

Our ref: **LGBT/ AGM 2016**

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15th August 2016

To: **UNISON North West Branch Secretaries**

CC: **UNISON North West LGBT Officers**
UNISON North West Branch Equality Officers

Regional Centre
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recorded for security / training
purposes*

Colleagues,

UNISON North West LGBT Group Annual General Meeting

The UNISON North West LGBT Group will hold its Annual General Meeting on Saturday 10th September from 1100 hours to 1600 hours at the UNISON North West Regional Offices, Arena Point, Manchester, M3 1UN.

The meeting is open to any UNISON member who self defines as lesbian, gay, bisexual or trans and is in a branch based in the North West Region. Travel and appropriate meal expenses will be covered by the committee.

Various positions are up for election at the AGM. A list of roles and descriptions of those roles are attached. We also welcome the submission of motions and amendments to our constitution, a copy of which is attached. Motions and amendments will require a proposer and a seconder and the proposer will be expected to move the motion at the AGM. The deadline for returning nominations, motions and constitutional amendments is midday on Wednesday 24th August 2016 and should be sent to James Bull by email (J.Bull@unison.co.uk) or to the postal address listed above.

The agenda for the meeting and reports will be circulated on Thursday 25th August 2016. Members are encouraged to join our mailing list by completing the online form at <http://www.unisonnw.org/lgbtsubscribe> and follow us on social media, www.twitter.com/unisonnwlgbt and www.facebook.com/unisonnwlgbt.

We look forward to seeing you at the AGM.

With kind regards

A handwritten signature in black ink, appearing to read "John McSwiggan".

A handwritten signature in black ink, appearing to read "Eileen Best".

John McSwiggan and Eileen Best
Co-convenors – UNISON North West LGBT Committee



**MINUTES OF THE UNISON NORTH WEST REGIONAL LGBT SELF ORGANISED GROUP
ANNUAL GENERAL MEETING
HELD ON SATURDAY 22ND AUGUST 2015, COMMENCING AT 1PM
AT ARENA POINT, HUNTS BANK, MANCHESTER**

PRESENT: Eileen Best, Allyson Jones, Dave Merchant, Hassan Ortega, John McSwiggan, Clare Best, Kevin Gaskell-Clow, Chris Wills, Joe Lavelle, Patrick Gannon, Ken Greensmith, Michael Melia

ALSO PRESENT: James Bull – Area Organiser and Terry Conway – No to Pinkwashing Campaign

APOLOGIES: Paul Amann, Adam Hodgson, Laura Nixon-Corfield, Daniel Monaghan, Barrie Morgan, Brian Scrutton, Ellie Archer, Neil Smyth, Noel Fitzgerald, Carl Phillips, Charlie Hynam, **Tom (Liverpool)**

1. THE FOLLOWING MATTERS WERE CONSIDERED

- Guest Speaker – Terry Conway, No to Pinkwashing Campaign
- Minutes of Annual General Meeting held on 30th August 2014
- Matters Arising
- Motions
- AGM Committee Report (tabled)
- Election of LGBT Committee
- Election of Regional Delegates to National LGBT Conference
- Action Plan (tabled)
- National LGBT Conference
- Any other Business

2. THE FOLLOWING MATTERS WERE AGREED

- That the minutes of the AGM held on 30th August 2014 were a true and accurate record
- That the UNISON NW LGBT SOG would affiliate to the No to Pinkwashing Campaign
- That James Bull would send out a link to the online LGBT conference agenda
- That the group would arrange an online meeting using 'Skype' to discuss motions and amendments ahead of UNISON's 2015 LGBT Conference
- That condolences would be sent on behalf of the group to the family of June Pool, a longstanding UNISON activist who tragically died on 21st August 2015
- That the committee report agreed at the AGM be submitted to Regional Council in October, after further additions from committee officers which were invited at the meeting
- That the following officers are elected to the UNISON NW LGBT SOG Committee:
 - Ellie Archer - Young members' officer
 - Eileen Best - National LGBT Committee
 - John McSwiggan - National LGBT Committee
 - Eileen Best - International Officer
 - Chris Wills - Labour Link Officer
 - Adam Hodgson - Secretary
 - Adam Hodgson - Merseyside Planning Officer
 - Adam Hodgson - Regional Committee Rep
 - Adam Hodgson - Police & Justice Service Group
- That the following members were elected as regional delegates to UNISON's 2015 LGBT Conference:
 - Clare Best
 - Chris Wills

- Arrangements were agreed for the staffing and co-ordination of resources ahead of Manchester Pride 2015
- That a new run of the UNISON NW LGBT SOG leaflet be printed
- That the group subsidise attendance at the Bolton Pride Dinner, to be held on 17th October:
 - That 9 people expressed an interest in attending
 - That those who attend be invited to make a contribution to the Bolton Pride Fund
- That regional delegates to UNISON's 2015 LGBT Conference will arrange a suitable venue for the regional conference meal.
- That the group approach West Midlands region regarding the possibility of giving bags to 'Family Pride' in Staffordshire, as a promotional and recruitment opportunity.
- That the group run advertising in Diva and the Gay Times Magazine in connection with Family Pride.
- That Eileen Best and Dave Merchant were nominated for election to TUC LGBT Conference. The election will be held at UNISON's LGBT Conference 2015

3. THE FOLLOWING MATTERS WERE NOTED

- John McSwiggan noted that there has been an increase in branch engagement over the past year
- The productive work with Buff and LGBT Labour this year were noted
- John McSwiggan thanked those involved in the Sparkle weekend and the Buff Quiz
- Hassan Ortega noted that he would like more information from representatives who have sat on service group committees on the group's behalf, to be included in the annual report
- Chris Wills advised he no longer wished to continue in the role of Greater Manchester Organiser
- Eileen Best invited people to express an interest in the following vacant committee seats:
 - Publicity Officer
 - Lancashire and Cumbria Organising Officer
 - Black Members' Officer
 - Womens' Officer
 - Disabled Members' Officer
 - Education Officer
 - Welfare Officer
 - Representative to Regional Council (x 2)
- Thanks were conveyed to the committee for the help in covering the vacant Lancashire & Cumbria Organiser role over the course of the last year
- That an action plan has not yet been prepared due to difficulties, but will be tabled shortly
- That the group were working on a history project piece. Eileen Best described the project, which will be based on 7 A1 boards, with three to four facts on each.
- That Community and Voluntary Service Group motions would be considered and discussed at LGBT conference
- That Preston, Warrington and Chester Prides are upcoming and that volunteers were needed for these events
- That Bolton Pride is also upcoming, to which UNISON is making a considerable contribution and as a result of which, we have received excellent publicity
- That Branch Officer training will be held on 17th October at Arena Point
- That the closing date for nominations to UNISON LGBT Conference is 18th September
- That there is an LGBT Labour Event, '40 Years On', to be held on Friday 28th August in Manchester
- That the TUC's March Against Austerity is to be held on Sunday 4th October in Manchester, and the group will be participating
- Michael Melia updated the group on a presentation by Steve Stott, Regional Manager, at the Disabled Members' AGM regarding ongoing attacks on the public sector and trade union movement by the Conservative Government
- That an LGBT development day would be organised and that it could potentially be held in Bolton

4. DATE AND TIME OF NEXT MEETING

- The next committee meeting will take place on the same date as the branch officer training, 17th October 2015 at Arena Point, Manchester.

**NOMINATION FORM
UNISON NORTH WEST LGBT COMMITTEE**



NAME OF PROPOSER: _____

BRANCH: _____

POSITION	NAME OF NOMINEE (With nominee's approval)	
CO-CONVENORS (2 seats, at least one of whom must be a woman)	1	
	2	
TREASURER		
WOMENS' OFFICER		
BLACK MEMBERS OFFICER (Elected on a one year basis)		
DISABLED MEMBERS OFFICER (Elected on a one year basis)		
EQUALITIES OFFICER		
BI MEMBERS OFFICER		
WELFARE OFFICER (Representative to the Regional Welfare Committee)		
EDUCATION OFFICER (Representative to the Regional Learning and Organising Services Committee)		
HEALTH AND SAFETY OFFICER (Representative to the Regional Health and Safety Committee)		
PUBLICITY AND COMMUNICATIONS OFFICER (Representative to the Regional Publicity and Campaigns Committee)		
SPORTS AND SOCIAL OFFICER (Representative to the Regional Sports and Social Committee)		

Please return to: James Bull, UNISON North West, Arena Point, 1 Hunts Bank, Manchester M3 1UN by midday Wednesday 24th August 2016

Committee elections and officer positions

Elections for committee officer positions are held annually at the Annual General Meeting of the UNISON North West Regional LGBT Committee.

At the Annual General Meeting held in November 2010 the committee resolved that officers would be elected for a two year term, therefore half of the committee positions are elected to each year.

The committee is made up of the following positions:

Elects in Cycle 1

- Co-convenors (x2 at least one must be a women)
- Treasurer
- Publicity Officer
- Education Officer
- Equalities Officer
- Women's Officer
- Bi Member's Officer
- Sports and Social Officer
- Health and Safety Officer
- Welfare Officer

Elects in Cycle 2

- Greater Manchester Organising Officer
- Lancashire & Cumbria Organising Officer
- Merseyside & Cheshire Organising Officer
- Secretary
- Labour Link Officer (must be a levy payer)
- Trans Members' Officer
- Black Members' Officer
- Disabled Members' Officer
- Young Members Officer (under 27)
- International Relations Officer

Representatives to National, Regional and Service Group Committees:

Elects in Cycle 1

- National LGBT Committee Representatives (x2 at least one must be a women)
- Regional Council Representatives (x2 at least one must be a women)
- Regional Committee Representative
- Local Government Service Group
- Police and Justice staff Service Group

Elects in Cycle 2

- Higher Education Service Group
- Healthcare Service Group
- Energy Service Group
- Water, Environment and Transport Service Group
- Community and Voluntary Service Group

The AGM also elect's the Regional Delegates to represent the committee at the annual National LGBT Conference. A description of each officer role is described overleaf along with a description of role elected delegates play on these groups on behalf of the committee.

Co-convenors

- To chair Committee/Group meetings in accordance with the Self Organised Groups constitution.
 - To ensure proper conduct of the Committee's/Groups business.
 - To agree the agenda for meetings.
 - To provide leadership and ensure that all functions of the Committee/Group are carried out.
 - To advise officers and group members in respect of matters relating to procedure and interpretation of rules.
 - To communicate with the union's Regional and National officers on behalf of the Committee/Group.
 - To ensure that the Committee/Group is aware of opportunities to participate in the activities of the wider union.
 - To co-ordinate all the Committee negotiations and Industrial Relations matters.
 - To act on behalf of the Committee between meetings.
 - To represent the Committee on other related Committees, Regional Council, Working Groups and at regular meetings with the Regional Secretariat and Regional Staff.
 - To attend conferences / seminars on issues related to Committee's business and development.
 - To co-ordinate the production of the Annual Report.
-

Secretary

- To support the Co-convenor in arranging and booking meetings and events on behalf of the Regional LGBT Committee.
 - To liaise with the Co-convenors and regional staff in ensuring committee papers including calling notices, nomination forms, agendas and minutes are circulated in line with the committee's constitution.
 - Taking minutes of all Committee Meetings and Sub-committee meetings.
 - Supporting the Publicity Officer in ensuring regular communications with members and the wider public on the committee's events, campaigns, negotiations and activities.
 - Maintaining the Committee's mailing list.
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Treasurer

- To lead on financial matters on behalf of the Regional LGBT Committee, advising committee officers in respect financial management and appropriate expenditure.
- To liaise with regional staff regarding financial matters on behalf of the committee.
- To assist the committee in maximise funding streams available including Regional Pool Bids, the General Political Fund and sponsorship.
- To provide regular financial reports to the committee in liaison with regional staff and produce a written Annual Report for the AGM.

Sub Regional Organising Officers (Greater Manchester; Merseyside & Cheshire; and Lancashire & Cumbria)

- To deputise for the Co-convenors at both internal and external events.
 - To contribute to the development of the annual Regional SOG Committee Action Plan and General Political Fund Bid.
 - To co-ordinate recruitment and campaigning activities within the sub-regions as outlined in the Regional SOG Committee Action Plan.
 - To liaising with Branches and other organisations in order to widen participation of UNISON members in the group's activities within the sub-regions.
 - Work with Branches within the sub-regional area in developing Self Organised Groups and their negotiating and bargaining activities regarding equality as appropriate.
 - To recruit and organise a team of activists to support the sub-regional work which has due regard to proportionality.
 - To provide regular reports to the committee and produce a written Annual Report for the AGM.
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Bi Members' Officer

- To work with the Committee Equalities Officer and regional staff to ensure that Bi-members access all services of the union both at Regional and Branch levels.
 - To work with Committee members and Branches to develop strategies for increasing the participation of bi members in the activities of the Union at National, Regional and Branches levels.
 - To represent the Committee at bi specific events/forums.
 - To provide regular reports to the committee and produce a written Annual Report for the AGM.
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Black Members Officer

- To work with the Committee Equalities Officer and the Regional Equalities Officer to ensure that black members access all services of the union both at Regional and Branch levels.
 - To work with Committee members and Branches to develop strategies for increasing the participation of black members in the activities of the Union at National, Regional and Branches levels.
 - To attend the regional Black Members Self Organised Group and identify opportunities for the committee to work collaboratively on shared issues/campaigns.
 - To represent the Committee at black community specific events.
 - To provide regular reports to the committee and produce a written Annual Report for the AGM.
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Disabled Members Officer

- To work with the Committee Equalities Officer and the Regional Equalities Officer to ensure that disabled members access all services of the union both at Regional and Branch levels.
- To work with Committee members and Branches to develop strategies for increasing the participation of disabled members in the activities of the Union at National, Regional and Branches levels.
- To attend the regional Disabled Members Self Organised Group and identify opportunities for the committee to work collaboratively on shared issues/campaigns.
- To represent the Committee at disability specific events.
- To provide regular reports to the committee and produce a written Annual Report for the AGM.

Education Officer

- To work with the Regional Education and Training Officer to review the Equalities content and context of education and training provision and materials.
 - To work with the Committee to identify both the Committee's/Group's and individual educational and training needs and to work with the Regional Education and Training Officer to co-ordinate such provision.
 - To assist in securing paid time off for training where appropriate.
 - To publicise through the Branches and the Region the range of education and training opportunities and resources that are available to members.
 - To represent the Committee/Group on the Regional Education and Training Committee.
 - To update the Committee/Group accordingly.
 - To provide regular reports to the committee and produce a written Annual Report for the AGM.
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Equalities Officer

- To contribute to the overall work of the Committee/Group.
 - To lead on work with Branches Equalities Officers in promoting all equalities initiatives.
 - To set up Forums to develop and to promote the Regional SOG Committee's Equalities work.
 - To represent the Committee/Group at Equalities events.
 - To lead on formulating responses to Equalities consultations and other equalities programmes.
 - To work with the Regional Training Officer and Regional Equalities Officer to review all equality Awareness training manuals and training arrangements and provisions.
 - To provide regular reports to the committee and produce a written Annual Report for the AGM.
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Health and Safety Officer

- To increase the awareness of Committee/Group members of health and safety issues.
 - To advise the committee on health and safety issues arising in its work and to recommend policies and safe working practices.
 - To maintain contact with the region and regional service groups, through attendance and participation at the Regional Health and Safety Committee.
 - To provide regular reports to the committee and produce a written Annual Report for the AGM.
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International Relations Officer

- To help develop union policy on international issues at regional and branch level.
- To provide a link between the union and the wider community on international issues.
- To organise Awareness Sessions, working with the Education and Training Officer, to encourage members to be active in the Trade Union movement and participate in international issues and initiatives.
- To represent the Committee/Group on the Regional International Relations Committee.
- To attend any conferences/seminars on international issues that has arisen during the Committee meeting cycle.
- To provide regular reports to the committee and produce a written Annual Report for the AGM.

Labour Link Officer

- To explain and develop the role of the UNISON Labour Link within the Self Organised Group.
 - To receive correspondence and information on Labour Link matters from national and regional levels and from the Labour Party and to circulate information to Labour Link members of the Self Organised Group.
 - To liaise with the Labour Link regional political officer.
 - To promote political education and policy discussions.
 - To build campaigning work around key issues and co-ordinate campaigns with the Labour Party in council, Westminster, Scotland, Wales and European elections.
 - To provide regular reports to the committee and produce a written Annual Report for the AGM.
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Publicity Officer

- To help support UNISON's national and regional campaigns and assist with efforts to recruit new members.
 - To help create a positive image for the Self Organised Group among members, potential members and the public.
 - To produce Self Organised Groups news-sheet "Rainbow" for distribution to members.
 - To lead on the development of electronic communication with members' email, web, etc.
 - To monitor local media for stories which affect the Self Organised Group and take appropriate action.
 - To provide regular reports to the committee and produce a written Annual Report for the AGM.
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Sports and Social Officer

- To develop a range of inclusive events for members of the Self Organised Group throughout the year to encourage members to participate in joint social activities.
 - Ensuring venues for social events are accessible for all members.
 - Publicise all social events to Committee and Group members.
 - To attend the regional Sports and Social Committee on behalf of the Self Organised Group.
 - To provide regular reports to the committee and produce a written Annual Report for the AGM.
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Trans Members' Officer

- To work with the Committee Equalities Officer and regional staff to ensure that Trans members access all services of the union both at Regional and Branch levels.
- To work with Committee members and Branches to develop strategies for increasing the participation of Trans members in the activities of the Union at National, Regional and Branches levels.
- To represent the Committee at Trans specific events/forums.
- To provide regular reports to the committee and produce a written Annual Report for the AGM.

Welfare Officer

- To receive correspondence and information on UNISON Welfare matters and services from national and regional levels and to circulate information to members of the Self Organised Group.
 - To ensure that members seeking welfare assistance receive a prompt, supportive and effective response.
 - To liaise and co-ordinate with regional and national levels to ensure that UNISON Welfare support is provided effectively.
 - To develop and implement local welfare activity.
 - To develop links with local charities and sources of support such as Citizen's Advice Bureau and women's refuges.
 - To provide regular reports to the committee and produce a written Annual Report for the AGM.
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Women's Officer

- To work with the Committee Equalities Officer and the Regional Equalities Officer to ensure that women members access all services of the union both at Regional and Branch levels.
 - To work with Committee members and Branches to develop strategies for increasing the participation of women members in the activities of the Union at National, Regional and Branches levels.
 - To attend the regional Women Members Self Organised Group and identify opportunities for the committee to work collaboratively on shared issues/campaigns.
 - To represent the Committee at women specific events.
 - To provide regular reports to the committee and produce a written Annual Report for the AGM.
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Young Members Officer

- To work with the Committee Equalities Officer and the Regional Equalities Officer to ensure that young members access all services of the union both at Regional and Branch levels.
 - To work with Committee members and Branches to develop strategies for increasing the participation of young members in the activities of the Union at National, Regional and Branches levels.
 - To attend the regional Young Members Forum and identify opportunities for the committee to work collaboratively on shared issues/campaigns.
 - To represent the Committee at young people's specific events.
 - To provide regular reports to the committee and produce a written Annual Report for the AGM.
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All committee officers are expected to undertake actions identified in the Regional Action Plan and for supporting recruitment and campaigning activities.

Representatives to National, Regional and Service Group Committees

National LGBT Committee Representatives

LGBT self-organisation at a national level is co-ordinated by the national committee. There are two seats for each regional LGBT group on the committee, plus seats reserved for bi and trans members, and for black and disabled LGBT members. The national LGBT committee is a recognised part of the union structure and works with other national committees, such as the national executive council and national negotiators, to ensure our rights are being taken up in every forum.

- To represent the views of the regional LGBT group at the National LGBT committee
 - To attend all meetings of the National LGBT committee including the policy weekend usually held in March.
 - To work with the Co convenors to ensure the regional LGBT group is working to the National action plan.
 - To chair the regional delegates meeting at National LGBT conference.
 - To help support UNISON's national and regional campaigns and assist with efforts to recruit new members.
 - To ensure the regional committee is kept apprised of the work being carried out on a national level.
 - To ensure the regional group participates and is represented at all appropriate national events.
 - To provide regular reports to the committee and produce a written Annual Report for the AGM.
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Regional Council Representatives

Regional Council is made up of representatives from all Branches and NEC members in the Region. Meetings take place three times a year and with policy debates and motions, on workplace and citizenship issues and the work of the union across the service groups. Business usually includes reports from the service and self organised groups. It is this body who elects the Regional Convenor at it's AGM.

The Committee's representatives will take questions on the Self Organised Groups Report and will present and move motions put forward by the committee to Regional Council (as appropriate).

Regional Committee Representative

Regional Committee is made up of representatives of the Regional Service and Self Organised Groups, with the Regional Secretariat and members elected by the Regional Council. The meetings take place three times a year and the Committee works to oversee the policy and practice of the union, and delivering the Regional Work programme.

The Committee's representative raises LGBT issues as determined by the committee and acts as a conduit for the committee to receive feedback on work of the wider region.

Service Group Representatives

The Self Organised Group has a seat on each of the regions service groups namely: Local Government; Healthcare; Higher Education; Energy; Water, Environment and Transport; Community and Voluntary; and Police and Justice staff.

The Committee's representatives raise LGBT workers and service user issues relating to the service group and acts as a conduit for the committee to receive feedback on the work of each service group.

Nominees for Service Group Representatives position must work within the relevant service group.

Staff Support

The Regional LGBT Committee and Group is serviced by members of the UNISON North West Regional staff. These paid officers give advice in relation to UNISON rules, policies and procedures; and providing assistance with organising. The current Regional Officer is James Bull (Area Organiser for the Regional LGBT Committee).

**MOTION / CONSTITUTION AMENDMENT FORM
UNISON NORTH WEST LGBT GROUP AGM**



NAME OF PROPOSER: _____

BRANCH: _____

NAME OF SECONDER: _____

BRANCH: _____

MOTION / CONSTITUTION AMENDMENT TITLE:

MOTION / CONSTITUTION AMENDMENT TEXT:

**Please return to: James Bull, UNISON North West, Arena Point, 1 Hunts Bank,
Manchester M3 1UN by midday Wednesday 24th August 2016**



NORTH WEST REGION LESBIAN, GAY, BISEXUAL & TRANSGENDER COMMITTEE

CONSTITUTION AND OBJECTIVES

August 2014

1 OBJECTIVES

- 1.1 To work at a regional level towards the elimination of discrimination and to promote Lesbian, Gay, Bisexual and Transgender (LGBT) rights and equality, and to represent the views of the Region's LGBT members in all appropriate forums.
- 1.2 To be the regional interface with the National Lesbian, Gay, Bisexual and Transgender (NLGBT) Committee and play an active role in the campaigns of the union, and in the wider LGBT community. The group will seek to advance the interests of lesbian, gay, bisexual and transgender members within the union and help to create a union that is relevant to lesbian, gay, bisexual and transgender workers.
- 1.3 To promote and strengthen LGBT self-organisation in UNISON.
- 1.4 To increase the participation of all LGBT members in UNISON at all levels and in all of its structures.
- 1.5 To encourage and support the development of branch LGBT groups.
- 1.6 To work with all other regional committees / bodies to ensure that UNISON North West Region addresses issues of concern to LGBT members, and that its activities and facilities provide for the needs of LGBT groups and members in the Region.
- 1.7 To initiate and support campaigns around particular issues affecting LGBT members.
- 1.8 To work together with other regional self-organised groups/committees against all forms of discrimination.
- 1.9 To build links with appropriate LGBT organisations and with other groups / campaigns working on issues in line with these overall objectives.

2 KEY FUNCTIONS / TASKS OF THE REGIONAL LGBT COMMITTEE

- 2.1 To organise the Annual General Meeting (AGM) of the regional LGBT group.
- 2.2 To develop and implement an annual Regional LGBT Action Plan to take forward motions passed at the annual National LGBT Conference and aligned to the Aims and Objectives contained in the UNISON Rule Book, and the Objectives agreed by UNISON's National Executive Committee annually.

- 2.3 To appoint representatives to attend meetings of other regional committees and the Regional Council and to receive reports from such representatives.
- 2.4 To receive reports from the Region's representatives on the National LGBT Committee and to submit observations / proposals to the national committee.
- 2.5 To liaise with lay and full time officers in the Region to ensure that the needs and concerns of LGBT members are addressed in the Region's activities (e.g. education programmes)
- 2.6 To co-ordinate meetings of different sections of the LGBT membership in the Region, organise open meetings for LGBT members on particular issues and co-ordinate regional meetings at National LGBT Conference.
- 2.7 To provide support to branches setting up LGBT groups.
- 2.8 To liaise with other regional self-organised groups.
- 2.9 To carry out such other tasks as may be appropriate in accordance with the objectives of the committee.

3 COMPOSITION OF THE REGIONAL LGBT COMMITTEE

3.1 The Committee will have the following voting officers and members elected at the Annual General Meeting for a period of two years:

- Co-convenor's x2 (at least one of whom must be a woman)
- Secretary
- Treasurer
- Greater Manchester Organising Officer
- Lancashire and Cumbria Organising Officer
- Merseyside and Cheshire Organising Officer
- Equalities Officer
- Black Members Officer
- Disabled Members Officer
- Women's Officer
- Young Members Officer
- Bisexual Officer
- Transgender Officer
- Education Officer (and representative to the Regional Learning and Organising Committee)
- Health and Safety Officer (and representative to the Regional Health and Safety Committee)
- International Officer (and representative to the Regional International Committee)
- Labour Link Officer (elected by the members who pay the political levy only)
- Publicity and Communications Officer (and representative to the Regional Publicity and Campaigning Committee)
- Sports and Social Officer (and representative to the Regional Sports and Social Committee)
- Welfare Officer (and representative to the Regional Welfare Committee)

Elections shall have full regard to the principles of fair representation and proportionality.

- 3.2 From the membership of the Regional LGBT Committee the following representatives will be elected:
- Representative to Regional Committee
 - Representative to Regional Council x2 (at least one of whom must be a woman)
 - Representative to each of the Regional Service Groups
 - Representative to National LGBT Committee x2 (at least one of whom must be a woman)

- 3.3 The Committee will have the power to co-opt, as non-voting members, one representative from each service group. In making any such co-options, the Committee shall have full regard to the principles of fair representation and proportionality.

4 COMMITTEE ORGANISATION AND MEETINGS

- 4.1 The Committee shall meet at least three times a year one of which will be the Annual General Meeting plus one development day.
- 4.2 Committee meetings shall be open to members who self identify as LGBT who are assigned to a branch in the North West Region attending as observers except where it is determined by the Committee that any particular matter should be discussed in closed session.
- 4.3 In consultation with the Co-convenors the elected Committee Secretary will compile the agenda, forwarding this to assigned regional employed staff for circulating to all members on the mailing list at least 10 working days prior to the date of the meeting.
- 4.4 Minutes will be taken by the elected Committee Secretary, these will be circulated to the Co-convenors for initial approval and then sent to regional employed staff for circulating with meeting papers.
- 4.5 Motions/items for the agenda for consideration must be submitted in writing to the Co-convenors and/or elected Committee Secretary at least five days in advance of the date of the agenda being circulated. Only urgent business will be taken at the discretion of the Co-convenors and must be declared at the start of the meeting.
- 4.6 All Officers of the Committee shall provide a report at every meeting, whether verbal or in writing.
- 4.7 The quorum for Committee meetings shall be one third of the current committee membership.
- 4.8 Members of the Regional LGBT Committee are expected to play an active role in carrying out the work of the group. Members of the Regional LGBT Committee are expected to attend the meetings of the Committees, Forums or Group to which they have been duly elected and hold a seat; they are also expected to provide a report to the Regional LGBT Committee. Failure to attend two consecutive meetings in either circumstance or give apologies will result in contact from the Co-convenors in the first instance, following the failure to attend a future meeting the Co-convenors with the agreement of the Committee may request the Officer to vacate their seat.
- 4.9 The Committee's elected Co-convenors, and Secretary shall have the responsibility, in general, for dealing with Committee business in between Committee meetings in liaison with other Committee members as appropriate.

5 REGIONAL LGBT ANNUAL GENERAL MEETING

- 5.1 The Regional LGBT AGM shall be held within the three months prior to the National LGBT Conference.
- 5.2 The AGM shall be for members who self identify as LGBT who are assigned to a branch in the North West Region only.
- 5.3 The calling notice for the Regional LGBT AGM will ask for nominations to the various officer and committee seats as specified under 3.1 above outlining clear timescales.
- 5.4 All nominations received by the assigned regional staff within the timescales determined and where no challenge exists shall be deemed elected unopposed.
- 5.5 Where a position is subject to an election process this shall take place at the AGM. Those members concerned will be given the opportunity to address the AGM prior to secret ballot taking

place. The member receiving the majority votes will be deemed elected. Votes will be counted by regional employed staff.

- 5.6 With the agreement of the AGM any Committee position can be shared by two members, but due consideration must be given to fair representation and proportionality.
- 5.7 The AGM shall receive reports from the Regional LGBT Committee and the Region's representatives on the National LGBT Committee.
- 5.8 Any amendments to the Constitution must have a proposer and seconder and must be put in writing to the elected Committee Secretary at least 15 working days prior to the meeting. Timescales for these arrangements must be circulated to all members on the mailing list at least 6 weeks prior to the AGM.
- 5.9 Amendments may be made to the Constitution by a resolution passed by a majority of not less than two thirds of members in attendance at the AGM.
- 5.10 All amendments to the Constitution will take effect immediately after the AGM at which they are passed subject to Regional Organising Committee approval.

6 FINANCING AND RESOURCING

- 6.1 The Group shall have a budget and that budget may be used for literature, expenses, development, training, public relations, etc e.g. LGBT History Month, donations, etc.
- 6.2 The Group shall be resourced for up to three meetings a year plus 1 development day and up to two Regional delegates (one of which must be a woman) to the Annual National LGBT Conference.
- 6.3 Regional delegates to the Annual LGBT Conference will be elected annually from member of the group of whom at least one must be a committee member. The election will take place no later than two months prior to the National LGBT Conference and does not need to be conducted during the AGM.
- 6.4 The budget will be monitored by regional employed staff in liaison with the elected Committee Treasurer in conjunction with the Regional Treasurer and reported to each Committee meeting.
- 6.5 Any urgent financial issues arising between meetings must be reported to the Co-convenors.

This constitution and objectives were approved at the Annual General Meeting of the North West LGBT Committee on:

30th August 2014 at UNISON North West, Arena Point, 1 Hunts Bank, Manchester

Signature: _____ John McSwiggan Position: Regional LGBT Co-convenor

Signature: _____ Eileen Best Position: Regional LGBT Co-convenor