**Job Descriptions 2020**

**Chair**

The Chair works closely with other officers, councillors, candidates and Parliamentarians to provide leadership to the local party. The Chair should recognise the importance of campaigning and lead a strong and vibrant local party to ensure the best chances of election success. The role also includes: Chairing all meetings of the local party, agreeing the agenda for meetings with the secretary and making sure that business is properly conducted in line with party democracy; Advising officers on procedure and rules; Making sure all functions of the local party are carried out. This list is not exhaustive and other roles may be

required during the term of office.

**Vice Chair (x2, one reserved for an under-represented group)**

Responsible for deputising the Chair in the event of absence. The Vice Chair should work closely with the Chair and other officers to provide leadership to the local party. The Vice Chair should support the executive as a whole and look to create activities to support a strong and vibrant local party.

Following a local rule change in 2016, a new Vice Chair position has been created to encourage participation from diverse communities. One Vice Chair will be reserved for women, BAME, LGBT+ candidates. This Vice Chair would work closely with the Equality and Diversity Officers and those on the Executive who try to increase the party membership within the diverse communities in Liverpool. There is possibility for this particular position to also lead or support the Liverpool Liberal Democrats women’s group (a group that promotes the participation of women in local politics).

**Treasurer**

Responsible for managing local party finances, including keeping accounts. The main responsibilities of treasurers include: Keeping accounts in accordance with the rules; Preparing budgets for defined areas of activities such as internal communication, selections, campaigning, etc; Providing reports on the financial position of the local party; Providing a detailed financial report for the annual meeting; Advising the officers on matters relating to financial management and appropriate expenditure; Providing an audited annual return of local party income. Reporting expenditure, donations and any other legal requirement to Electoral Commission. This role is not exhaustive and other roles may be required during the term of office.

**Secretary**

The Secretary is the main contact person with the wider party. They handle administration and work with the Chair and other officers to provide leadership. Typically the role will cover areas such as: Convening and attending all meetings of the local party and making sure proper minutes are kept and circulated; Making sure local party records are kept in a proper manner; Making sure there is regular communication with local members, including news of campaigns, local party developments and activities; Communicating with the wider party, including the region and centre, on behalf of the local party; This list is not exhaustive and other roles may be required during the term of office.

**Data officer**

There is the official HQ guide to the local data officer found here (membership login required):

[https://www.libdems.org.uk/local\_party\_data\_officer](about:blank)

In practice in Liverpool the responsibilities are as follows:

* To manage the local party’s data, in line with current data protection laws (advice on this is provided by the central party), this is mostly done via ‘Connect’ software.
* To make sure that the local party is notified of changes to central party guidelines on data protection (e.g. updates provided by the central party to imprints to be used on leaflets asking for information)
* Understand the connect system for data management and be able to advise candidates and campaigners to ensure data is recorded correctly and used appropriately.
* To be able to provide training to local party members on the use of connect
* To co-ordinate recording marked registers into the connect database to help us to continue to build a voting history database in target wards.

**Membership Development Officer**

Keeps track of the local party’s membership and works to develop recruitment and organising. The role includes: Making sure the local party has accurate membership records; Monitoring the local party’s recruitment and retention rate; Taking a lead on recruitment activities, targets, resources, budgets, etc.

**Equality and diversity officer**

To promote equality diversity and disability amongst the local party.

To be in contact with the multi-cultural communities.

To promote at election time that the local party encourages all genders and all race/disability and diverse community to engage.

**Social media officer**

The Social Media Officer is primarily required to post content on the local party's Twitter & Facebook pages, more often using text created by sitting Councillors, most notably the Leader. Monitoring said platforms for incoming questions and challenges is another task, as is tracking which types of content prove most popular and effective, all of which is reported back at each Executive meeting. Integrating content on the local party website (via the Nationbuilder) platform is also a desired skill.

A secondary function is scanning other political and media Twitter accounts and local news stories associated to local government (Regeneration, Education, Health & Social Care etc) and relaying these back to Councillor colleagues who cover those portfolios.

**Non-portfolio (x4) (2 positions reserved for members from an under-represented group\*)\*\***

The Non-Portfolio officer replaces the Ordinary Reps from the 5 Parliamentary constituencies. The role is great for members wanting to contribute to the local party executive but without a specific task. The Non-Portfolio officers should support the rest of executive with new ideas and ways to engage the local party membership. To encourage diversity, two Non-Portfolio officers will be elected from under-represented

groups.

**Youth Officer\*\***

The Youth Officer will be responsible for recruiting new members and engaging with existing Young Liberals (YL). They will coordinate support and activities for YL members and represent their views to the Executive.

**City Agent/Campaign organiser \*\***

This role is tasked with delivering targeted wins in strategically important elections, of which there are several locally in 2021, directly managing campaigns where needed. A confidence of understanding and acting on data to direct resources and employing a range of campaign tools is also required, as is acute awareness of Electoral Commission guidelines and local authority operations to legally comply with regulations, ensuring candidates campaign successfully.

\*Under-represented group defined as women, BAME, LGBT+

\*\*these roles are dependent on the outcome of a motion/an amendment to be raised in the AGM and may or not be legitimised.