

Branch Vice Chair

Role Description

Role Purpose

The Branch Vice Chair supports the Branch Chair in ensuring branch meetings and activity run smoothly, democratically and effectively. The role involves assisting with chairing duties when required, supporting fair and inclusive debate, and helping maintain strong communication, governance and participation across the branch.

Key Responsibilities

1. Support to the Branch Chair

- Act as deputy to the Branch Chair and chair branch meetings or the Branch AGM when the Chair is unavailable.
- Assist the Chair in ensuring meetings run fairly, efficiently and in accordance with NEU rules and standing orders.
- Help uphold respectful, inclusive and democratic discussion.

2. Meeting Preparation & Coordination

- Work with the Branch Chair and Branch Secretary to prepare agendas and ensure meeting papers are circulated in good time.
- Support the smooth running of meetings by helping manage contributions, speakers and procedural questions.
- Assist in ensuring motions and decisions are managed correctly.

3. Branch Leadership & Support

- Help provide leadership within the branch alongside the Branch Chair and Branch Secretary.
- Support branch officers and workplace reps, encouraging engagement and involvement.
- Promote a positive, collaborative and member-focused branch culture.

4. Representation

- Represent the branch at Dorset NEU district meetings when the Branch Chair is unavailable or where delegated.
- Promote the branch's decisions, values and priorities within Dorset NEU.

5. Governance & Procedures

- Help ensure the branch operates within NEU rules and follows correct democratic processes.
- Provide procedural guidance when necessary during meetings.
- Support transparent, accountable decision-making.

6. Promoting Engagement

- Encourage participation from workplace reps, new members and under-represented groups.
- Help foster a welcoming environment at meetings and branch events.

Skills & Attributes

- Strong communication and facilitation skills.
- Fair, calm, inclusive approach to chairing or supporting debate.
- Good understanding of NEU structure and meeting procedures (or willingness to learn).
- Reliable, collaborative and committed to NEU values of democracy and fairness.

Time Commitment

- Attendance at branch meetings and the Branch AGM.
- Occasional chairing duties when the Branch Chair is unavailable.
- Some preparation time with the Branch Chair and Branch Secretary before meetings.