

BRANCHES

The purpose of each Branch is to help GMB achieve the aims set out in the rules, giving priority to recruiting, organising, providing services for and keeping members.

As the basic unit of the union, Branches will encourage members to take part in its democracy.

Every member belongs to a Branch, and every Branch has the following:

- Branch Secretary – term of office four years.
- Branch President – term of office four years.
- Branch Auditor – one per Branch with less than 100 members, two per Branch above 100 members.
- Branch Equality Officer.
- Branch Race Officer.
- Branch Youth Officer.

There will be four Branch meetings per year.

Branch commission/accounts will be completed quarterly.

Every January, Branches will set out a Development Plan for the year ahead.

The Branch Committee will have no less than nine members and the Branch Secretary, President, Equality and Youth Officers will all be members of the Committee.

Branch secretary

The branch secretary will:

- keep all the branch's books, accounts and documents
- carry forward in the contribution book and on members' cards all contributions members have not yet paid
- deal with all correspondence and read it to the members of the branch
- take part in all branch and committee meetings and keep a record of them

The branch secretary will send to the National Administration Unit the branch's financial report, which should be signed by the auditors and the president, within the timetable set by the National Administration Unit.

The branch secretary will have the right to speak and vote on any business carried out at their branch.

Branch president

The president will chair all branch meetings and make sure officials behave appropriately and keep to the rules in line with our Zero Tolerance Statement.

At all meetings they chair, the branch president will have a vote but not a casting vote.

The branch president will sign the minutes, balance sheets and other documents, and will tell the secretary when to call special meetings of the committee.

At each branch meeting, the branch president will inspect and read to the members all receipts for money the regional office has received.

Branch member auditors

The branch member auditor must not have any conflicting interest or personal relationship with any branch committee member that could reasonably be seen as compromising their impartiality, nor can they be a signatory to the branch bank account.

The branch member auditors must finish their examination within 14 days of the end of the quarter.

The branch member auditors will have free access to all the branch's books and documents, and to any collecting stewards' books.

The branch member auditors will report on that quarters' balance sheet at the next branch meeting.

Branch equality officer

The branch equality officer will be responsible for promoting equality and diversity within the branch's activities.

They will assist with campaigning and organising branch members to be inclusive.

Branch race officer

The branch race officer will be responsible for encouraging ethnically diverse people to join the union and promoting their collective issues into the branch's activities.

They will participate in GMB campaigning, organising and promotional activities as required on race and ethnicity issues.

Branch young members officer

The branch young members officer will be responsible for encouraging young people to join the union and organising, campaigning and promoting young people's issues into the branch's activities.

GMB defines young workers as members aged up to and including 30 years old.

Other branch officers

Any other branch officer(s) outside the core branch positions, will be responsible for fulfilling their role in accordance with the branch by-laws and branch development plan.

If you are interested in a specific Branch Officer role that is not listed but you believe the Branch would benefit from, please contact us to discuss further.