



Directly elected coordinating group roles

As well as two representatives of each branch, working group and caucus, there are also a number of directly elected coordinating group roles. These roles will be elected by an online vote in October.

3x Coordinating group members

Three members of the coordinating group are directly elected by the membership. There are two vacant positions. The role of the coordinating group is to:

- Support effective coordination between branches and working groups
- Uphold the values of the union, and ensure they are being upheld by branches, working groups and members
- Oversee the implementation of decisions of all member meetings
- Develop and oversee union strategies and policies in accordance with the values, objectives and democratic decisions of the union
- Support the development of new branches
- Ensure the sound management of the union's financial resources
- Ensure appropriate processes are in place for the management of union staff and the protection of personal information held by the union.
- Members of the coordinating group serve as directors of the company

Each candidate must be nominated by at least five other members of the union and is invited to submit 200 words about why they would like the role that will be published on the website of the union.

2x Coordinating group convenors

Up to two coordinating group convenors are directly elected by the membership. The convenors are members of the coordinating group with a specific focus on increasing coordinating group transparency and capacity by supporting other coordinating group members and to ensure everyone is able to participate as fully as possible, including by:

- Talking with coordinating group members to support and encourage them to participate
- addressing any access needs among CG/potential CG members (e.g. access to laptops/video equipment, childcare, adaptations).
- Supporting coordinating group members to understand the processes of the union

- Ensuring roles are filled within CG and that CG co-opts additional members where necessary
- act as a point of contact for CG for incoming requests to CG and forwarding them on to committee leads, working groups or branches as appropriate.
- Work closely with relevant union staff to ensure the coordinating group is running effectively

Each candidate must be nominated by their branch or working group or at least 25 other members of the union and is invited to submit 200 words about why they would like the role that will be published on the website.

2x Staffing and finance leads

Up to two staffing and finance leads are directly elected by the membership. They have the following responsibilities:

- Coordinate any sub-committee of the coordinating group related to staffing and finance (called the staffing and finance committee, as of December 2021).
- Play a key role in supporting staff line managers and holding them to account, although in a more light touch way than conventional line management. Specifically:
 - Each Staffing and Finance lead would have designated responsibility for a staff line manager
 - They would offer pastoral support, liaising with HR staff as appropriate
 - They would receive monthly top-line reports from staff line managers (aspects of which may be shared with the whole CG)
 - They would lead annual evaluation/appraisal processes with the staff they have responsibility for
 - Have regular one to ones with their designated staff, at mutually agreeable intervals (this could be anything from monthly to quarterly).

Each candidate must be nominated by their branch or working group or at least 25 other members of the union and is invited to submit 200 words about why they would like the role that will be published on the website.