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| **Duty**  **Representing a member in a disciplinary/grievance**  **Staying vigilant on H&S issues**  **Organising education opportunities**  **Representing themselves** | **Activity**  **Recruiting members**  **Attending meetings to discuss internal union business**  **Setting up events and attending stalls in the workplace**  **Sorting out personal difference between work colleagues** |
| **Responsibility**  **Staying vigilant on H&S issues**  **Keeping an employer informed of any time off for union duties/activities.**  **Keeping members informed of union activity.** | **Not responsible**  **Balloting for strike action**  **Acting as primary support for a member with mental health issues**  **Helping a member submit a claim to tribunal**  **Advising those who are not members of the union…** |