

Branch recruitment calendar

September	<ul style="list-style-type: none"> ■ Check that your regional office has got an up-to-date staff list for your institution. ■ Make sure your institution agrees to provide space for UCU at new staff induction events. ■ Make sure you have copies of recruitment materials for new staff: order them from campaigns@ucu.org.uk. 	<ul style="list-style-type: none"> ■ Nationally coordinated request for staff lists from employers. ■ New recruitment pack of materials made available to all branches.
October	<ul style="list-style-type: none"> ■ Make sure someone from your branch attends new staff inductions. ■ Ensure that your reps have up-to-date lists of members and are encouraged to visit non-members in their departments. ■ Map your members, potential members and reps and develop a plan and a team of reps willing to visit potential members. ■ Make sure recruitment is a standing item in your branch committee meetings. 	<ul style="list-style-type: none"> ■ First nationally coordinated mailshot takes place. ■ Get advice and support for local recruitment planning from your Regional Office and from the National Campaigns Team.
November	<ul style="list-style-type: none"> ■ Ensure that you write to new joiners and update your institution map. 	
December	<ul style="list-style-type: none"> ■ Review your branch's recruitment activities and develop programme for the Spring term. ■ Order re-stocks of materials. 	<ul style="list-style-type: none"> ■ Get advice and support for local recruitment planning from your Regional Office and from the National Campaigns Team.
January	<ul style="list-style-type: none"> ■ Ensure that your reps have up-to-date lists of members and are encouraged to visit non-members in their departments. 	<ul style="list-style-type: none"> ■ Second nationally coordinated mailshot.
February	<ul style="list-style-type: none"> ■ Continue supporting reps in visiting non-members. ■ Hold at least one open meeting on a big popular subject. 	
March	<ul style="list-style-type: none"> ■ Ensure that you write to new joiners and update your institution map. 	
April	<ul style="list-style-type: none"> ■ Ensure that your reps have up-to-date lists of members and are encouraged to visit non-members in their departments. 	<ul style="list-style-type: none"> ■ Third nationally coordinated mailshot.
May	<ul style="list-style-type: none"> ■ Write to all members asking them to pass on UCU recruitment materials to a colleague. 	
June	<ul style="list-style-type: none"> ■ Review the year's recruitment activity and develop plan for the new academic year. 	<ul style="list-style-type: none"> ■ Get advice and support for local recruitment planning from your Regional Office and from the National Campaigns Team.
July		<ul style="list-style-type: none"> ■ Nationally coordinated request for staff lists from employers. ■ New recruitment materials made available.
August	THANKS AND KEEP UP THE GOOD WORK	