members must have two (2) auditors.

The Branch Secretary or Branch President cannot be appointed or elected as a branch auditor if they are a bank signatory as the auditor must be independent of these roles.

BRANCH POLITICAL OFFICER (BPO)

Although this is not a core Rule Book position, London Region policy is for Branches to have up to 3 Branch Political Officers which are endorsed by Regional Committee.

In order to become a Branch Political Officer, the member should be a member of the Labour Party and will need to complete a nomination form countersigned by the Branch Secretary. Please contact Dan Anderson at Regional Office for a nomination form.

Branch members should agree this nomination at the AGM and the Branch Secretary should then send the form to the Regional Political Department. Although agreed in principle by the Branch, the nomination of Branch Political Officer is subject to the approval of the Regional Committee. There is a network of BPOs and you will work closely to help the branch and region with its Political Strategy and campaigns

All Branch officers must:

- ensure the branch is inclusive and representative by knowing who their members are and where they work, by mapping the workplace
- take into account the principles of fair representation when electing officers, choosing delegations or setting up structures to take into account ie such factors as age, gender, race, disability, different occupations
- ensure the negotiating agenda reflects the priorities of all groups of workers covered by the branch.

All Branch officers should:

- ensure that new members receive confirmation of membership as soon as possible
- ensure that all new members are made welcome into GMB and receive appropriate and clear information about their rights, responsibilities and opportunities
- encourage members to meet and discuss matters of interest and concern
- ensure members receive regular reports on branch activity and on matters that affect them
- ensure that members are invited to attend meetings at accessible venues and times and are made welcome.

The BRANCH EQUALITY ROLES

The GMB Rulebook only defines three Equality branch positions:

1. Branch Equality Officer
2. Branch Young Members Officer
3. Branch Race Officer

Together these roles promote equality and ensure that equality is high on the agenda within branch activities and guide the branch and activists to be all inclusive in taking into account the needs of members in all GMB equality strands.

Branch Equality Officer

The Branch Equality Officer (BEO) is a Rule Book position and will be a member of the Branch Committee which is elected by the Branch and serves for four years.

The branch equality officer will be responsible for promoting equal rights within the branch's activities.

You should be active in your workplace and committed in ensuring that the aims and objectives of the Union are met and in line with GMB policy.

As a BEO you can cover all the 5 Equality Strands especially if your Branch doesn't have a designated Race or Young Members Officer.

We will create a network of Branch Equality Officers, and the Regional Equality Officer will be in touch with you.

LONDON REGION

London Region has a number of self organised groups (called SOGs)

Self-Organised Groups (SOGs) SOGs are made up of members who share a protected characteristic. Members can belong to more than one group.

London Region is proud to have set up these Self Organised groups which fit into our equality strands as follows:

- GMB Ability members with disabilities
- GMB Shout! members who identify as LGBT+
- GMB Young Workers members aged under 30
- GMB Race Black, Asian and Minority ethnic members
- GMB Sisters members who identify as women

We also have an active Retired Members Association (RMA)

As a Branch Equality Officer, your role is to:

- Be the identified and well publicised point of contact in the branch for Equality issues so you will need to keep up to date on equality issues & developments.
- Make sure other Branch Officers and the Branch Committee consider the equalities dimension of everything they do.
- Advise the Branch Officers and Branch Committee on the development and monitoring of the Organising plan to achieve proportionality and fair representation.
- Attend the Regional Equality Forum or National Equality Forum meetings if elected to do so.
- Attend the Regional Equality Conference if nominated by your Branch and speak.
- Report back to the Branch on motions raised at the local Equality Forum for support at the Regional Equality Conference.
- Work with branch equality officers to celebrate equality events in the branch.
- Guide the Branch on motions to go to various conferences and GMB congress on equality issues and provide report back.
- Consider putting yourself forward to sit on the Regional Equality Forum and also the Regional Council.
- Encourage existing and non-existing members to join and get involved with activities and events, spearheading Equality issue campaigns.
- Collect and share information on equalities issues, including information from the Regional and National Self-organised Groups.
- Make sure that Equality and Inclusion is being raised in all collective bargaining - not just in bargaining on 'pure' equalities issues, including where appropriate Equality Impact Assessments are done.
- Encourage and support the development of branch self-organised groups on behalf of the branch committee.
- Have a co-ordinating role among the Strand Reps, self-organised groups and between the self-organised groups and the rest of the Branch.
- Make sure new recruits know about GMB's commitment to equality and opportunities to participate in self-organisation.
- Co-ordinate the development and training of members from under-represented groups.

Branch Young Members Officer

The current Rule Book calls this a Branch Youth Officer but the Region calls this role a Branch Young Members Officer. GMB defines young workers as members aged up to and including 30 years old.

The Branch Young Members Officer is a Rule Book position and will normally be a member of the Branch Committee which is elected by the Branch and serves for four years.

You will be responsible for encouraging young people to join the union and promoting young people's issues into the branch's activities.

You should be active in your workplace and committed in ensuring that the aims and objectives of the Union are met and in line with GMB policy.



The London Region has a self organised network called **GMB London Young Workers** or **GMB Young London**. This is an active forum for all GMB members living or working in London and the East of England who are 30 years old or younger.

Our Young Members meet regularly to discuss campaigns organised by ourselves and supported by our regional office.

As a Branch Young Members Officer, you could be expected:

1. To assist the Branch to communicate with young members and encourage them to be more active in GMB
2. To participate in GMB campaigning, organising and promotional activities as required on young member issues.
3. To support the aims and objectives of the GMB London Young Workers network, attend their meetings as a branch representative and prepare and report back to branch and committee meetings.
4. To attend the Regional Equality Conference if elected as a delegate.
5. To undergo training relevant with the role as and when requested.

Branch Race Officer

The Branch Race Officer is a Rule Book position and will normally be a member of the Branch Committee which is elected by the Branch and serves for four years.

The branch race officer will be responsible for encouraging black and ethnic-minority people to join the union and promoting black and ethnic-minority issues into the branch's activities.

You should be active in your workplace and committed in ensuring that the aims and objectives of the Union are met and in line with GMB policy.



The London Region has a self organised network called **GMB Race**.

This is an active forum for all Black, Asian and Minority Ethnic members (BAME)

GMB Race meets regularly to discuss campaigns organised by ourselves and supported by our regional office.

They aim to encourage, support, and inspire GMB members to become active and engaged within their union, to recruit new members to the GMB Union and to campaign on workplace and non-workplace issues as voted for by our members.

The network is open to any GMB member within London Region who defines as a Black, Asian or Minority Ethnic (BAME) person

As a Branch Race Officer, you could be expected:

1. To assist the Branch to communicate with BAME members and encourage them to be more active in GMB
2. To participate in GMB campaigning, organising and promotional activities as required on race and ethnicity issues.
3. To support the aims and objectives of the GMB Race network, attend their meetings as a branch representative and prepare and report back to branch and committee meetings.
4. To attend the Regional Equality Conference if elected as a delegate.
5. To undergo training relevant with the role as and when requested.