



Dear Member

UNISON Cambridgeshire County Branch Annual General Meeting Tuesday 25th February 2025 12.30-14.00

I am writing to invite you to the Cambridgeshire County Branch Annual General Meeting which will take place as a hybrid (with the option to attend either online or in person) in order to facilitate participation from as many members as possible.

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.

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

The meeting will be held via Microsoft Teams from New Shire Hall, Gold Finch Room, on **Tuesday 25th February 2025 from 12.30-14.00**. If you wish to attend IN PERSON please also email unison@cambridgeshire.gov.uk to let us know so we can prepare enough papers, seating etc. If you wish to attend ONLINE please contact the Branch to receive the Teams link. Teams can be accessed on a computer, tablet or mobile phone, through the app or through a compatible browser. You may wish to install the application beforehand. We encourage you to join from 12.15 so you can make sure that your technology is working before the meeting formally begins at 12.30.

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 which 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 and of Workplace Stewards or Health and Safety Reps

Officer roles are as listed on the nomination form. Workplace Stewards and Workplace Health and Safety Rep nominations are invited from all workplaces. Members wishing to seek nomination or re-nomination for any role should use the nomination form attached. Please note all existing Officers, Stewards and Health and Safety Reps must be re-nominated each year so please make sure to return your form(s) if you wish to continue in your current position(s). All nominees must have been paying subscriptions for at least 13 weeks before the nominations closing date. If you want to know more about any of the roles, please contact the Branch. All nomination forms to be received by **Tuesday 7th January 2025** preferably by email to unison@cambridgeshire.gov.uk but paper copies will be accepted by post if you are unable to email them in.

If more than one nomination is received, as per Branch Rules, all candidates will be contacted and given the right to withdraw, or the option to consider job sharing the role with the other nominee(s). If a position is still contested, 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 an amendment to the rules of the Branch please do so by Monday **3rd February 2025** by email to unison@cambridgeshire.gov.uk or by post as per the address on the nomination form.

Access Requirements We recognise that to ensure all of our members can fully participate it may be necessary to make adjustments, if you require any adjustments please contact the branch on (01223) 699258 or by email as soon as possible and we will discuss your requirements.

We hope you will come along to the AGM and look forward to seeing you there whether in person or virtually.

In solidarity,

Clare

Clare Andrews – Branch Chair, UNISON Cambridgeshire County Branch

*** If you have received this invitation through the post and would prefer future communications via email please email unison@cambridgeshire.gov.uk stating your membership number (if known), name, address, employer and your email address. You can also send changes of any other personal details to the same email address, or alternatively update them directly online via the MyUNISON online portal <https://www.unison.org.uk/my-unison> ***

Nomination of Branch Officers, Stewards, Health & Safety reps, and Union Learning Representatives

I hereby nominate

For the post of

I confirm I have spoken to the member and they are willing to be considered for election.

Proposed (print) (current UNISON member)

(sign)

UNISON membership number.....

Seconded (print) (current UNISON member)

(sign)

UNISON membership number.....

I accept the above nomination.

Signed (nominee): Date:

Full Name: Membership Number:

Employer:

Workplace Address:

Telephone Number: Email:

Officer Posts:

1. Chair	6. Education Officer	11. LGBT+ Officer	16. International Officer
2. Vice Chair	7. Lifelong Learning Officer	12. Young Members Officer	17. Membership Officer
3. Branch Secretary	8. Equality Officer	13. Disabled Members Officer	18. Welfare Officer
4. Treasurer	9. Black Members Officer	14. Health and Safety Officer	19. Labour Link Officer
5. Auditor (does not sit on Branch Committee)	10. Women's Officer	15. Communications Officer	20. Retired Members Secretary

Steward / Health & Safety representatives / Union Learning representatives / Equality representatives

To represent your workplace/department (All nominations will be considered, however small the workplace).

Employer/Workplace/Department

Job shares will be considered for all posts.

Please return completed forms to unison@cambridgeshire.gov.uk

or by post to UNISON, New Shire Hall, Emery Crescent, Alconbury Weald, Huntingdon, PE28 4YE