

# Executive Committee Role Adverts

Below is a list of roles and short job descriptions. If only one person is nominated for a post, they shall be elected unopposed and the result announced as part of the AGM.

<p style="text-align: center;"><b><u>Chair</u></b></p> <ul style="list-style-type: none"> <li>• Chair local party Executive Meetings</li> <li>• Holds the casting vote in decision making</li> <li>• Directs the activities of the Local Party</li> <li>• Links the Local Party to other levels of the Party</li> <li>• PPERA responsibilities (jointly with Treasurer)</li> <li>• Make sure decisions are turned into actions</li> <li>• Provide leadership in fulfilling the Development Plan</li> <li>• Incoming external communications</li> <li>• Co-ordinate press releases &amp; 1<sup>st</sup> contact point for incoming queries (with PPCs)</li> </ul>	<p style="text-align: center;"><b><u>Treasurer</u></b></p> <ul style="list-style-type: none"> <li>• Prepares budget</li> <li>• PPERA responsibilities (jointly with Chair)</li> <li>• Keeps accounts and records as required by PPERA</li> <li>• Donation reports</li> <li>• Advises on Fund-raising program</li> <li>• Campaign expenditure return</li> </ul>
<p style="text-align: center;"><b><u>Vice Chair</u></b></p> <ul style="list-style-type: none"> <li>• Deputise for the Local Party Chair when required</li> <li>• Holds the casting vote in the chair's absence</li> <li>• Candidate Approval Process</li> </ul>	<p style="text-align: center;"><b><u>Membership Secretary/Data Officer</u></b></p> <ul style="list-style-type: none"> <li>• Responsible for Membership data</li> <li>• Liaise with Membership Services</li> <li>• Ensures that changes to members data are passed on promptly</li> <li>• Helps maintain a team of people to keep in touch with members.</li> <li>• Data protection responsibility – ensuring LP complies with GDPR legislation</li> <li>• Manage and update internal email lists</li> <li>• Perform precautionary suitability checks on members</li> </ul>
<p style="text-align: center;"><b><u>Secretary</u></b></p> <ul style="list-style-type: none"> <li>• Agendas, venues and minutes of meetings</li> <li>• Diary of LP Events</li> <li>• Advises rest of party who Officers are</li> <li>• Ensures LP keeps to its Constitution</li> <li>• Notify membership of nominations process for AGM</li> </ul>	<p style="text-align: center;"><b><u>Honorary President</u></b></p> <ul style="list-style-type: none"> <li>• Figurehead for Local Conferences and when greeting VIPs</li> <li>• Point of contact to resolve internal disputes</li> <li>• Guardian of the Local Party constitution</li> <li>• <b><i>Note: HP is not a voting member of the exec, but is entitled to attend all exec meetings</i></b></li> </ul>
<p style="text-align: center;"><b><u>Executive Committee Member</u></b></p> <ul style="list-style-type: none"> <li>• Attend monthly Executive Meeting to participate in local party decision making</li> <li>• Members of the executive do not have any specific responsibilities but can agree to take them on at meetings to help spread the load</li> <li>• 5 positions available</li> </ul>	<p style="text-align: center;"><b><u>Campaigns Co-Ordinator</u></b></p> <ul style="list-style-type: none"> <li>• Organise a group of activists from target and warm-up wards</li> <li>• Co-ordinate resources and campaign material cross-ward</li> <li>• Develop infrastructure and skills in partnership with ward teams</li> <li>• Work with Membership Engagement Officer to produce content for the local party website</li> </ul>

	<ul style="list-style-type: none"> <li>• Report on campaigning from across the city to the executive</li> <li>• Co-ordinate social media use and content</li> <li>• Outgoing external communications</li> <li>• Co-ordinate campaigning events</li> </ul>
<p style="text-align: center;"><b><u>Membership Engagement Officer</u></b></p> <ul style="list-style-type: none"> <li>• Co-ordinate events for members to attend, both for socials and the AGM</li> <li>• Liaise with Data Officer to make sure someone contacts all joining members</li> <li>• Liaise with Data Officer to reach out to lapsing members</li> <li>• Work with Campaigns Co-ordinator to produce content for the local party website</li> <li>• Report on membership engagement activities to the executive</li> <li>• Internal communications to members &amp; supporters</li> </ul>	<p style="text-align: center;"><b><u>Youth &amp; Student Development &amp; Liaison Officer</u></b></p> <ul style="list-style-type: none"> <li>• To work with and support any youth branches (e.g. at the Universities/Colleges)</li> <li>• To develop youth branches in Nottingham (e.g. at colleges)</li> <li>• To ensure that Exec is reminded of the 'youth &amp; student perspective' when making decisions.</li> </ul>
<p style="text-align: center;"><b><u>Nottinghamshire Constituencies Group Representative</u></b></p> <ul style="list-style-type: none"> <li>• The Nottinghamshire Constituencies Group meets every two months to discuss policy and campaigning across Nottinghamshire</li> <li>• Reps do not have any specific responsibilities, other than to represent the City Of Nottingham Party on the Group, but can agree to take on responsibilities at meetings.</li> <li>• The Group will elect its own Chair, Vice Chair, Treasurer, and Secretary from amongst the 22 reps from all Nottinghamshire local parties.</li> <li>• 6 positions available (2 per constituency)</li> </ul>	<p style="text-align: center;"><b><u>Policy Co-Ordinator</u></b></p> <ul style="list-style-type: none"> <li>• Run policy discussion groups to engage members with policy debate</li> <li>• Encourage members to submit policy motions to local, regional and federal conference</li> <li>• Be the main point of contact for members writing motions who are looking for help with wording, format and submission</li> <li>• Report on recent debates and subjects that members have been interested in</li> </ul>
<p style="text-align: center;"><b><u>Diversity Officer</u></b></p> <p>In line with both regional and federal guidance this role should be appointed to an executive member who has the appropriate skills, not directly elected at the AGM</p> <ul style="list-style-type: none"> <li>• Provide scrutiny and guidance on executive discussions with regard to the impact they have on equality and diversity</li> <li>• Offer pastoral support, particularly to those who identify with an under represented group</li> <li>• Co-ordinate reasonable adjustments that need to be made on behalf of members with disabilities</li> <li>• Organise training when appropriate for issues relating to equality and diversity</li> <li>• Maintain a network of contacts to ensure current best practice is up to date</li> </ul>	