



Prospect Representative Roles

Branch Chair

The chair presides at all committee meetings and branch conferences and is responsible for:

- the proper conduct of the meeting
- ensuring that business is kept moving
- clarifying the issues under discussion
- ensuring that clear decisions are reached and recorded
- agreeing the agenda for meetings with the secretary
- advising the branch officers and branch committee on procedures and interpretation of rules
- working closely with the secretary to provide leadership to the branch.

In most branches, the chair is an experienced rep with a wider representational role in negotiations or consultation.

Branch Vice Chair

The vice-chair acts as chair in the absence of the chair.

Branch Secretary

Will act as the strategic lead officer and coordinator within the branch. The functions include branch development, communications, meetings, record keeping, support and correspondence.

The secretary will encourage partnership working within the branch committee and the development of new representatives; and manage the delegation of work to other branch officers and branch staff as appropriate, while providing support and guidance. The secretary's duties include:

- Meetings – calling branch committee meetings, branch conferences or annual general meetings and making all associated practical arrangements – preparing and circulating agendas, minutes and action lists – during meetings, assisting the chair by presenting information and introducing items for which they are responsible
- Records – ensuring the branch forwards applications for membership speedily and accurately and maintains records

- Correspondence – dealing with correspondence – submitting to the committee matters referred to him/ her by Prospect headquarters or by any member or body with which the branch is associated
- Developing the branch – guiding the branch’s development by preparing and implementing a branch organisation and development plan – ensuring that branch members are aware of opportunities to participate in the activities of the wider union
- Communications – ensuring regular communication with the members of the branch with news of campaigns, negotiations, issues, branch developments and activities.
- Communicating with the union’s regional and head offices on behalf of the branch.

Branch Organiser

The additional duties of a branch organiser include:

- mapping the workplace: establishing how many non-members there are and where
- organising and co-ordinating recruitment campaigns
- overseeing the network of local reps and identifying gaps and training needs
- developing and maintaining a branch development plan which summarises the objectives and actions needed to strengthen organisation and increase membership.

Branch Officer Posts

All Officers are the senior leadership roles within the branch, committed to working together to help achieve the objectives of the branch and are responsible for the conduct of Prospect’s relationship with BT Business