Sub-Branch Executive and Council Roles and Responsibilities

Contributing to Public Education and the Teaching Profession through our Union

The Sub-Branch positions of President, Secretary, Deputy President and Councillors are vital for an organised workplace and are elected by the sub-branch each year. When members work together and share these sub-branch responsibilities your involvement in the AEU will be a rewarding one.

Sub-Branch representatives are encouraged to take a team approach to organising your sub-branch. There are some tasks, however, that have been traditionally undertaken by particular Sub-Branch Executive:

Sub-Branch President:

- Arrange and advertise regular Union meetings, eg hold Union meetings at the beginning or end of a staff meeting.
- Chair the Sub-Branch meetings.
- Ensure representation at Branch Council.
- Ensure Sub-Branch representatives are replaced via an election in the event of a representative moving schools, taking long-term leave, etc. Notify the AEU office in writing of changes.
- Ensure that all tasks are carried out in a timely manner, including when Sub-Branch representatives are absent.
- Invite an AEU officer to speak to members, as appropriate.

Sub-Branch Deputy President:

- Carry out the responsibilities of the President in their absence.
- Assist with tasks of Sub-Branch representatives, ensure effective communication of Union information.

Sub-Branch Secretary:

- Establish a list of financial members for your Sub-Branch and update once a term. Contact the AEU office [6272-7900] to request a list.
- Receive and distribute the AEU mail drop [in large yellow envelope] directly to members as quickly a possible, ie place *The ACT Teacher* into pigeon holes, Council papers directly to Councillor etc.
- Take minutes of Sub-Branch meetings, forward any motions passed on to the AEU office for Executive consideration [fax: 6273-1828 or email: priority1@aeuact.asn.au].

Councillor/s:

- Ensure you have received Council papers [sent via your Sub-Branch Secretary] and read prior to Council. Check the Council dates on the AEU Year Planner or at www.aeuact.asn.au on the Latest News link.
- Attend each Council meeting and take notes.
- Report back to members on Council decisions and discussions [eg. via a union meeting, an email or a 1 page summary into pigeon holes].
- Arrange a replacement Councillor if you are unable to attend. Notify the AEU office or your apologies and your replacement – email: priority1@aeuact.asn.au

ALL Sub-Branch Representatives to share these tasks:

- Regularly check and distribute AEU communication to all members as soon as you can [emails, flyers, journals].
- Set up and maintain a Union notice board in your staff common area.
- Nominate and sign off on AEU representatives sitting on Joint Selection Committee panels [only JSC-trained union members can sit on panels].

- Regularly approach non-members [including casual relief teachers] to join our Union and promote the benefits of union membership – membership forms are at www.aeuact.asn.au on the Membership link, in *The ACT Teacher* or telephone the AEU on 6272-7900.
- Take part in the free Sub-Branch Executive training.
- Promote the AEU training program and encourage members to participate. The training program is published in *The ACT Teacher* and at www.aeuact.asn.au on the Membership/Training link.
- Check for your Certified Agreement [working conditions], Member benefits, the AEU Handbook of policies, and current campaigns at www.aeuact.asn.au. Use the Site Map to find the appropriate links.
- Contact an Organiser for advice and support for any employment issue.

Sub-Branch Meetings – General Principles:

- The President usually chairs the meetings, the Secretary takes the minutes and keeps a register of attendance.
- Give members at least one day's notice prior to the meeting.
- Circulate an agenda, if possible, prior to the meeting.
- Attendance at the meeting is for financial members of the Sub-Branch. Guests may be invited at the discretion of the Chair.
- The quorum for formal meetings is 30% of the total financial membership of the Sub-Branch.
- The Chair may insist on a time limit for each speaker, eg 3 mins.
- Forward motions passed by the Sub-Branch to the AEU office for inclusion on the Executive business paper.
- Refer to other links – *Standing Orders* and *Motions and Amendments* for advice on running effective sub-branch meetings.

Recruitment of new members is EVERY AEU member's responsibility.

STRONGER TOGETHER!

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