

Branch Chair

Role Description

Role Purpose

The Branch Chair leads and facilitates branch meetings, ensuring they run smoothly, democratically and in line with NEU procedures. The role supports effective branch governance, promotes fair and inclusive discussion, and works closely with the Branch Secretary and District Officers to ensure strong communication and participation across the branch.

Key Responsibilities

1. Chairing Meetings & Upholding Democratic Process

- Chair branch meetings and the Branch AGM, ensuring they are conducted fairly, efficiently and in accordance with NEU rules and standing orders.
- Facilitate open, respectful and inclusive debate, ensuring all members have the opportunity to contribute.
- Ensure motions, votes and decisions are managed correctly and recorded accurately by the Branch Secretary.

2. Supporting Branch Leadership

- Work closely with the Branch Secretary to plan meeting agendas and ensure business is completed effectively.
- Help ensure that branch decisions, priorities and actions align with Dorset NEU and national NEU priorities.
- Provide guidance to branch officers where needed and support the smooth running of branch activity.

3. Representation & Advocacy

- Represent the branch at Dorset NEU district meetings (where applicable or agreed).
- Promote the branch's values and decisions within the wider Dorset NEU structure.
- Support the visibility and profile of the branch through engagement with members and reps.

4. Encouraging Participation & Organising

- Help create a welcoming, inclusive and engaging environment at meetings.
- Encourage participation from workplace reps, new members and those less familiar with union processes.
- Support efforts to strengthen union presence and organising across workplaces within the branch.

5. Governance & Procedural Oversight

- Ensure branch activity complies with NEU rules, including election processes and AGM requirements.
- Provide procedural clarity during meetings and resolve any disputes or questions relating to process.
- Work with the Branch Secretary to ensure accurate recording and follow-up of decisions and actions.

6. Collaboration

- Work closely with the Branch Secretary, Branch Officers, Reps and Dorset NEU District Officers.
- Liaise with the District Secretary and NEU Regional Office where guidance or support is required.
- Support a coordinated, consistent approach to union activity across the branch.

Skills & Attributes

- Strong chairing and facilitation skills.
- Calm, fair and impartial approach to leading discussions.
- Good communication and interpersonal skills.
- Confidence in managing meetings and ensuring democratic participation.
- Understanding of NEU structure and rules (or willingness to learn).
- Commitment to NEU values of democracy, fairness, inclusion and collective organisation.

Time Commitment

- Attendance at branch meetings and the Branch AGM.
- Preparation time for meetings in collaboration with the Branch Secretary.
- Occasional attendance at Dorset NEU district meetings or events where appropriate.