

**BRANCH TOOLKIT**

# **AGM guide**

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# 1

## **Guide to Fórsa AGMs**

## Who?

The role of the branch is the most important unit of organisation in the union. It is the place where every Fórsa member has the right to get involved and to make their views heard. Trade unions are democratic structures, the branches and members play a key role in shaping the direction of the union and seeing results and wins for union members.

## Why?

Your branch AGM is one of the most important meetings in the union calendar in:

- The election of union leaders onto your branch executive.
- Election of branch officers to focus the direction of the branch for the year ahead.
- Putting forward motions to the AGM which will be brought to either divisional or bi-annual conference. Motions mandate the union to campaign on a particular action or to call on specific improvements to members terms and conditions.
- Election of a branch member(s) to contest elections for Divisional or National Committees.

## What?

Each branch must elect a branch executive committee (sometimes referred to as the BEC). The branch then conducts the business of the branch and works with workplace reps in:

- Communication.
- Achieve high workplace membership density.
- Organising the union and building strong local workplace committees.
- Local representation (of members individually or collectively in discussions with management).
- Campaigning.

## The Committee

The branch committee meets once a month and elects branch officers. The following roles must be either elected at the AGM or a co-option can occur after the AGM:

- Chairperson
- Vice-Chairperson
- Secretary
- Treasurer

The AGM may also elect other branch roles, under Equality, Training, Health and Safety and a Membership representative. Branch members and workplace reps can avail of Fórsa training offered by the Skills Academy to support them in their role.

After the AGM the branch should inform head office as to who the new branch executive committee is so the correct information can be shared with the branch executive.

# 2

## **Guide to motions for National Conference**



Fórsa branches are invited to put motions before the biennial union conference for adoption. Motions to conference are an important way for members, organised into branches, to put forward a motion that can direct the union nationally to action a campaign or policy position. It is the most important way for members to influence change across their union.

## What?

A motion can be:

- To campaign for change to terms and conditions affecting members across the union nationally. A motion must affect members across at least **two** divisions.
- A call on the national executive of the union to take action on a national basis, which affects members across at least (but not limited to) two divisions.

If a motion is passed by a majority of the voting delegates, it is adopted and it then informs the policy work of the National Executive Committee and will be acted upon by the union's resources.

## How?

Guidelines for submitting a motion:

- Think about a topic relevant to members across your Division.
- Word the motion.
- At a meeting of your branch AGM, put forward the motion for discussion seeking adoption of the motion to be brought to National Conference.

**NOTE: You will be required to attend the AGM to put forward the motion you are seeking your branch to put forward to the Divisional Conference.**



Below are samples of motions from past conferences. These are examples from different Divisions.

**Motion (School Secretaries Branch, Education Division to Biennial Conference):**

*This Conference congratulates the School Secretary branch on their ongoing campaign for fair pay and conditions for grant funded secretaries. There are other groups who carry out public service work often alongside colleagues with public service designation who are also denied fair pay and conditions. Conference supports our CE supervisors, school completion staff and other groups and demands that they are all treated fairly and given public service status with full access to the public sector pension schemes.*

*The actions of our school secretaries have shone a spotlight on the discrimination and unfair practices endured by members for decades. It is a scandal that successive Ministers have allowed this to continue. It was only by members taking the courageous step for the first time to take industrial action that the issues were brought to national attention. Every school secretary regardless of which school they work in must now be treated as a public servant. For years governments have exploited them by demanding they carry out public service work it's now high time this Government paid them accordingly and recognised them as public servants.*

**Motion (Dublin Education CS Clerical, Civil Service Division to Biennial Conference):**

*Conference instructs the incoming National Executive Committee to campaign for the removal of the two new entry points imposed on new entrants.*

## When?

Motions must be submitted in line with union rule. Communication will have issued by your local branch or Division as to the date for submission. Opportunity then will be provided to submit amendments to motions, through your branch. The preliminary agenda will then be circulated.

## Tips

- Biennial Conference takes place every two years. It is a conference to decide on policy right across the whole union. When submitting motions, for biennial conference, the motion must relate to members working across, at least, two different divisions for it to be accepted by standing orders. If the motion relates to workers in only one division it will be ruled out of order by Standing Orders. Motions relating to one division, should be submitted instead to Divisional conference, which takes place every other year.
- Motions being submitted to biennial conference can affect members across all divisions, such as a motion relating to national pay deals or to a specific grade i.e clerical/administrative members who work across Civil Service, Education, Health, Local Government and Services and Enterprise. It is worth considering referencing more than one cohort of members/workers when drawing up your motion, especially if it may read that it is only affecting one cohort of workers (refer to how the School Secretaries branch worded their motion above).
- There are dates that motions must be submitted by, this will be communicated to the branch secretary months in advance of closing date. If the motion is submitted after this date it will not be accepted by standing orders.
- Emergency motions can be put forward to the conference floor after the closing date. This can occur, only, where the issue or the event or action that the motion is being submitted on occurred after the closing date for motions.
- It is useful to decide who is going to speak to the motion at the conference in plenty of time. The Skills Academy provides training to members on public speaking and which can be availed of by branches.
- It is important for branch delegates to meet prior to conference to decide on the position the branch will vote on motions at conference. This should be agreed with the branch executive.
- When motions are being submitted to conference, branches can also submit a nomination to an executive role onto the National Executive Committee also.

# 3

## **Guide to motions for Divisional Conference**





Fórsa branches are invited to put motions before the Divisional Conference for adoption. Divisional conference occurs every second year, with national conference occurring in between. Motions to conference are an important way for members, organised into branches, to put forward a motion that can direct the Division to action a campaign. It is the most important way for members to influence change across their union.

## What?

A motion can be:

- To campaign for change to terms and conditions affecting members across the Division.
- An amendment to the Division's Standing Orders.

If a motion is passed by a majority of the voting delegates, it informs the policy work of the Divisional Executive and will be acted upon by the elected Executive, National Secretary and staff. It is one of the opportunities for members to put their issues forward and to gain support for their work.

## How?

Guidelines for submitting a motion:

- Think about a topic relevant to members across your Division.
- Word the motion.
- At a meeting of your branch AGM, put forward the motion for discussion seeking adoption of the motion.

**NOTE: You will be required to attend the AGM to put forward the motion you are seeking your branch to put forward to the Divisional Conference.**

Below are samples of motions from past conferences. These are examples from different Divisions.

**Motion: Services and Enterprise Conference**

*Since last July, Fórsa and the cabin crew committee has called for engagement with all stakeholders in aviation, through social dialogue, for the development of collectively agreed policies to ensure a safe return to flying. Whilst many industries across Ireland have been hit by the effect of Covid-19, some have suffered worse than others. The aviation sector is one. It is crucial that the link between the employer and employee is maintained for the duration of this pandemic as failure to do so risks highly qualified and highly skilled workers leaving the aviation industry out of necessity, and not returning.*

*To date the Government has published two reports, these were broadly welcomed. Regretfully there has been no willingness on behalf of the Government to follow through on the recommendations from these reports, the time for real action is closing fast and what we need now is urgent engagement.*

*Conference calls on the DEC to support the aviation branches and Fórsa's campaign that the real supports are put in place for aviation workers.*

**Motion: Civil Service Conference**

*This Conference instructs the incoming DEC to request the official side to ensure that HR in every civil service department notify staff in the payroll shared services centre and PeoplePoint of the additional payment entitlements of ex-Revenue staff. These payments (known as APTH and/or top up allowances) are regarded as pay for both national wage increases and pension/lump sum calculation purposes.*

**Motion: Health Conference**

*That this Conference mandates the Health and Welfare Division of Fórsa trade union to progress the opportunity for staff grade HSCPs to claim upgrade to senior grade based on being long-term > 5 years in post and fulfilling senior grade role/job specification.*

## When?

Motions must be submitted before the closing date specified for motions to conference. Communication will have issued by your local branch or Division as to the date for submission. The preliminary agenda will then be circulated to branches with all motions. Amendments then can be submitted for inclusion.

## Tips

- Motions must relate to events that took place prior to the closing date for conference motions. If a matter occurs after the closing date and the branch would have submitted a motion, an emergency motion can be submitted to conference. An emergency motion must relate to an event that occurred, only, after the closing date for conference motions.
- A motion to divisional conference only needs to relate to members working in your division. You can only submit motions to divisional conference of which your branch is a member of.

**NOTE: These documents are provided as guides for branches as to how to submit motions to both Divisional and Biennial Conference. All dates for which motions are to be submitted will be communicated by the relevant branch or division. This is just an informative guide for branches.**

# 4

## **How to run a Fórsa AGM**



## Purpose

Every branch must hold an annual general meeting (AGM) to discuss the policy, receive reports from the branch executive committee and Fórsa Officials (AGS, IRO, Organisers etc.). The purpose of the AGM is also to elect officers of the branch (Chairperson, Vice-Chair, Secretary etc.), it should also elect a branch representative to the relevant divisional councils and to stand for election to the appropriate national executive committees.

The AGM should focus and discuss the strategy adopted by the branch and how it has been actioned by branch executive members, a discussion should occur on how the branch executive activists have focused on organising within workplaces, as well as its efforts on working towards the strategic objectives of the union.

**NOTE: Branch AGMs should, under rule, take place at least 78 days prior to conference. This should be considered when organising a date for your AGM.**

## Motions

Motions from branches are an important way for members, through their branches, to influence union policy and campaigns. Union policy is decided through motions that go to either divisional conference (Health Conference, Civil Service Conference etc.) or national conference (every second year) and which are supported and passed by branches and their members.

## Submitting a motion

For a branch to submit a motion or nomination to an elected position for union conference, they must do so within the timetables set down in the union [Rule Book](#). There is also an explainer guide on page 9 and 10 in this pack on writing motions for conference. The skills academy organises training for branch activists on speaking on motions as well as how to write a union motion. You should make sure a branch training officer is elected to keep up to date with training offered through the Skills Academy.



## Timeframes for motions

The union rulebook sets out the required timeframe that motions to conference should be submitted by. The national office will circulate correspondence outlining all dates that either motions or nominations should be submitted by, in a timely manner, to ensure branches have sufficient time to submit motions and nominations.

Generally, motions and nominations to Conference should be submitted to Conference with at least **78 days** prior to Conference, however, it is best to organise the AGM with at least a few days before the last possible date.

## General requirements for organising an AGM

- Decide on an early date for your AGM, at a time that will maximise attendance. Make sure the committee and your Fórsa Official are involved in agreeing the date.
- Decide on the agenda for the AGM.
- Invite any speakers to speak i.e Divisional National Secretary, General Secretary etc.
- Circulate notice of the meeting, with an agenda, to members. The email or notice should invite members to submit motions in advance of the AGM.
- Invite members to submit nominations for the branch executive committee and attach the nomination form for members to complete on page 24 of this pack.
- Book a room of an adequate size. It should be accessible for members who may have a disability. It should also have a microphone and podium, where required.
- Adopt a standing orders report. This will outline how the business of the meeting will be conducted.
- Where ballot papers are required if an election is to occur, ensure ballot papers are available. Ensure that the election process is outlined in your standing order document.
- Audited accounts should be presented.



## Tips on running the AGM

- Follow the agenda circulated to all members. Ensure that you start the meeting as advertised and conclude the meeting within a reasonable timeframe.
- Make sure all guest speakers have been invited with plenty of time and have correct location and time information.
- Speak to your Fórsa Official about the AGM and seeking assistance, where required.
- Do encourage contributions from the floor, while ensuring the agenda is followed.
- Look to fill all officer roles on the executive, including Equality Officer, Training Officer, Health and Safety Officer etc.
- Only branch members and invited speakers/guests are entitled to attend the AGM.
- Consider inviting in suppliers Fórsa use to provide information to members on Fórsa services.

- Consider running a raffle amongst members. This can be ran at the end of the meeting and make sure someone on the branch takes responsibility for this.
- Ensure adequate copies of documents are available on the day, particularly reports from the Officers (Chairperson, Secretary, Treasurer etc.).
- Consider making refreshments available for attendees.
- The branch secretary should take a minute of the AGM which can be circulated the following year when issuing notice of the AGM.
- Ask for help before the AGM on organising the event.
- Seek adoption of a branch standing orders which defines roles and responsibilities for the incoming branch. Core branch executive roles are located at page 18. In addition to these branches should appoint an Equality & Diversity representative, Membership representative, Training representative and a Health & Safety representative.
- Ask members to attend.

## Checklist to follow on email to all members

- Time, date and location of AGM
- Attachments - nomination form, how to prepare a motion template
- Outline of information requesting nominations or branch motions to be discussed
- Copy of standing orders for meeting
- Details of union conference

See template email text which can be circulated to members on page 22 of this pack.

A minutes template to take a note of the AGM is on page 25 and 26 of this pack.

## After the AGM

Send on details of next branch executive meeting onto head office or to your Assistant General Secretary/Industrial Relations Officer.

## Template email, agenda and nomination form

An email to all members should be issued to inform them of the upcoming AGM. A sample email has been developed which branches can re-edit and use on page 22 of this pack. The email should include the **agenda, nomination form and standing orders document**.



**5**

# **Fórsa template for Branch rules**





## 1. Existing Branch Rules at Amalgamation January 1, 2018

- (i) The conduct of Branch affairs is governed by Rule 12 with additional provisions for Branches in the Civil Service Division set out in the Transitional Provisions at Appendix C (5.7) of the Instrument of Amalgamation.
- (ii) Following the Amalgamation of CPSU, PSEU & IMPACT, Branch Rules, where in place, were carried over into Fórsa. However, as part of the integration process a general template for a set of Branch Rules has been agreed by the Executive. These may be adopted by a Branch General Meeting convened within the provisions of its existing Rules or any specific requirements for such meetings which existed prior to amalgamation (e.g. in the CPSU General Branch Meetings required a 15% Quorum to make decisions, propose nominations and motions to Conferences). The purpose of the template is to assist the integration process and help bring consistency into the operation of Branches across the union. It is optional and not mandatory.
- (iii) Where Branches adopt the following template with or without amendment(s) this should be brought to the attention of the Executive for ratification by advising the General Secretary - Organisation & Development, in writing, with a copy of the Branch Rules proposed for adoption by the Branch.
- (iv) Where Branches decide to continue with pre-existent Branch Rules these will require amendment to reflect the amalgamation of the three unions into Fórsa. The appropriate amendments should be approved by a duly convened General Branch meeting and the revised Rules forwarded for ratification by the NEC in line with (iii) above.

## 2. Annual General Meeting of the Branch

- (i) The Branch Secretary shall convene an Annual General Meeting of the Branch during each calendar year.
- (ii) The date of each Annual General Meeting of the Branch and the latest date for receipt of nominations, motions and amendments shall be as determined by the Branch Executive.
- (iii) Where an Annual General Meeting approves either the continuation of a Quorum for its meetings including Annual General Meetings or the introduction of one, the value of the required Quorum (e.g. 10% or 15%) for a valid meeting shall be included in the notice of amendments to the Template for Branch Rules to be forwarded for ratification by the NEC in line with 1(iii) above. (Note: these model or template Rules do not make a Quorum mandatory on Branches where the existing Branch Rules do not provide for one).
- (iv) Each Annual General Meeting of the Branch shall consider a report from the Branch Executive and such motions and amendments as may have been submitted by the Branch Executive or, where the Branch is organised on a sectional basis, by any Section or, where the Branch is not organised on a sectional basis, by any two members.
- (v) Delegates and substitute delegates from the Branch to meetings of the Union Conference and the Divisional Conferences shall be elected, by proportional representation, by the Annual General Meeting of the Branch or as may be determined from time to time by a general meeting of the Branch. In the case of Branches nominating such delegates to the Civil Service Division these shall be elected to represent the relevant grade constituencies on a proportional basis.
- (vi) Nominees from the Branch for election to the National Executive, the Union Standing Orders Committee or any Divisional Executive shall be elected, by proportional representation, by the Annual General Meeting of the Branch or as may be determined from time to time by a general meeting of the Branch and where appropriate ensuring the Branch fully complies with the Transitional Provisions which apply to Branches with members in the Civil Service Division
- (vii) Motions for submission on behalf of the Branch to the Biennial Meetings of the Divisional Conferences and of the National Union Conference shall be decided by the Annual General Meeting of the Branch or as may be determined from time to time by a general meeting of the Branch. Voting on such motions shall be by majority vote.
- (viii) Where, for whatever reason, it is not possible or feasible to hold the Annual General Meeting of the branch to carry out the business set out in (v) and (vi) above by the deadlines set out in Union rules for such nominations and motions, or where, in the case of nominations, a member nominated is no longer able or willing to stand for election, the Branch Executive may, subject to any decision taken by a subsequent general meeting of the branch, elect nominees by proportional representation to the National Executive, the Union Standing Orders Committee or any Divisional Executive and/or propose motions to the biennial meetings of Divisional Conference or Union Conference.

## 3. Special General Meetings of the Branch

- (i) A Special General Meeting of the Branch shall be convened by the Branch Secretary at the request of the National Executive, a Divisional Executive or the Branch Executive or one third of the members of the Branch.

## 4. Branch Executive

- (i) There shall be a Branch Executive for the Branch which shall conduct the business of the Branch in accordance with, and subject to, the decisions of general meetings of the Branch and subject to the overriding authority of the National Executive. The Branch Committee is charged with the orderly running of all Branch activities between Annual General Meetings.
- (ii) The Branch Executive shall consist of a Chairperson, Vice- Chairperson, Secretary, Treasurer and such other officers and other members as may be determined from time to time by a general meeting of the Branch. In the case of Branches with members in the Civil Service Division the election to the Officer ships of the Branch Executive shall facilitate representation of the relevant grade constituencies across the available positions. Where it is not possible to fill an officer vacancy at a General Meeting the Meeting may authorise the incoming Branch Committee to fill the vacancy by co-option at a later date.
- (iii) A Branch at the Annual General Meeting may elect a registered retired member of the Union to a non-voting position on the Branch Executive.
- (iv) The Branch Executive shall be elected, by proportional representation, by the Annual General Meeting of the Branch or as may be determined from time to time by a general meeting of the Branch provided that when a vacancy arises the Branch Executive shall co-opt to fill the vacancy. In the case of Branches with members in the Civil Service Division these shall be elected to represent the relevant grade constituencies within the Branch.
- (v) The quorum for meetings of the Branch Executive shall be half or as may be determined from time to time by a general meeting of the Branch.
- (vi) The Branch Secretary shall convene a meeting of the Branch Executive at the request of the National Executive or of the Branch Executive or of the Chairperson or half of the members thereof.
- (vii) Amendments for submission on behalf of the Branch to the Biennial Meetings of the Divisional Conferences and of the Union Conference and motions and amendments for submission on behalf of the Branch to Special Meetings of any Divisional Conference or of the Union Conference shall be decided by the Branch Executive, or as may be determined from time to time by a general meeting of the Branch.

## 5. Sections

- (i) The Branch may, by decision of a General Meeting of the Branch, be organised on a sectional basis by reference to the nature of the employment of members whether by job description/responsibility or grade status provided that the appropriate Section for each member shall be as determined by the Branch Executive.
- (ii) There shall be a Section Executive for each Section which shall consist of a Chairperson, Vice-Chairperson, Secretary and such other officers and other members as may be determined from time to time by meetings of the Section.
- (iii) Each Section shall elect a Secretary who shall convene an Annual Meeting of the members of the Section during each calendar year on a date to be determined by the Section Executive.
- (iv) A Special Meeting of the members of any Section shall be convened by the Section Secretary at the request of the National Executive, the appropriate Divisional Executive, and the Branch Executive, the Section Executive or half of the members of the Section.
- (v) The Section Executive shall be elected, by proportional representation, by the Annual Meeting of the members of the Section provided that when a vacancy arises, the Section Executive shall co-opt to fill the vacancy.
- (vi) Each Section Executive shall be subject to the Branch Executive.
- (vii) Each Section Secretary shall give the Branch Secretary Notice of each meeting of the members of the Section or of the Section Executive and the Branch Secretary shall be entitled to attend any such meeting.



## 6. Workplace Representative

- (i) Where appropriate, Workplace Representatives should be appointed/elected in workplaces where there are members of the Branch.
- (ii) The role of the Workplace Representative includes:
  - a. liaising with the Branch/Section of Branch and union staff on matters relating to members in that workplace;
  - b. assisting with communications between the Branch and the members in that workplace;
  - c. helping to recruit new members in that workplace;
  - d. representation of members in that workplace, where appropriate and generally assisting the Branch Executive/Section to carry out Branch policy and business.
- (iii) Branch Executives should arrange consultative meetings at least twice per calendar year for Branch Executive and workplace representatives within each Branch.

## 7. Amendments to be notified to the National Executive

- (i) Any decision by a General Meeting of the Branch to modify the basic provisions of these Rules as provided for in this Template shall be notified to the National Executive without delay in line with 1(iii) above.





## 8. Branch funds

- (i) The Treasurer of the Branch shall:
  - a. Lodge all receipts to a bank account in the name of the Branch from which all payments shall be made by cheque/EFT signed by the Treasurer and another officer of the Branch authorised to do so by the Branch Executive.
  - b. Submit to the Branch Executive and to the General Secretary a regular receipts and payments account, as required by the General Secretary.
  - c. Submit to the Annual General Meeting of the Branch and the General Secretary the Income and Expenditure Accounts for the preceding calendar year with a Balance Sheet as at year end which have been examined by any one or more of up to three members appointed by the Annual General Meeting of the Branch.
  - d. Comply with all instructions and financial management requirements as specified by the General Secretary to comply with external financial regulations as they apply to registered trade unions.
  - e. Attend such training courses as may be held for Treasurers from time to time given the critical role the Treasurers plays in ensuring the Branch Committee adheres to and meets all its fiduciary responsibilities.
- (ii) Alternatively Fórsa will make available from HQ a processing and payments system which provides for a member of staff to act on behalf of the Treasurer to process branch allowance income and expenditure payments, managing the accounts of a branch through a liaison process with the relevant branch Treasurer ensuring the provision of branch financial statements on a regular basis to the Branch Committee.
- (iii) The amount of honorarium, if any, payable to a Branch or Section Officer shall be as decided by the Branch Executive and/or as may be determined from time to time by a General Meeting of the Branch and shall be subject to specific approval by the National Executive prior to payment. Such honoraria or any other discretionary payments are subject to the appropriate national taxation regulations in force from time to time as advised by the General Secretary.
- (iv) In line with national taxation regulations in place from time to time, Head Office may deduct from the next Branch Allowance due to a Branch any tax liabilities incurred by the Branch in the previous 12 months based on the review of the Branch Annual Accounts by the Union's Financial Officer or as advised by the Union's Auditors.

**Adopted by NEC 27th February 2019.**



**6**

# **Fórsa AGM templates**



## By Email

Re: Fórsa ..... Branch AGM, on .....

Dear Member,

The ..... Branch of Fórsa are organising this years Annual General Meeting. Please see below required information relating to the AGM.

Where: .....

When: .....

Time: .....

The agenda and nomination form are attached to this mail. If you would like any further information relating to the AGM or to any of the roles please do contact me directly.

All members of the branch are invited to the AGM and refreshments will be provided on the day.

Please raise this email with your Fórsa colleagues in your workplace and do attend the AGM with other colleagues.

Kind regards

.....  
Branch Secretary





DATE .....

## Notice and Agenda, Annual General Meeting, 202

Dear Member,

Notice is hereby given that the ..... Annual General Meeting of the .....  
Branch of Fórsa will take place on .....  
If you wish to attend the AGM please notify ..... via email on  
..... no later than.....

### AGENDA

1. Welcome and opening of meeting by Branch Chair
2. Guest speaker: .....
3. Over-view on current industrial relations and landscape
4. Campaigning and organising update
5. Discussion on branch strategy/plans
5. Discussion on National/Divisional Conference
6. Discussion on motions to conference
7. Reports from branch officers
8. Election of branch officers and branch committee
9. AOB

Nominations should be provided in writing (via email or written letter), and should be forwarded to the Branch Secretary no later than..... Any nominations received after this date will not be considered.

Branch Secretary:....., Branch Secretary at .....@forsa-rep.ie  
or .....

In the meantime, if you have any queries or would like to discuss any of the branch roles please do not hesitate to contact me.

Yours sincerely,

**Secretary**



Branch name:

.....

AGM Date:

.....

## Nomination form

Nomination to the Executive may be made by any union member of the Branch

Roles to which branch member can be nominated include:

- |                    |                                  |
|--------------------|----------------------------------|
| ■ Chairperson      | ■ Equality Representative        |
| ■ Vice-Chairperson | ■ Health & Safety Representative |
| ■ Secretary        | ■ Training Representative        |
| ■ Treasurer        | ■ Membership Representative      |

Name of Nominee	
Workplace	
Position being nominated for	
Date	

Proposed by: .....

Seconded by: .....

Please forward nomination form to ....., Branch Secretary,  
email ..... before (date) .....

**If the form is received after this date, it will not be validated.**



The ..... Annual General Meeting of the ..... Branch  
of Fórsa was held on .....at .....

Agenda item	Note
In the Chair	
In attendance	
Apologies	
Minutes of previous AGM	Proposed by:  Seconded by:
Guest speaker	
Update on industrial relations landscape	
Campaigning and organising update	
Discussion on National/Divisional Conference (including (a) who delegates to conference will be and (b) any nominations to divisional executive or to national executive committee)	

Motions to Conference	
Reports from Branch Officers	Chairperson: Vice-Chairperson: Secretary: Treasurer: Training Representative: Equality Representative: Health and Safety Representative: Membership Representative:
Election of Branch Officials and Branch Committee (Proposers and Seconders should be noted)	Chairperson: Vice-Chairperson: Secretary: Treasurer: Training Representative: Equality Representative: Health and Safety Representative: Membership Representative: Ordinary Committee Member: Ordinary Committee Member:
Close of AGM/AOB	






Signed by: .....  
Chairperson

Signed by: .....  
Secretary

# Lead your union

Your Fórsa branch is having its Annual General Meeting and we want you, as a member, to come along and get involved in leading your union.



-  [forsa\\_union.ie](https://forsa_union.ie)
-  [forsaunionie](https://www.facebook.com/forsaunionie)
-  [Fórsa Trade Union](https://www.youtube.com/ForsaTradeUnion)
-  [Fórsa trade union](https://www.soundcloud.com/Forsa-trade-union)
-  [forsa\\_union](https://www.instagram.com/forsa_union)
-  [forsa.ie](https://plus.google.com/forsa.ie)