

Job Descriptions

For more detailed information and training on these roles refer to the guidance pages at <https://www.libdems.org.uk/lpo-training>

CHAIR

- Chair Local Party, general and executive meetings
- Act as the point of communication with HQ and the region
- Ensure compliance (along with the Treasurer) with PPERA
- If another member is not so appointed, ensure compliance with data protection law
- Ensure compliance to party constitution
- Manage the local development plan and ensure it is fulfilled
- Oversee Parliamentary candidate selection with the support of the Elections Officer
- Ensure that the Local Party maintains the standards and practice expected

VICE-CHAIR

- Deputise for the Chair if they are ever unavailable or at the request of the Chair,
- Chair Local Party, general and Executive Committee meetings if and when the Chair is absent or otherwise unable to chair such meetings, or at the request of the Chair
- Proactively assist the Chair in the fulfilment of their responsibilities to and on behalf of the Local Party,
- Proactively work with the other officers to assist them in their duties as necessary,
- Be responsible for the fulfilment of responsibilities associated with any vacant officer position until it is filled, reporting to the Executive Committee on such responsibilities whilst it remains vacant.

SECRETARY

- Produce agendas and minutes for meetings
- Manage the diary of events to avoid clashes
- Inform the Chief Executive of the Federal Party and the secretary of the Regional Party of executive officer appointments and other matters required by this constitution apart from finance
- Consult the Local Party constitution
- Other administrative tasks

TREASURER

- Prepare and monitor the yearly budget
- Submit PPERA reports
- Oversee fundraising targets
- Liaise with election agents
- Keep accounts ready for audit

LOCAL PARTY EXECUTIVE COMMITTEE MEMBER (X6)

- Attend and take an active part in Executive Meetings
- Provide support for Local Party activities and carry out specific tasks requested by the Chair or the Executive Committee at its meetings

MEMBERSHIP DEVELOPMENT OFFICER

- Organise and run recruitment campaigns
- Follow up 'At Risk' members
- Ensure there is a range of events, social and political (in co-operation with the Secretary)
- Encourage members to move on to Direct Debit payments
- Secure accurate records of local party membership in the Federal Party's central membership system
- Check regularly for new members, welcome them and organize new member interviews
- Inform the Executive Committee of new members, in accordance with Section 4.4 of this Constitution
- Produce a regular members' newsletter (work with others)

ELECTIONS OFFICER

- Ensure the Local Party has top-line electoral objectives agreed for at least five years ahead to guide campaigning activity
- Ensure the Local Party has an agreed annual campaign plan, and supporting budget in consultation with the Treasurer
- Form and oversee the smooth running of a constituency campaign team charged with delivering the agreed campaign plan within the agreed budget
- Ensure the Local Party obtains the marked registers after every election and that the data is entered into the party's system for recording electoral data
- Provide support to the Chair in the selection of Parliamentary candidates

DIVERSITY CHAMPION

- Develop an understanding of the diverse communities in the area of the Local Party
- Identify under-representation of those communities within the Local Party and the executive/officer roles
- Work with the Local Party executive to devise and promote a strategy to engage members of under-represented groups, to encourage them to join the party and to support them to become active in the management and decision-making processes of the Local and wider Party
- Develop links with community groups

DATA OFFICER

- Be responsible for membership data
- Liaise with Membership Services
- Ensure that changes to members' data are passed on promptly
- Ensure LP complies with Data Protection Act and GDPR

Nomination Form

Please use this form (or a copy of it) to nominate persons for election. Please tick the positions you wish to stand for:

- | | | |
|---|---|---------------------------------------|
| <input type="checkbox"/> CHAIR | <input type="checkbox"/> VICE-CHAIR | <input type="checkbox"/> TREASURER |
| <input type="checkbox"/> SECRETARY | <input type="checkbox"/> DIVERSITY CHAMPION | <input type="checkbox"/> DATA OFFICER |
| <input type="checkbox"/> MEMBERSHIP DEVELOPMENT OFFICER | <input type="checkbox"/> ELECTIONS OFFICER | |
| <input type="checkbox"/> EXECUTIVE COMMITTEE MEMBER | | |

Candidate Details

Name

Address

..... Post Code

Email Tel

I agree to be nominated for the above post(s).

Signature

Nominated By

Candidates must be proposed and seconded by any two members of the Local Party.

Name (Print) 1 2

Signature

Please complete all parts of the application form and send it to:

**THE RETURNING OFFICER, MAGNOLIA HOUSE, SCHOOL ROAD,
SALISBURY WILTSHIRE, SP5 2BY OR
COLIN.R.BAXTER@HOTMAIL.CO.UK**

No later than noon on the day prior to this year's AGM. Nominations may also be made at the meeting.