



BDA Trade Union Representative Role

POST:	Trade Union Representative
ACCOUNTABLE TO:	BDA Trade Union National Executive Committee (TUNEC)
RESPONSIBLE FOR:	Membership in their designated workplace.
PURPOSE OF ROLE:	<p>To organise BDA Members in the workplace, to represent BDA members in the workplace, to recruit BDA members in the workplace.</p> <p>To further the interests on BDA union members in the sectors they are employed and to further their interests in wider society.</p>

DESCRIPTION OF MAIN DUTIES AND RESPONSIBILITIES

1. To represent members where appropriate in disciplinary and grievance cases, and any other Employment Relations issues as and when required by the membership.
2. To represent the interests and views of BDA Members relating to local Employment Relations issues. This may involve discussions with local management and/or other staff organisations.
3. To provide members with confidential advice and support or to refer them, where necessary and appropriate, to the BDA Office or other relevant party.



4. To participate in the negotiation and/or consultation process within their employing organisation, in order to influence the formulation and implementation of local policy and procedure.

5. To enhance the general awareness of employment relations amongst the membership by circulating, presenting and discussing educational material and information received from the BDA (or other organisations), and by seeking to keep the BDA advised of local developments.

6. To recruit new members into the BDA.

7. To support, liaise and co-operate with other unions and Professional Associations as appropriate.