

Dear Member,

Annual General Meeting

I am writing to invite you to the Knowsley UNISON Branch Annual General Meeting (AGM). The AGM is an important meeting for all members. It provides an opportunity for you to ask questions about the work of the union, you can see how branch finances have been used and you can help to set policy and agree priorities for the year ahead.

As an extra special thank you and barriers created by the pandemic for us to provide lunch/refreshments, we will be sending **all confirmed attendees of the AGM a £10 Knowsley Gift Voucher!!!**

The AGM also provides an opportunity for you to elect officials to lead the branch and represent your interests.

Hold the date

Please attend one meeting, either:

Friday 25th February at 12.30pm

(Physical Meeting)

Knowsley Council Chamber, Huyton Municipal Buildings, Archway Road, Huyton, Knowsley, Merseyside, L36 9UX

OR

Tuesday 1st March at 4.00pm

(Virtual Meeting)

This meeting will take place via ZOOM.

Please see attached the agenda with details of business and **Special Guest Speakers!!!**

A link will be sent to you closer to the date of the meeting. **Therefore, if you are attending, please email Karen on boa@knowsley-unison.org.uk or phone 0151 548 0148 to provide UNISON with your email address.**

Technical Details

Zoom can be accessed on a computer, tablet or mobile phone. You may wish to install the application beforehand.

Please click <https://www.youtube.com/watch?v=hIkCmbvAHQQ> for full information on how to access Zoom.

If you are unable to access Zoom you can 'dial in' to the meeting using a phone

number and code. Please advise as soon as possible if you require this access.

Electing your Branch Officials and Workplace Reps

One of the most important functions of the AGM is to elect officials to lead the branch for the year ahead. A whole range of different jobs are available in the branch each one of carries a really important set of responsibilities. Whether you're face to face with managers in negotiations, representing members in a disciplinary, or helping members with a welfare claim, all are necessary to create an effective union team.

Election of Branch Officials

You can nominate yourself or other members for any of the following roles:

Position (incumbent)

Chairperson (Ian Sanderson)
Secretary (James Robinson)
Assistant Branch Secretary (Paula Carlyle)
Treasurer (Mike Martin)
Deputy Chairperson (Sharron Nicoll)
Deputy Treasurer (Jane Thomas)
Membership Officer (Carl Phillips)
Women's Officer (Jess Aitchison)
Education Officer (Mike Proudfoot)
Lifelong Learning Coordinator (Donna Hollett)
Welfare Officer (Carl Phillips)
Membership Services Officer (Vacant)
Publicity Officer (Cheryl McKenzie)
Health & Safety Officer (Natalie Worthington)
Equalities Officer (Sharron Nicoll)
Labour Link Officer (Bradley Arnold)
Young Member's Officer (Bradley Arnold)
International Relations Officer (Vacant)
Retired Members Officer (Roger Bannister)
Auditors (2) (Jayne Wall, Maria Graham)

Officer nomination forms are attached and must be received to the Branch Office no **later than midday on Thursday 16th December**. Due to the Pandemic, we are accepting electronic forms via email to boa@knowsley-unison.org.uk alternatively you can send or bring a hard copy to the Branch office. You will require at least one UNISON member to nominate and one to second you.

Election of Workplace Stewards/Safety Reps

You can nominate yourself or other members for any workplace representative role. All of our workplace representatives have a dual role of Steward and Safety Rep. Knowsley UNISON allows election of representatives across all worksites.

Worksite Steward Nomination forms are attached and must be received to the Branch Office no **later than midday on Thursday 16th December**. Due to the Pandemic we are accepting electronic forms via email to boa@knowsley-unison.org.uk alternatively you can send or bring a hard copy to the Branch office. You will require at least one UNISON member to nominate and one to second you **both of whom must work in your workplace**.

If more than one nomination is received an election will be held where all members of the branch are invited to vote to select the preferred candidate. In the event of an election voting papers will be circulated in advance of the AGM and returned before the AGM with the outcome announced at the AGM.

Motions and Rule Changes

If you would like to submit a motion for consideration or a change in the rules of the Branch please do so **by 12 noon on Friday 11th February**.

Access Requirements We recognise that to ensure all our members can fully participate it may be necessary to make adjustments, if you require any adjustment, please contact the branch and we will discuss your requirements.

We hope you will come along to the AGM we're certainly very keen to see you.

Kind Regards,

James Robinson
Branch Secretary
Knowsley UNISON
015 1548 0148