

General Secretary

Conditions of Employment

These conditions of employment are in the context of the provisions of the Trade Unions and Labour Relations (Consolidation) Act 1992 and the NASUWT rules.

The General Secretary is the Chief Executive of the Union, is subject to the National Executive, and is responsible to the National Executive for the organisation and administration of the Union.

- (a) The General Secretary shall devote such attention to the affairs of the Union as the National Executive may consider necessary.
- (b) The General Secretary shall use their best endeavours to promote the interests and welfare of the Union.
- (c) The General Secretary shall accept no other paid or unpaid office, political or otherwise, nor shall the General Secretary seek to be a candidate for UK or European Parliament or Devolved, Regional or Local Government without the consent of the National Executive.
- (d) The General Secretary will not be eligible to hold office if they are a member of the principal governing body of, or an elected officer of, agent or employee of another trade union representing persons who are eligible for membership of the NASUWT, and will not be eligible to hold office if they engage in any employment relationship with any commercial enterprise competitive with the NASUWT for those persons eligible for membership.
- (e) The General Secretary shall account to the Honorary Treasurer for all money received and ensure the keeping of proper books of accounts, minutes of proceedings and records of the Union and shall ensure that such statements of accounts, agendas and reports are available for the National Executive as may be required.
- (f) The General Secretary shall convene meetings of the National Executive and its sub-committees as and when National Executive or the Officers shall require and additionally as the General Secretary deems necessary.
- (g) The General Secretary shall place before National Executive from time to time such considerations in regard to Union policy, organisation and administration as the General Secretary may deem necessary or as the National Executive may require.
- (h) The General Secretary shall act as custodian of the Union Rule Book providing such advice in relation to its provisions as they may deem necessary or as the National Executive may require.

- (i) The General Secretary shall manage the staff of the Union and shall be responsible for the direction of their work.
- (j) The General Secretary shall manage all operational aspects of the Union and shall be responsible for the regular review, maintenance and development of such.

Determination of Contract

This agreement shall be terminated:

- (i) by either side giving six months' notice in writing. Such notice by the National Executive shall be effective only if approved, on a vote, by two-thirds of the members of the National Executive;

OR

- (ii) in the event of the General Secretary losing a subsequent ballot held under the Trade Union Labour Relations (Consolidation) Act 1992.

Loss of Office

The National Executive shall have the power to grant a gratuity to the General Secretary in the event of the loss of office as General Secretary by any other means than in accordance with the agreement.

Salary of General Secretary

The salary of the General Secretary shall be £134,386 (as at 1 January 2024).

Place of Work

Whilst supporting the opportunity for some flexible working, the General Secretary shall, primarily, be based in the Union's National Headquarters in Rednal Birmingham, the Union's Political Office in London or other such place to fulfil their duties as appropriate.

Obligations of the National Executive to the General Secretary

- (a) The National Executive shall pay to the General Secretary from the funds of the Union an annual salary and a car. Salary is payable monthly in arrears.
- (b) The National Executive shall provide access to the NASUWT Staff Managed Pension Scheme in accordance with the provisions of that Scheme.
- (c) The General Secretary shall be indemnified out of the funds of the Association:
 - (i) in respect of expenses properly incurred in the performance and discharge of the General Secretary's duties;

- (ii) in respect of all demands, claims, actions, proceedings and damages (and the costs and expenses thereof) made, brought or obtained against the General Secretary's duties in so far as this is permissible under existing legislation.
- (d) The General Secretary shall be entitled to an annual holiday entitlement commensurate with the NASUWT staff terms and conditions of employment.