

WEST WORCS LIBERAL DEMOCRATS: JOB DESCRIPTIONS FOR POST HOLDERS ON EXECUTIVE (updated Sept 2020)

See too https://www.libdems.org.uk/local_party, then name of role. This is available for members only and includes short videos on, suggested skills for, where to find help on and support for each role,

PARTY CHAIR

Role: A mandatory role in the local party with legal responsibilities for finance and compliance. Job is to provide leadership and guidance to the Executive and to see local party works in accordance with a vision and a plan.

Key Tasks

- Chair the meetings of the Executive in a fair and balanced manner, ensuring that its work is clearly targeted towards the greater effectiveness of the local party in promoting Lib Dem values and policies and via its greater representation in local government.
- Ensure the local party acts in accordance with the party's values in dealing with divergent views, including taking action to protect the party's reputation if required.
- Ensure the local party is run in accordance with the local and national party constitutions
- Ensure candidate approval and selection procedures are run in accordance with the local and national party constitutions
- Agree with the Secretary the agenda in advance of each Executive meeting and AGM and the draft minutes after each meeting.
- Working with the Treasurer, to be jointly responsible for the local party's compliance with the Political Parties, Elections and Referendums Act (PPERA) 2000 so ensuring the local party complies with the law on its fundraising and finances, and also responds to HQ requests for information when made.
- Ensure the local party has an Action programme and fulfils it
- Develop good working relations with the Leader(s) of the Council Group(s)
- Represent the party at regional and national level as required
- To be a proactive member of Executive to ensure it fulfils its constitutional remit and both sets the strategic framework for electing more Lib Dems to County and District councils and proactively supports Lib Dem candidates in all target council seats and for every General election.

Time ? Averages 20 hours a month

VICE CHAIR

Role: A sort of “Minister without Portfolio” to take on tasks that do not fall in anyone else’s remit. A leadership or advisory role. Can be a preparation for being Chair.

Key Tasks

- In the absence of the Chair, to Chair the meetings of the Executive in a fair and effective manner, ensuring that its work is clearly targeted towards the greater effectiveness of the local party in promoting Lib Dem values and policies and via its greater representation in local government.
- Ensure the local party acts in accordance with the party’s values in dealing with divergent views, including taking action to protect the party’s reputation if required.
- Undertake any specific tasks that the Executive agrees, taking into account the objectives of the local party and the Vice Chair’s particular skills and experience.
- To be a proactive member of Executive to ensure it fulfils its constitutional remit and both sets the strategic framework for electing more Lib Dems to County and District councils and proactively supports Lib Dem candidates in all target seats and for every General election.

Time? Averages about 10 hours a month

PARTY SECRETARY

Role: Good administration by the Secretary year round is key to an effective local party. The role also ensures the party abides by and delivers according to its constitution

Key tasks

- To work with the Party Chair, and where appropriate the Treasurer, to draw up and circulate to members of Executive at least a week before any meeting agendas for all Executive meetings with relevant papers.
- Ensure accurate minutes of Executive meetings are taken, with action points clearly recorded, clear minutes with the Chair and then circulated to all members as soon as possible after each meeting (ideally within 2 weeks).
- Track follow up to actions agreed.
- Ensure decisions are consistent with constitutional requirements.
- Maintain a full record of the agendas, papers and minutes of party meetings as a record for the local party and where appropriate, regional or national party.
- Organise the AGM (venue, speaker, agenda, papers) before end November each year and ensure that all members are notified (electronically wherever possible) at least 21 days in advance of the meeting as required by the Constitution.

- Ensure minutes are taken at the AGM, copied to the Regional Secretary and at the next AGM presented for approval.
- Organise in accordance with the Constitution any General meeting that is called.
- Work with the Chair to produce an Action programme and support the Chair to chase actions.
- Handle efficiently any Local Party correspondence inc. with LD HQ and keep records of local party officers up to date
- Be a proactive member of Executive to ensure it fulfils its constitutional remit and both sets the strategic framework for electing more Lib Dems to County and district councils and proactively supports Lib Dem candidates in all target seats and for every General election

Time? Around 10 hours a month

TREASURER

Role: A key role with strategic ownership of the party's finances and fundraising and the practical responsibility for administering the finances in accordance with the law (except in regulated election periods when it falls to the Agent)

Key tasks:

- Prepare a budget for each year
- Maintain electronically monthly accounts of the party's income and expenditure, including consolidating any Branch expenditures, which complies fully with the law and the requirements of HQ.
- Manage the party's accounts and pay invoices etc.
- Report to each Executive meeting in writing on the state of the party's fundraising efforts and income and expenditure
- Working with the Chair, be jointly responsible for the local party's compliance with the Political Parties, Elections and Referendums Act (PPERA) 2000 including submitting monthly donation reports to HQ and ensure the local party complies with the law on its fundraising and finances
- Ensure that the local party responds to HQ requests for information when made and provides data as required by HQ in a timely fashion, including submitting the annual accounts.
- Keep up to date with any impending changes and best practice via any party training offered.
- Represent the party at regional and national level as required.

- Ahead of elections, work with the campaign team and Agent to agree budgets for Agent to stick to during the campaign (Agent is responsible for all spending during the campaign).
- To be a proactive member of Executive to ensure it fulfils its constitutional remit and both sets the strategic framework for electing more Lib Dems to County and district councils and proactively supports Lib Dem candidates in all target seats and for every General election.

Time? Very varied, but average at 10 hours a month

DATA OFFICER

Role: To ensure the party manages its data in accordance with the GDPR requirements and utilises the potential of social media for campaigning purposes.

Key tasks:

- To chair (virtually mostly) a small group of people with skills in social media to see that the party's website and Facebook pages are kept up to date with relevant national, regional and local information. (may be passed to a subcommittee of the Executive)
- Ensure that West Worcs campaigning data is entered on CONNECT, is up to date (taking appropriate training to do so) whilst working with others to see data is entered appropriately.
- Ensure the party complies with the requirements of Data Protection legislation and any other relevant laws or guidance.
- To be a proactive member of Executive to ensure it fulfils its constitutional remit and both sets the strategic framework for electing more Lib Dems to County and District councils and proactively supports Lib Dem candidates in all target seats and for every General election.

Time? Average 6 hours a month

MEMBERSHIP DEVELOPMENT OFFICER

Role: To ensure the local party's membership records are accurate, used appropriately and that members are welcomed and numbers grown.

Key tasks:

- Receive all notices of Application for membership from HQ and refer them in writing to the Executive at the next meeting for approval.

- Ensure that new members are contacted and welcomed promptly and invited to become more involved
- Contact those on the quarterly lapsing members list to encourage them to rejoin, preferably by Direct Debit.
- Organise and run membership recruitment and renewal campaigns
- Access the national party's membership database (Lighthouse) and so be able to provide Branch and party officers and Councillors with lists of members as necessary under the terms of the party's Constitution
- Report back to HQ on any data about members e.g. deaths so that Lighthouse can be kept up to date and also that local party campaigning continues to be appropriate.
- To comply with the requirements of Data Protection legislation and any other relevant laws or guidance.
- To be a proactive member of Executive to ensure it fulfils its constitutional remit and both sets the strategic framework for electing more Lib Dems to County and District councils and proactively supports Lib Dem candidates in all target seats and for every General election.

Time? Varied, but average 8 hours a month

JOB DESCRIPTION FOR EXECUTIVE MEMBER

Role: Participate actively and constructively in the work of the Executive and to be prepared to take on any extra tasks that would benefit from the individual's skills.

Key tasks:

- Be a proactive member of Executive to ensure it fulfils its constitutional remit and both sets the strategic framework for electing more Lib Dems to County and District councils and proactively support Lib Dem candidates in all target seats and for every General election.

Be prepared to offer specific skills and experience to forward the party's agenda as required.

Time: 6 hours a month?

JOB DESCRIPTION FOR PARTY PRESIDENT

Role: an honorific post for a longer serving member with previous experience on the Executive to be a source of discreet wisdom and advice to any who seek it.

Key tasks:

- To be a honorary member of Executive and so help to ensure the local party:

- a) acts in accordance with the party's values in dealing with divergent views, including taking action to protect the party's reputation if required.
 - b) fulfils its constitutional remit and both sets the strategic framework for electing more Lib Dems to County and district councils and proactively supports Lib Dem candidates in all target seats and for every General election.
- To be a discreet sounding board for the Chair, especially in the case of disciplinary issues and difficult conflicts
 - To offer unsolicited advice based on their considerable experience to the Chair and other Executive members as appropriate.

(Original based on Party templates and approved by November 2017 Executive)