

Job specification for Borough Councillors

Liberal Democrat Councillors achieve a great deal by working together for the people of the local area. Working together with agreed principles enables Councillors to put these into practice. Councillors have responsibilities to the electorate and to those who help to get them elected. This document sets out what Greenwich Borough Liberal Democrats expects of Councillors elected as Liberal Democrats for wards within this borough. Being elected a Councillor is a four year commitment to serve the people of the ward.

Councillors are expected to:

1. Maintain paid up membership of the party at all times, and respect its principles in their activities.
2. Maintain paid up membership of their Council Liberal Democrat Group.
3. Work with the PPC and other Councillors on casework and campaigns.
4. Contribute to party fundraising and social activities.
5. Abide by the National Code of Local Government Conduct.
6. Submit themselves for re-approval at the end of their term of office if seeking re-election.

In their wards Lib Dem Councillors are expected to:

- Hold regular ward surgeries for residents and maintain a system for dealing with all residents' casework
- Follow a considered programme of attending meetings with tenants', residents' and other groups, while not spending undue time on small unrepresentative groups.
- Where possible be a governor of a local school.
- Campaign on both Council and non-Council issues which come up in the ward.
- Contribute stories for regular local Focuses, borough-wide literature and street Focuses.
- Ensure the local leaflet delivery network delivers leaflets effectively.
- Recruit new members and deliverers wherever possible.
- Identify future activists/candidates
- Attend party ward meetings on a regular basis, reporting back on the activities of the Council and on issues concerning the local area.

In the Town Hall Lib Dem Councillors are expected to:

- Attend all meetings of Full Council and give apologies to the Chief Whip if unable to attend or have to arrive late/leave early for any reason.
- Attend all meetings of the Liberal Democrat Group and abide by the decisions of the Group.
- Attend all meetings of the committees and panels that you are members of and, where appropriate, organise a substitute if you cannot attend.
- Be prepared to substitute for colleagues when asked.
- Report back to colleagues in Group on their activities.

Councillors can expect their ward organisations to:

1. Assist in the production and distribution of FOCUS leaflets.
2. Provide support for local campaigning.
3. Provide a financial contribution to fund their re-election campaign.
4. Provide a campaign team for the re-election campaign.