

## **Roles of Officers:**

**Local Association Secretary** - To represent the Local Association at National, Regional and Local Meetings. To Negotiate with the Director of the Children and Young Peoples' Department, or her Representatives, and locally elected politicians.

To deal with individual casework and liaise with National Executive Members, Regional Officials and other Local Association Officers involved with casework.

To deal with all correspondence on behalf of the Local Association.

To report on the activities of the Local Association to the Local Executive Committee and General Meetings.

**Assistant Secretary** - To assist, and deputise for, the Secretary in representing the Local Association at National, Regional and Local Meetings.

To Negotiate with the Director, or his Representatives, and local councillors.

To deal with local casework as agreed by the Secretary.

To have responsibility for producing and distributing the Newsletter and in liaison with the Minuting Secretary, other communications to members in schools.

**Hon. Treasurer** - To be responsible for all sums of money paid to him/her on behalf of the Local Association and to handle the financial affairs of the Association in accordance with the requirements of the NASUWT Imprest system. To submit a Statement of Accounts to the Local Association at the AGM and the National Treasurer.

**President** - To Chair all Local Association Executive Committee and General Meetings.

To be responsible for the Agendas for all Meetings.

Responsibility for identifying and implementing policy.

**Ex-President** - To substitute for, and chair meetings in the absence of, the President.

**Vice-President** - To substitute for, and chair meetings in the absence of, the President and Ex-President.

To assist the Membership Secretary in developing recruitment strategies.

To assist the Assistant Secretary in preparation of Newsletters and other communications with members.

To become the President in 2018 for one year and the Ex-President in 2019 for one further year.

## **Roles of other nominated positions on the Local Executive Committee:**

**Minuting Secretary** - To minute Local Executive and General Meetings and circulate the Minutes and Agendas of Meetings, and provide notice of all meetings, to all Local Executive Committee Officers and members.

**Membership Secretary** - To maintain up-to-date Local Association membership lists and records and report to the Executive Committee.

To advise the Executive Committee on recruitment.

To follow up unpaid membership lists from National Headquarters.

To communicate with newly appointed colleagues and arrange meetings of Newly Qualified Teachers.

To be responsible for the distribution of NASUWT membership and recruitment documentation and other publications.

To represent the Local Association on the Local Authority's ULR Committee and to liaise with, and co-ordinate the work of, school based ULR's.

**Equal Opportunities Representative** - To represent the Local Association on the Local Authority's Equal Opportunities Working Party.

To monitor the implementation of the LA's Equal Opportunities Policy and report to the Executive Committee.

To deal with local case work involved with complaints or discrimination as agreed with the Secretary.

**Health and Safety Representative** - To represent the Association on the Local Authority's Joint Teachers' Health & Safety Sub-Committee.

To monitor the implementation of the Local Authority's Health & Safety Policy and report to the Executive Committee.

To liaise with School Health & Safety Representatives.

To deal with local case work involved with Health & Safety as agreed with the Secretary.

To be responsible for organising training for Health & Safety Representatives.

**Benevolence Representative** - To represent the Association at the monthly meetings of, and report on the work of, the NASUWT Merseyside Federation Benevolence Committee.

**Local Executive Committee Member** – To represent the views of the general membership and attend regular monthly meetings of the Local Executive Committee. A minimum of eight Local Executive Committee Members are required.

**N.B. All Wirral Association NASUWT Local Executive Officers and Members are elected at the A.G.M. in February and shall hold office for one year commencing at the start of the academic year in September.**