

# Branch Secretary & Branch Officials Course



The concept of this course is to develop Branch secretaries within Unite. To provide Branch secretaries with the knowledge, skills and passion to drive forward the ideology of our union, to develop our activist base and grow and strengthen our membership.

## Who should attend?

All new and established branch secretaries and branch officials.

## Learning outcomes

On completion of the course branch secretaries & branch officials should be able to:

- Understand the roles and responsibilities of a branch secretary & branch official.
- Understand the structures of Unite and know how branches integrate into the union's structure.
- Develop effective communication skills.
- Develop effective leadership skills & understand how to create an effective team.
- Organise effective meetings.
- Understand branch finances and accounts.
- Understand how to access and use the Unite Branch Membership Portal.
- Understand Unite's key political, organising & international policies.

## Pre-course activities

Make a list of issues that are important to you as a branch secretary or official and raise these on the course.

## Duration

5 days

## Venues

All regional/country training centres.

## Accreditation and certification

This course is accredited. On successful completion of this course you will be issued with a certificate of unit credit by the Open College Network (OCN).

## Progression route

Following this course there is a choice of training programmes available as listed in the Education section of the Unite website.

## Key points

### Aimed at:

All branch secretaries and branch officials.

### Duration:

5 days  
Regional/Country venues

## Key aims

To provide branch secretaries & branch officials with the confidence to:

- Understand the roles and responsibilities of a branch secretary & branch official.
- Understand the structures of Unite & branches.
- Develop effective communication & leadership skills.
- Organise effective meetings.
- Understand branch finances & use the Branch membership portal.