

The MLSA agent is the local representative of the MLSA in the workplace. The role may include some or all of the following:

- First point of contact for the MLSA for information about local issues in your workplace.
- Distribute information and ballot papers from the MLSA to members prior to the Annual General Meeting (AGM) or for any other membership ballot, e.g. ballot on national pay agreements, industrial action etc.
- Assist members in developing and submitting motions to the AGM.
- Attend the AGM to be involved in shaping the future policies and priorities of the union. The AGM is usually held in April and agents and all members are encouraged to attend.
- Attend Agents' Meetings. An Agents' meeting is usually held in the autumn and whenever there are important decisions to be made, in order to update agents on any developments and to seek feedback from them on local or national concerns. Ideally the agent will arrange local meetings to relay the information from these meetings to members and to seek out their opinions on the relevant matters.
- Local representative for MLSA members in your hospital or department. Members may contact Head Office directly themselves or they may approach the agent in the first instance looking for information or seeking assistance with collective or individual issues of concern. Sometimes a direct local approach by the agent to laboratory management or Human Resources can be sufficient to sort out a local issue. If this fails or if you do not feel confident to do this on your own, you can seek assistance or advice from the MLSA officials in Head Office.
- First point of contact for new or potential new members. Agents are strongly encouraged to reach out to new members of staff to invite them to join the union and to explain to them the value of membership. The MLSA will only survive as a strong union representing the interests of medical scientists if we maintain a high density of membership.