

# GMB YORKSHIRE AND NORTH DERBYSHIRE REGIONAL UNION LEARNING COMMITTEE



## TERMS OF REFERENCE

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### 1. AIMS

*The GMB Yorkshire and North Derbyshire Regional Union Learning Committee is formed with the purpose of establishing the priorities of the GMB's regional learning agenda, and organising the union to meet these priorities. The aims of the committee will be:*

- 1.1 To increase the uptake of adult learning.
- 1.2 To organise the GMB and build up its profile in workplaces and communities through learning.
- 1.3 To increase union membership.
- 1.4 To encourage members to become Union Learning Representatives.
- 1.5 To encourage branches to elect ULR Officers.
- 1.6 To increase the profile of union learning within the GMB.
- 1.7 To keep up-to-date with and provide regional strategies for current learning issues and initiatives.
- 1.8 To work alongside key partners such as the GMB's ULF projects, if they exist, training providers, the TUC and Unionlearn.

### 2. CONSTITUTION

*The Committee will be constituted as follows:*

- 2.1 Each GMB branch in the Yorkshire and North Derbyshire region will be entitled to nominate one delegate to the committee. (It is desirable but not mandatory that the delegate be the branch's ULR Officer).
- 2.2 The committee may co-opt additional regional GMB members to sit on the Committee with the approval of their branch.
- 2.3 The Committee will elect a Chair, Deputy Chair and Secretary at the first meeting each calendar year.
- 2.4 The Chair will act as chair person for each of the meetings, and produce an annual report by the end of December each year to be circulated to all branches and current ULF projects, if they exist.

2.5 The Deputy Chair will act as chair person for any committee meetings not attended by the chair.

2.6 The Secretary will be responsible for:

- Co-ordinating the activities of the committee.
- Corresponding with branches.
- Encouraging branches to nominate delegates.
- Inviting delegates to committee meetings and recording apologies.
- Inviting guests to meetings as decided by the committee.
- Booking a room and any other facilities necessary for committee meetings.
- Producing the agenda and minutes for committee meetings and circulating to all delegates in good time.

### **3. FUNCTIONS**

*In pursuit of the aims as detailed above, the committee will undertake the following functions:*

3.1 Organise and promote the regional ULR forum events, to be held at least three times annually. Every ULR in the region should receive an invitation to the forums in good time.

3.2 Promote other learning events as appropriate, particularly in Adult Learners Week and for the Celebration of Learning.

3.3 Provide assistance for ULRs in each workplace to be successful in their vital workplace role.

3.4 Provide assistance for branches to achieve their goals with regard to union learning.

3.5 Work closely with the current ULF projects, if they exist, and help projects achieve their aims

3.6 Be prepared to be consulted over the detail of ULF project bids.

### **4. MEETINGS**

*Meetings will occur as follows:*

4.1 The committee will meet four times annually on the second Monday in the months of January, April, July and October in Grove Hall in Wakefield.

4.2 Each proposal or motion will be voted upon on a one-delegate-one-vote basis.

4.3 In the case of a deadlock, the Chair will hold the casting vote.

4.4 The committee may decide at any time to invite guests to enrich the discussion and provide expertise. Guests will not be entitled to vote.

4.5 Meetings will be quorate only with at least 4 delegates in attendance.