



General Member Position Summary

Branch Executive Roles & Responsibilities - Attachment 1

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General Members of Branch Executive will:

Governance

- Participate in the review and endorsement of Union's policy.
- Participate in the development, implementation and review of a Strategic Plan.
- Oversee the legislative compliance of the Union.
- Ensure the Union operates in an ethically, environmentally and socially responsible fashion.

Finance

- Oversee the financial management of the Union.
- Endorse the annual audited financial report.

Management

- Act in accordance with the policy and rules of the Union.
- Approach employees of the Union office with reference to management issues only through the Branch Secretary.
- At all times conduct Branch Executive business politely and with consideration for others.
- Promote the Union in the community and workplace.

Meetings

- Attend all meetings of the Branch Executive, Branch Council or TAFE Council as appropriate, if absence is unavoidable, provide a written apology to the Business Manager.
- Where papers are circulated in advance of the Branch Executive and Branch Council meetings, read papers and consider issues prior to the meeting.
- Constructively contribute to the discussion and resolution of issues presented.
- Consider, debate and vote on issues before the Branch Executive based on the best interests of the Union only.
- Serve on Branch Executive sub-committees as required.

Training and Development

- Complete induction within a three months of being elected to Branch Executive.
- Complete Union Governance Training within six months of being elected to Branch Executive.
- Undertake any other training required to effectively carry out the role of a member of the Branch Executive.