



Job Adverts for 2017 Annual General Meeting

Closing Date – 15 November 2017 (at the AGM)

Local Party Chair

- Chair Meetings
- Keep in touch and direct the activities of the Local Party (LP)
- Links the LP to other levels of the Party
- PPERA responsibilities (with Treasurer)
- Provide leadership in fulfilling the Development Plan

Vice Chair

- Deputises for the Chair
- Chairs meetings of sub-committees
- Fills holes in the Local Party organisational structure
- Mentors new members
- Links with other Local Party groups (e.g. Branches, Councillors etc)

Treasurer

- Prepares budget
- Keeps accounts and records as required by PPERA
- Donation reports
- Advises on Fund-raising programme
- Campaign Expenditure return

Secretary

- Agendas, venues and minutes of meetings
- Advises rest of party who Officers are
- Ensures LP keeps to its Constitution
- Provides content for Newsletter

Data Officer

- Responsible for Membership and Connect data
- Liaise with Membership Services
- Ensures that changes to members data are passed on promptly
- Ensure compliance with Data Protection Act

Membership Development Officer

- Organise and run membership recruitment and renewal campaigns
- Ensure that the Local Party has a wide range of social and political activities to facilitate member retention
- Ensure that there are regular members newsletters

Youth & Student Officer

- To develop and maintain links with further and higher education student bodies.
- To increase voter turnout amongst eligible youth and students.
- To liaise with Liberal Youth on youth campaigning issues and policies

Executive Committee Members

- Expected to play an active part in LP organisation and activities
- Fulfil various roles in areas such as media, fundraising, and campaigning.
- Work closely with office-holders to represent and communicate with local party members