

2016/17

## Tottenham CLP Job Descriptions



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## Job Description | CLP Chair

The CLP chair works as part of a team of 6 executive officers – Chair, Vice-chair membership, Vice-chair campaigns, Secretary, Treasurer and Women’s Officer - to ensure the effective management of the affairs of the CLP. The CLP chair has a key role with the team in providing leadership to the party. These officers should work together to create an annual development plan for the constituency that ensures the party is organised effectively and is a dynamic and campaigning force in the community.

They are assisted in this by a team of coordinators who work on specific areas of responsibility and report to the Executive Committee on a regular basis (a minimum of every 3 months). These are the ethnic minority coordinator, fundraising coordinator, IT coordinator, political education coordinator, trade union liaison coordinator and disability coordinator.

All officers have a duty, in conjunction with the treasurer, to ensure that CLP finances are properly managed and that expenditure is properly approved and accounted for. No officer individually has the power to authorise expenditure.

### Specific duties

The chair has a key leadership role to play in all areas of campaigning and organisation. The chair is also ex officio member of the LCF. The chair also acts ex officio as assistant treasurer and shares the treasurer’s legal responsibilities and those under Labour Party rules. S/he is also responsible for

- the smooth running of executive and constituency meetings
- building an effective and cohesive team of officers
- devising an annual development plan for the constituency which encourages recruitment, campaigning, fundraising, policy development and election work
- building a strong relationship with branches and encouraging co-ordinated activity and organising assistance to branches which are in difficulty
- build and maintain relations with other constituency chair counterparts, MP, group and region.
- assisting other officers in key constituency activity such as the production of newsletters, the organisation of new members’ meetings, local policy forums, fundraising events, education training events, doorstep voter ID, street stalls and working with supporters and community groups
- planning a programme of lively and varied agendas for GC meetings in consultation with other officers.

In relation to regular meetings the CLP chair should:

- help plan and chair the constituency GC and Executive Committee meetings
- work in partnership with the secretary in planning the agenda and working out timings for each item
- conduct the business in meetings efficiently while enabling maximum participation and allowing adequate time for debate while trying to prevent overruns
- properly prepare for meetings having reviewed the agenda, minutes of previous meetings and copies of any written reports to be presented
- enable effective decision-making at meetings, uphold such decisions and ensure they are carried out.

## **Job Description | CLP Vice-Chair campaigns**

The CLP Vice-Chair campaign works as part of a team of 6 executive officers – Chair, Vice-chair membership, Vice-chair campaigns, Secretary, Treasurer and Women’s Officer - to ensure the effective management of the affairs of the CLP. The Vice-Chair campaigns has a key role with the chair/ secretary and other vice-chair in providing leadership to the party. These officers should work together to create an annual development plan for the constituency that ensures the party is organised effectively and is a dynamic and campaigning force in the community.

They are assisted in this by a team of coordinators who work on specific areas of responsibility and report to the Executive Committee on a regular basis (a minimum of every 3 months). These are the ethnic minority coordinator, fundraising coordinator, IT coordinator, political education coordinator, trade union liaison coordinator and disability coordinator.

All officers have a duty, in conjunction with the treasurer, to ensure that CLP finances are properly managed and that expenditure is properly approved and accounted for. No officer individually has the power to authorise expenditure.

### **Specific duties**

The Vice-Chair campaigns is an ex officio member of the LCF and chairs the CLP campaign committee.

The Vice-Chair campaigns works closely with branch secretaries and/or organisers through the CLP campaign committee in the areas of campaign planning and organisation. This includes the organisation of leaflet rounds and a complete and effective distribution network of road groups, the exchange of campaign priorities between branches and EC, identifying key tasks, developing ideas for local campaigns and coordinating these with the LCF.

The duties of V-C campaigns also include:

- building a strong relationship with branches and encouraging co-ordinated campaign activity
- organising local policy forums, education training events, street stalls and working with supporters and community groups
- liaising with the Borough Organiser, MP, AM, MEPs and Councillors on campaigning matters.
- ensuring campaigning is a major element of the constituency’s development plan and draws up an annual campaign timetable in conjunction with the Borough Organiser
- chairing the CLP campaign committee and ensuring each branch has a representative on the committee (i.e. ward organisers)
- co-ordinating constituency-wide campaigns in conjunction with other officers
- liaising with the regional and national party in the promotion of the party’s campaigns
- assisting in the development of constituency campaign resources
- planning engagement on policy issues with members, voters and the wider community in Tottenham.
- Manage and administrate the Tottenham Campaigns Fund

**All matters and correspondence relating to campaigns should go through the Vice-Chair campaigns.**

## **Job Description | CLP Vice-Chair Membership**

The CLP Vice-chair membership works as part of a team of 6 executive officers – Chair, Vice-chair membership, Vice-chair campaigns, Secretary, Treasurer and Women’s Officer - to ensure the effective management of the affairs of the CLP. The Vice-Chair membership has a key role with the chair/ secretary and other vice-chair in providing leadership to the party. These officers should work together to create an annual development plan for the constituency that ensures the party is organised effectively and is a dynamic and campaigning force in the community.

They are assisted in this by a team of coordinators who work on specific areas of responsibility and report to the Executive Committee on a regular basis (a minimum of every 3 months). These are the ethnic minority coordinator, fundraising coordinator, IT coordinator, political education coordinator, trade union liaison coordinator and disability coordinator.

All officers have a duty, in conjunction with the treasurer, to ensure that CLP finances are properly managed and that expenditure is properly approved and accounted for. No officer individually has the power to authorise expenditure.

### **Specific duties**

The membership officer works closely with the branch secretaries and/or membership officers in the areas of membership, recruitment, retention and membership administration. This includes:

- ensuring proper records of the constituency’s membership are kept and circulated to branches
- liaising with regional and national party to ensure records are updated using membercentre as necessary
- co-ordinating membership recruitment campaigns with the campaign team and ensuring membership recruitment materials are available for all campaign events
- ensuring maximum membership retention and advising on contacting members in arrears and lapsed members to ensure they are contacted about renewing/ rejoining
- in conjunction with the trade union liaison officer, ensuring maximum take up of the special trade union levy rate
- heading up a programme of events for welcoming new members into the party, including devising new members welcome packs and new member meetings and socials
- carrying out annual members skills audits to find out what members can do for the party and what the party can do for members
- encouraging the production of members’ newsletters in conjunction with EC officers to inform and involve members at every level of the party.

The Vice-chair membership, together with the CLP secretary, has the authority and access to amend members’ details on membersnet.

**All matters and correspondence relating to membership should go through the Vice-Chair membership.**

## Job Description | CLP Secretary

The CLP Secretary works as part of a team of 6 executive officers – Chair, Vice-chair membership, Vice-chair campaigns, Secretary, Treasurer and Women’s Officer - to ensure the effective management of the affairs of the CLP. The secretary has a key role with the chair/ vice-chairs in providing leadership to the party. These officers should work together to create an annual development plan for the constituency that ensures the party is organised effectively and is a dynamic and campaigning force in the community.

They are assisted in this by a team of coordinators who work on specific areas of responsibility and report to the Executive Committee on a regular basis (a minimum of every 3 months). These are the ethnic minority coordinator, fundraising coordinator, IT coordinator, political education coordinator, trade union liaison coordinator and disability coordinator.

All officers have a duty, in conjunction with the treasurer, to ensure that CLP finances are properly managed and that expenditure is properly approved and accounted for. No officer individually has the power to authorise expenditure.

### Specific duties

The CLP secretary’s responsibilities include:

- acting as the main communications link with branches, regional, national offices & elected members
- keeping in regular communication with branches through a monthly branch mailing
- producing and keeping an up-to-date constituency directory with details of constituency and branch officers, affiliated organisation delegates and members of the Executive Committee
- assisting in the creation of an annual development plan
- preparing for EC and GC meetings including:
  - planning the agenda with the constituency chair
  - circulating papers for meetings to members and delegates
  - preparing and circulating the agenda for the Executive Committee and General Committee
  - selecting items which require a committee decision only, circulating other items in a correspondence file
  - prioritising party business including head office and regional communications and matters affecting branches and the local party

After meetings the CLP secretary should:

- produce concise minutes with clear action points
- communicate relevant items to other officers and branches.

The CLP secretary, together with the Vice-chair membership, has the authority and access to amend members’ details on membersnet.

**All matters and correspondence relating to procedures, regular meetings and organisation must go through the secretary.**

## **Job Description | CLP treasurer**

The CLP treasurer works as part of a team of 6 executive officers – Chair, Vice-chair membership, Vice-chair campaigns, Secretary, Treasurer and Women’s Officer - to ensure the effective management of the affairs of the CLP. The treasurer has a key role with the chair/ secretary and vice-chairs in providing leadership to the party. These officers should work together to create an annual development plan for the constituency that ensures the party is organised effectively and is a dynamic and campaigning force in the community.

They are assisted in this by a team of coordinators who work on specific areas of responsibility and report to the Executive Committee on a regular basis (a minimum of every 3 months). These are the ethnic minority coordinator, fundraising coordinator, IT coordinator, political education coordinator, trade union liaison coordinator and disability coordinator.

All officers have a duty, in conjunction with the treasurer, to ensure that CLP finances are properly managed and that expenditure is properly approved and accounted for. No officer individually has the power to authorise expenditure. The treasurer has specific duties to ensure proper record-keeping of the CLP’s finances and reporting to the Electoral Commission within the law as outlined below.

**All matters and correspondence relating to finance should go through the treasurer.**

### **Specific duties**

1. The CLP Treasurer is responsible for overseeing the finances of the constituency party and branches to ensure the CLP’s finances are managed with probity, transparency and due accountability. The Treasurer’s role is unique among the CLP officer positions in that the key responsibilities are defined and governed by statute law, notably the Political Parties, Elections and Referendums Act 2000 and subsequent amendments and regulations, as well as duties set out in the Labour Party’s own rules. In legal terms the CLP Treasurer is referred to as the Registered Treasurer of the CLP or the Accounting Unit Treasurer.

2. The CLP Treasurer is accountable to the Electoral Commission, The Labour Party Compliance Unit and the CLP Executive in that order of precedence for the management and safeguarding of the CLP financial resources, expenses, loans and donations. The CLP Treasurer has a duty in law to liaise with Labour headquarters to ensure that donations and loans come from sources permitted to provide financial support to political parties in the UK.

3. The CLP Treasurer is not expected to be an accountant by profession or training, so the tasks and responsibilities are prescribed in detail in plain English in guidance documents from the Electoral Commission and the Labour Party.

4. The main tasks are to maintain the CLP’s bank accounts and ensure money from fundraising, affiliations and donations is paid in promptly, and payments out are made on time preferably by standing order or direct debit where they occur regularly. The CLP Treasurer must keep safe all bank statements, invoices and receipts for the year for inspection by the CLP auditors as and when

requested. The Treasurer's recording-keeping can be as simple or complex as required, but the usual convention is to use the Cash Accounting method.

5. The CLP Treasurer is required to produce an annual report and accounts for the CLP in a format prescribed by the Labour Party Compliance as a simplified version of that required by the Electoral Commission. This is a public document and can be accessed on the Electoral Commission website. The annual account is drawn up to 31 December for submission to the Electoral Commission, Labour Compliance Unit by 30 April in the following year and to the CLP AGM. Late submission of the annual accounts can cost a financial penalty charged to the CLP.

6. The CLP Treasurer is required to report any donations over £500 or loans to the CLP to the Labour Compliance Unit every three months.

7. The CLP Treasurer is required to have the accounts overseen by two elected CLP Auditors at least, and by an external auditor if the CLP's income goes above a certain threshold.

8. The CLP Treasurer is required to account for money earned as interest on deposits and pay Corporation Tax to HM Revenue and Customs when the interest in a year is above £500.

9. The CLP Treasurer has a duty of care to the CLP's financial resources and ensures we get the best value from bank interest and other sources and that money is not wasted, or spent without authorisation. No CLP officer has the authority to commit CLP funds without the knowledge or consent of the Treasurer.

10. The CLP Treasurer has a responsibility to advise, alert and warn the EC when funds are running low or a proposed item of expenditure not being affordable. The CLP Treasurer must use all best efforts to maintain the principle of financial management that capital is not used for revenue spending, and costs are covered by income.

11. The CLP Treasurer liaises with the Fundraising officer to ensure event costs are kept low and money raised is paid into the CLP accounts promptly.

12. The CLP Treasurer liaises with the CLP Secretary over affiliations of organisations such as union branches and societies to ensure their fees are paid in to the CLP bank account in due time for these bodies to qualify for voting and sending delegates to CLP meetings.

13. The CLP Treasurer liaises with other CLP officers to ensure that the CLP Development Plan is underpinned by an appropriate budget, and to ensure that targets are set for raising funds to cover planned expenditure on campaigning, publications, conferences for example.

14. The CLP Treasurer liaises with the election agent over the funding of parliamentary and local election campaigns during prescribed times, but it is the agent who carries the legal responsibility for keeping within the prescribed election spending limits and drawing up and submitting accounts for election campaign expenses and donations. The CLP Treasurer may open an agent's bank account for clarity and transparency of financial management at election time.

15. In the event of the CLP Treasurer resigning, moving away or dying mid-term it is the duty of the CLP Secretary to notify the Electoral Commission and Labour Party Compliance Unit of the fact, and the deputy treasurer (who is normally the CLP Chair) takes over the accounting duties and responsibilities until a new CLP Treasurer is elected.

## **Job Description | CLP Women's Officer**

The CLP women's officer works as part of a team of 6 executive officers – Chair, Vice-chair membership, Vice-chair campaigns, Secretary, Treasurer and Women's Officer - to ensure the effective management of the affairs of the CLP. The women's officer has a key role with the chair/ secretary and vice-chairs in providing leadership to the party. These officers should work together to create an annual development plan for the constituency that ensures the party is organised effectively and is a dynamic and campaigning force in the community.

They are assisted in this by a team of coordinators who work on specific areas of responsibility and report to the Executive Committee on a regular basis (a minimum of every 3 months). These are the ethnic minority coordinator, fundraising coordinator, IT coordinator, political education coordinator, trade union liaison coordinator and disability coordinator.

All officers have a duty, in conjunction with the treasurer, to ensure that CLP finances are properly managed and that expenditure is properly approved and accounted for. No officer individually has the power to authorise expenditure.

### **Specific duties**

The women's officer works closely with her colleagues in building an effective management team for the constituency party.

The women's officer is the chair of the CLP Women's Forum in the constituency which provides a team to support her in her work.

The aims of the women's officer specifically are to:

- encourage women to join the party and to play a full and active part in the party's activities
- build links with women in the wider electorate through campaigning, engaging on policy issues and two way communication
- ensure that the priorities of the constituency reflect the views and concerns of women members and women in the wider community.
- welcome new women members, through letters, telephone contact or social events
- organise training to encourage women members to become more involved in the party and in community activity - for example as party officers, school governors or local councillors
- set up a campaign team to recruit local women who have expressed support for the party
- make contact with local branches of women's voluntary organisations, set up consultation meetings, exchange speakers and run joint campaigns
- work with constituency and branch secretaries and/or chairs to ensure party meetings are accessible, interesting and relevant to women
- work with the constituency political education officer to ensure that women's concerns are included in policy debates
- organise local policy forums for women members with the wider community
- visit branches to discuss the promotion of women's concerns and activities within the party
- report regularly to the Executive Committee on the activities of the Women's Forum and the issues facing women both within and outside the party.

## **Job Description | Older Person's Officer**

1. To encourage 'older members' to join the party (using reduced rate)
2. To encourage 'older members' to be involved in the party.
3. To establish an 'older members' forum where members can meet to engage, discuss issues that affect them and submit motions.
4. To use the 'older members' forum to influence policy in the national party by responding to policy consultations (usually online).
5. To organise events where 'older members' can engage with the MP, Assembly Member, Councillors and other elected officials.
6. To organise Labour campaign sessions which engage 'older members'.
7. To report back to the EC quarterly on the progress of the role.

## **Job Description | BAME Officer**

- To ensure ethnic minority issues are heard, recognised and supported within the work of the CLP
- To ensure Executive Officers consider ethnic minority issues within the scope of their roles
- To undertake work to highlight and promote ethnic minority issues within the constituency

### **Remit**

The actual content and focus of the work is decided and agreed with the EC as part of the development plan process however the remit is explained below

- Work relating to local issues which may impact (positively or negatively) on ethnic minority communities and individuals
- Work relating to national issues affecting ethnic minorities
- Work undertaken by the CLP/MP/Council which impacts on ethnic minorities
- Liaising with individuals and organisations working on behalf of and with people with different communities.

### **Responsibility Duties**

- Provide a report of activities undertaken in line with the development plan reporting process
- Ensure the CLP operates within guidelines that do not discriminate against people from minority ethnic backgrounds.
- Be the main contact person for members from minority ethnic communities to ensure that we [as far as possible] accommodate their needs to enable them to fully participate.
- Attend regional and national BAME Labour meetings and events on behalf of the CLP
- Monitor the membership demographics to ensure they are representative of the communities within the constituency
- Work with the Vice Chair membership to lead on campaigns for recruiting people from minority ethnic communities.
- Work closely with Ethnic Minority Co-ordinators in neighbouring constituencies
- Hold regular meetings or events for BAME members to encourage participation.
- To develop the role and undertake other duties as appropriate

## Job Description | Fundraising Officer

- To draw up a fundraising plan in conjunction with other EC members
- to assist the Executive in its on-going fundraising activities throughout the year – particularly important in the year running up to local/national elections

### Specific Duties

The actual content and focus of the work is decided and agreed with the EC as part of the development plan process however the remit is explained below

- Establish fundraising targets in-line with budget forecast.
- Running fundraising events and dinners
- Ensure that there is a plan for fundraising activities to produce a profit
- Ensure there is a range of fundraising activities to suit a variety of membership incomes
- Ensure there is a range of activities that do not exclude members with certain cultural beliefs
- Work with branches to ensure at least 1 fundraising activity takes place per a branch per a year
- Liaising with the MP/Leader of the Council/MEPs/AMs/Borough Organiser to develop high profile fundraising events
- Report to the development plan monthly
- Work alongside the treasurer to ensure that fundraising income is robustly accounted for
- Lead on fundraising projects (i.e. letters for donations for elections).
- Work with the MP/AM to assist in securing fundraising assets (i.e. signed books).
- Encourage talent and access from members to maximise fundraising activity (i.e. Karaoke skills)
- To develop the role and undertake other duties as appropriate

## Job Description | IT and Marketing Officer

### Specific duties

- To provide IT support to the CLP
- Develop and main the Tottenham Labour website
- To maintain the CLP website and Social Media
- To liaise with the Hornsey and Wood Green IT Officer regarding the Haringey website in order to develop a good working relationship
- To ask Executive Officers and Coordinators to provide content for the CLP/Haringey labour website
- Liaise with MP, AM and Cllrs to ensure content for the website
- Develop a members' newsletter in consultation with the secretary and VC membership
- Work alongside the Vice Chair Membership to market recruitment to the party via the website and social media
- Work alongside the Vice Chair Campaigns to ensure campaigning activity of the CLP is publicised via the website and social media to enable public awareness of our efforts
- Work alongside the office of the MP, AM, Cllrs & MEPs to ensure their local activity is publicised via the website and social media to enable public awareness of our efforts
- Liaise and kept abreast of regional and national developments to market to the public via the website and social media to enable public awareness (i.e. policy, campaign to save NHS, petitions).
- Provide a report of activities undertaken in line with the development plan
- To develop the role and undertake other duties as appropriate

## **Job Description | Political Education Officer**

- To assist the Executive in providing a programme of political education events and activities throughout the year. These may be coordinated with fundraising activities or have a purely educational purpose.

### **Specific Duties**

The actual content and focus of the work is decided and agreed with the EC as part of the development plan process however the remit is explained below

- Running monthly events and discussions
- Securing speakers (internal and external to the party) to inform policy debate
- Market activities within the CLP and neighbouring CLPs
- Liaising with the MP/Leader of the Council/MEPs/AMs/Borough Organiser to develop high profile events
- Work with Vice Chair Campaigns to host public events on policy issues
- Report to the development plan monthly
- To develop the role and undertake other duties as appropriate

## **Job Description | Trade Union Liaison Officer**

- To assist in fostering contacts with trade unions, delegates and members
- Encouraging further TUs and branches to affiliate to Tottenham CLP

### **Specific Duties**

The actual content and focus of the work is decided and agreed with the EC as part of the development plan process however the remit is explained below

- Work alongside political education co-ordinator to encourage Trade Unions involvement in cross-cutting policy objectives
- Keep members informed of Trade Union activity relevant to the Labour party
- Lead on CLP attendance on demonstrations called or supported by Trade Unions
- Encourage Party members who are also affiliated Trade Union members to sign up as affiliated supporters in line with 2015 changes.
- Attend TULO meetings on behalf of the CLP
- Provide a report of activities undertaken inline with development plan reporting process
- To develop the role and undertake other duties as appropriate

## Job Description | Young Labour Officers

This role on the EC will be the young members who are elected as Tottenham Young Labour Chair and Secretary.

- To keep the CLP EC updated on the progress and development of Tottenham Young Labour.
- To encourage young people to join and be active within the CLP
- To ensure that issues affecting young people are heard, recognised and supported within the work of the CLP
- To ensure Executive Officers consider youth issues within the scope of their roles
- To undertake work to highlight and promote youth issues within the constituency

### Specific Duties

The actual content and focus of the work is decided and agreed with the EC as part of the development plan process however the remit is explained below

- Work relating to local issues which may impact (positively or negatively) on young people
- Work relating to national issues affecting young people
- Work undertaken by the CLP/MP/Council which impacts on young people
- Liaising with individuals and organisations working on behalf of and with young people
- To assist in the political education of members through organisation of events and speakers relevant to Labour locally and/or nationally
  
- Holding events in partnership with other Labour organisations/ CLPs specifically for young people
- Work with the Vice Chair Membership to ensure that the level of young members is representative of the party membership.
- Work with the Vice Chair Membership to increase and encourage membership of young people.
- Work with the MP, AM and MEP to establish opportunities that give local young people political work experience.
- Be the main point of contact for young members to encourage their involvement
  
- Provide a report of activities undertaken inline with the development plan reporting process
- To develop the role and undertake other duties as appropriate