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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…** |