

## **GMB Ability (the disability forum)**

### **Officer Roles & Positions**

**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 to the Committee on request. 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 other events. The Assistant Secretary will inform the Officers and Committee of any meetings organised by Committee Members of which s/he 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 and liaise with the Regional Finance Officer to issue cheques, maintain accurate records, advising upon legitimate expenditure, providing annual accounts. The Treasurer will provide a report to the Committee on request. The Treasurer shall give up all monies, books, documents and property of Committee in their possession whenever required to do so by the Officers or Committee. The Regional Finance Officer will oversee the account at Regional Office.

## Organiser

- . Ensuring the Committee produces and up dates an organising and recruitment plan to build a strong network that reflects the diversity of the workforce and membership;
- . Assisting in co-ordinating campaigns;
- . Co-ordinating recruitment and promotional activities;
- . Providing a report to the Committee on request.

## Communications Secretary

- . Developing communications to ensure all members receive updates, etc.;
- . Updating Social Media pages;
- . Providing updates to the London Region Web pages;
- . Produce a newsletter once a quarter

# Ordinary Member

- . Attending and participating fully at Committee and related meetings;
- . Communicating promptly with the Committee on relevant news, developments, events, etc.;
- . Contribute to GMB BAME newsletters and reports;
- . Implementing AGM and related decisions as agreed;
- . Participating fully in GMB, TU, campaigning, organising and promotional activities as required;
- . Undertake specific roles and responsibilities as agreed at Committee meetings e.g. on specific equality strands and issues – gender, Race, disability, sexuality, transgender, age, etc; editorial; international issues, etc.;
- . Provide advice and experience in personal case enquiries as required.