



Roles and Responsibilities

Chair & Vice Chair

- Work as a team with the regional delegates, communications officer and young member forum
- To be the principal point of contact for the UNISON Young Members in the south west and UNISON staff; be the face of the forum and sounding board for others
- To take decisions between committee meetings (as appropriate)
- To represent the views and policies of the Young Members forum to other bodies to be aware of the campaigns groups' work and oversee/encourage them to progress plans
- To represent the views of the Young Members forum
- To agree the agenda for meetings with the Organiser
- To ensure that business is properly conducted
- To ensure that the young members constitution is adhered to
- To convene and attend forum meetings

Regional delegates to National Young Members forum

- To sit on the national young members forum and actively represent the views of young members in the South West
- To attend the young member forum meetings and provide a report
- To take proposals from the region to the National Committee and report on decisions made
- To work closely with Chair, Vice chair and Organiser

Communications officer

- To lead on the development of electronic communication with young members – email, web, social media etc
- To routinely check in with Chair/Vice Chair and young members regional delegates
- To ensure communications are in accessible formats members need, such as large print or Braille

Forum Members

- Have a commitment to young members self-organisation; attend meetings and if unable send apologies
- Represent young members views in the branch and in other committees
- Be a voice in UNISON
- Actively contribute to the work of the Forum on campaigning priorities
- Help with young member events
- Support each other to develop confidence and skills through the opportunities provided by being on the forum
- Work together to promote the interest of young members in UNISON South West
- Listen and recognise everyone has a contribution to make; respect other points of view
- Respect the confidentiality of discussions within meetings
- Networking/building links within the forum
- Accept collective responsibility for decisions taken by the forum
- Contribute to young members forum

- Have fun!

Organiser (Young Member Strategic Lead) Role – Natalie Chadwick

- Support, advise and act as a focal point
- Work with the forum to implement policies and decisions
- Promote self-organisation
- Provide support and guidance on young members self-organisation and the Rule Book
- Collate, receive and distribute information from internal and external sources
- Send out requests for the young members agenda items and send out agenda and minutes
- Provide strategic news of events and conferences