

UVW Executive Committee (EC)

Role description

The UVW Executive Committee (EC) is directly elected by, and accountable to, the membership. It is responsible for looking after the interests of the union as a whole and taking decisions on behalf of UVW members between AGMs.

Responsibilities:

- Provide direction, leadership and strategic oversight of the union on behalf of members
- Protect the union's interests, legally and reputationally
- Ensure the union fulfils its statutory and constitutional obligations
- Oversee the union's finances – ensure income is sustainable and resources are allocated appropriately
- Oversee the arrangements for AGMs
- Oversee union staffing, including recruitment and wellbeing
- Oversee staff and membership disciplinary and grievance processes

Composition:

The composition aims to ensure that the committee is representative of the diverse membership, across all sectors and groups, including those without a formal structure.

In monitoring shifts in membership, the committee will use its discretion to ensure that it remains representative of the UVW's membership, and will consider applications from newly formed groups.

Role of committee members:

All UVW Executive Committee members are expected to attend fortnightly committee meetings (approx. 90 mins long, currently on Tuesdays at 5.30pm) and to share tasks which may include checking the committee email, writing minutes for or chairing/facilitating meetings, attending staff meetings and staff interviews, participating in subcommittees, and encouraging cross-membership communication.

Elected committee members will nominate members of the committee to hold specific roles, including, but not limited to, the following:

- Treasurer - to be responsible for overseeing the finances of the union, working with the finance officer

- Secretary to the Committee - Supporting the Committee, arranging meetings, ensuring agendas are circulated, arranging facilitation and translation/interpretation for meetings, and minutes are taken and circulated
- Staff liaison – non-staff member(s) of the committee to ensure effective communication between the staff and the committee
- Disciplinary and grievance – to be responsible for investigating disciplinary and grievance issues in relation to staff or members

Roles can be shared, where appropriate.

The committee may also nominate both EC and general members for task groups or subcommittees to work on specific areas as needed – for example there are currently sub-groups for Recruitment, Staff Liaison, Casework and Treasury.

Approved by the Executive Committee – 6 July 2021