



# GMB London Region Sisters Committee – Terms of Reference

This document stands for thirteen months as of 4 September 2018 and must be reviewed at the next Annual General Meeting. It was voted and agreed upon by GMB London Region Committee Members in the presence of the Chair and Secretary at the meeting of 7 April 2021

## AIMS

GMB London Region Sisters is the women's self-organised network within the London Region of the GMB Trade Union.

It aims to encourage, support, and inspire GMB members who self-define as women to become active and engaged within their union, to recruit new women members to the GMB Union and to campaign on workplace and non-workplace issues as voted for by our members.

The network is open to any GMB member within London Region who self-defines as a woman.

## ROLES

GMB Sisters Committee is made up of a Chair, Secretary, Vice Chair and Assistant Secretary, Organiser, Communications Secretary, and seven Ordinary Committee Members. To be eligible for any role you must self-define as a woman and all membership fees must be up to date.

The Chair and Secretary are responsible for ensuring that all members of the group adhere to the rules set out below.

GMB Sisters aims for equality in all measures. We will determinedly reach out to marginalised groups for inclusion within our committee.

Positions are held for twenty four months. They may be held for consecutive terms until the position holder becomes ineligible.

Committee members can be elected at any point during the year, but new committee elections will always be held at the Annual General Meeting, every other year.

Should the holder of any post:

- Resign due to change in circumstances
- Fail to attend three meetings throughout the year, whether this be separately or consecutively or fail to continuously attend events or carry out other responsibilities expected of them.
- Misrepresent the views of GMB Sisters

an election will be triggered, and the post will be up for re-election. In cases of non-attendance or misrepresentation, the Committee will vote on whether to take action and trigger an election.

## RULES

- 1** The group must meet as a committee every month. The Chair and Secretary are responsible for arranging this. All meetings will be open but only committee members where necessary can make decisions. The Chair, Secretary and Committee must do their utmost to attend all meetings. Where the Chair and/or Secretary are unable to attend, the Vice Chair and/or Assistant Secretary should act as deputies.

## RULES

- 2** Meeting dates for the following twelve-month period should be set at the first meeting of the new committee. All Committee members should make a note of the meetings for the year ahead.
- 3** An Annual General Meeting must be held every twelve months at which the Terms of Reference must be reviewed and voted on and positions must be reviewed and re-elected every twenty-four months.
- 4** Additional meetings or events may be held should the campaigns of the group warrant this. Those asking for additional meetings or events are responsible for organising these alongside the Chair and Secretary.
- 5** No member of the Committee or attendee of the meetings shall be verbally or physically aggressive, to another member or attendee, and if doing so will be made to leave the group and barred from re-attending pending investigation by the Chair and Secretary.
- 6** The group shall not tolerate discrimination based on race, gender, class, religion, disability, transgender status, sexuality, age or any other reason during meetings or events or over all communications. Any individual found to be behaving in a discriminatory manner will be made to leave the group and barred from re-attending pending investigation by the Chair and the Secretary. The group will also not associate or enter into partnership with any individual or group deemed to be discriminatory.
- 7** Group meetings will always be in an accessible place, and wherever possible events and campaigns will be too. The Secretary is responsible for providing minutes and other material in an accessible format if requested. Communications will also be done in an accessible format whenever necessary and wherever possible.
- 8** All members must abide by the health and safety regulations and any other usage of rules of whatever meeting place the group meets in. The Chair and Secretary are responsible for ensuring health and safety regulations are met although all individuals are responsible for ensuring their own safety.
- 9** All members must abide by the general rules of the GMB as per their membership.
- 10** All members must abide by the rules of any other events they attend in their capacity as a GMB Sisters Member.
- 11** The rules of the GMB take precedence over the rules of this constitution and Terms of Reference.
- 12** The elected committee will nominate two members to the Regional Equality Forum (REF) at the first meeting after the AGM.

# Committee Roles

**Chair** –The Chair shall preside at all Committee meetings and the AGM, and will be a principal representative of the Committee. The Chair shall rule upon any matter which requires interpretation and on which these rules or GMB Rule Book are silent. The Chair shall not vote at any meeting except in the case of a tied vote. The Chair will draw up agendas as required, and have a role in advising on personal cases with the assistance of the Committee.

**Vice Chair** –The Vice Chair in the absence of the Chair shall exercise the authority and carry out the duties of the Chair.

**Secretary** –The Secretary shall carry out the daily administration and correspondence of the Committee in accordance with the instructions of the Committee and be responsible for the agenda of Committee meetings and the AGM, along with the Assistant Secretary. The Secretary will provide a report for each Committee meeting. The Secretary will have a role in advising on personal cases with the assistance of the Committee. The Secretary shall deal with nominations in accordance with these rules. The Secretary is also a principal representative of the Committee.

**Assistant Secretary** –The Assistant Secretary will assist the Chair, Secretary and Organiser in the arrangement of meetings, AGM, campaigns and participation at such events as regional socials and Pride events. The Assistant Secretary will inform the Officers and Committee of any meetings organised by Committee Members of which she has been notified. The Assistant Secretary will maintain the Members Mailing list with the Organiser.

**Treasurer** –The Treasurer shall be responsible for any finances of the Committee, including maintaining accurate records, advising upon legitimate expenditure, providing annual accounts. The Treasurer will provide a report for each Committee meeting. All monies are held at regional office.

**Organiser** –The roles of the organiser include (but are not limited to):

- \* Ensuring the Committee produces and updates an organising and recruitment plan to build a strong network that reflects the diversity of the workforce and membership;
- \* Developing communications to ensure all members receive updates, etc.;
- \* Assisting in co-ordinating campaigns;
- \* Maintaining and up-dating the membership database and mailing lists for the Committee;
- \* Co-ordinating recruitment and promotional activities;
- \* Provide a report to each Committee meeting.

**Communications Secretary** –Responsible for all social media output and communications with network members.

**Two REF Representatives** –Appointed from the elected committee at the first meeting after the AGM. Will attend all Regional Equality Forum meetings and report back to the GMB Sisters Committee.

**Seven Ordinary Committee Members** –The roles of the organiser include (but are not limited to):

- \* Attending and participating fully at Committee and related meetings, regional events (demos and stalls);
- \* Communicating promptly with the Committee on relevant news, developments, events, etc.
- \* Contributing to GMB Sisters newsletters and reports;
- \* Implementing AGM and related decisions as agreed;
- o \* Participating fully in GMB, TU, campaigning, organising and promotional activities as required;
- \* Undertake specific roles and responsibilities as agreed at Committee meetings; and
- \* Provide advice and experience in personal case enquiries as required.