

No: 223/26

10th August 2026

TO: ALL BRANCHES

Dear Colleague,

Branch Chairs Course

The purpose of this LTB is to advise branches that a Branch Chairs course will take place at GFTU Quorn Grange, Loughborough on the 5th - 7th October 2026.

The course will cover:

- The role of the Branch Chair
- Meetings terminology
- Chairing a meeting
- Chairing a difficult meeting
- Yearly Plan
- Branch AGMs
- Conference
- Rule 6, Branch rules
- Writing motions
- Complaints and dispute resolution
- Action planning

Applications should be made in the usual manor via the OLS Membership system. The cut off for the course is **Monday 7th September**.

If you have any questions or need any further information, please contact courseadmin@cwu.org

Yours sincerely,



Kate Hudson
Head of Equality, Education & Development