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**Get involved – Become an FDA rep or activist**

Becoming an FDA workplace rep, or just becoming more active within your local branch, can be incredibly rewarding. You learn new skills, gain knowledge, and have the opportunity to take on a high-profile role in your workplace that gives you insight into - and information about - the wider civil service. Ultimately, you get to take part in making a difference to members’ working lives.

**Workplace rep**

**Role:** We use the name ‘workplace rep’ as a blanket term to refer to:

 • Branch Convenors

 • Branch Secretaries

 • Members of Branch Executive Committees (BEC)

 • Members of Section Committees

 • Case Workers, Stewards and Health and Safety Reps

Almost all committees will have a role that covers the traditional role of a steward, focusing on personal cases and organising and engaging with members in the branch/section. Depending on the size of the committee there may be roles that cover specific types of work or groups of members such as: health and safety; equalities; senior civil servants; Keystone members etc.

The main role of our workplace reps and activists is to be the face of the FDA locally and ensure that we are delivering for members on the FDA’s five main benefits:

* Providing excellence in individual representation and employment advice;
* Being a pragmatic and influential voice negotiating pay, pensions and terms and conditions to improve members’ working lives;
* Defending the impartiality, integrity and professionalism of civil servants;
* Helping members to progress in their careers via FDA Learn and Keyskills; and
* Champion equality and fairness at work.

**Health and safety rep**

**Role:** A safety rep is a fellow worker elected by other union members to look after the health and safety at work of their colleagues. FDA safety reps take an active part in workplace risk assessments, investigate potential hazards and 'dangerous occurrences', investigate members' complaints, will be consulted on new working practices and new technology and receive safety information from their employer (such as inspectors' reports, hygiene surveys and risk assessments).

**Training:** We recommend that any FDA rep undertaking the safety rep role takes part in accredited training. The FDA have a 2 day accredited course available and you can also access the courses run by the TUC. For more information contact organiser@fda.org.uk

**Union Learning Rep (Learning champion)**

**Role:** The ULR role involves promoting the value of learning and development, supporting learners with their career progression, promoting FDA Learn in your workplace and with your branch and arranging learning/training for your colleagues.

**Training:** You do not necessarily need to undertake specific training to undertake the FDA learning champion role within your branch. However the ULR role is a statutory rep role, so we do encourage you to take part in training. You can attend the TUC 4 day course or there are a number of short courses provided by the FDA, including a 2 hour online briefing, or coaching and mentoring courses. For more information contact organiser@fda.org.uk

**Equality rep**

**Role:** Equality reps play a vital role in branches. You will work alongside other union reps and branch officers to promote equality, challenge discrimination and organise and recruit members within your workplace. You might already have a network of activists who do different roles, or you might be just starting out, the important thing to remember is that the work you do will vary depending on the issues in your workplace and your branch plans.

**Training:** The FDA provide training for equality reps either in-person or online. There are also courses available from the TUC. You can also attend a host of additional FDA briefings and CPD via FDA Learn on specific topics relating to equality, diversity and inclusion, throughout the year.

**Branch activist**

**Role:** You do not have to sign up to undertake one of the formal rep positions to get involved. There are plenty of opportunities for members to engage and promote the work of the FDA. You can simply attend branch meetings and see where it goes. Branch activists promote the FDA in your workplace and talk to your colleagues about the benefits of being an FDA member. This is vital to raise the visibility of the union.

**Training:** You do not need any formal training to get more active within the FDA. However, there are lots of courses and briefings available on a whole range of subjects for all members and activists. From coaching and mentoring to leadership and management skills. As a member and an activist you can access the full range of training available through the FDA all year round. For more information contact fdalearn@fda.org.uk