



Local NDLD party – Exec Committee role descriptions 2021

****Statutory Executive Roles stipulated by the National Party Constitution.***

***CHAIR**

- Provide guidance and leadership to the local party executive.
- Chair local party Executive meetings.
- With Treasurer and Data Officer, ensure compliance with legal requirements, including GDPR; ensure local party is run according to local party and national constitutions.
- Ensure candidate selection in line with the rules of the local party constitution.
- Delegate as necessary to executive members to deliver the local party's objectives; actively develop other members for succession purposes.
- Handle complaints and facilitate all disciplinary matters, should they arise.
- Develop a good working relationship with the Council Group Leader.
- Report progress to the local party executive meetings.

***VICE CHAIR**

- Support Chair; take on tasks when Chair has too many, including any other tasks not obviously within another Officer's remit; provide an advisory role to Chair (i.e., 'sounding board').
- Chair meetings where Chair is unavailable.
- Act on behalf of the local party in absence of Chair (e.g., promote Chair's perspective on matters during meeting; contact members of the Executive Committee to get a quick decision on an urgent matter etc).
- Where employed by local party, line manage office staff, including Campaign Organiser post.
- Undertake *ad hoc* tasks in line with objectives of the local party.
- Report progress to the local party executive meetings.

***TREASURER**

- Prepare annual budgets, including campaigns budget
- Attend local party exec meetings; prepare & circulate reports financial reports.
- Submit regular donation reports to HQ in accordance with current regulations.
- Complete end of year account to Executive and to the National Party HQ.
- Work with the campaign group; **Note:** *Agent(s) is responsible for campaign spending during the campaign in line with budget allocation.*
- Oversee banking arrangements, including donations, and paying bills etc.
- Where employed by local party, process payroll and pensions for employees.
- Report progress to the local party executive meetings.

***SECRETARY**

- Organise all executive meetings & annual AGM as outlined in local and National Constitutions; (e.g., arrange dates/time of meetings, collate agenda items, previous minutes, officers' reports, organise venue (remote or actual)).
- Take accurate minutes at all meetings, specifically decisions and agreed actions.
- Alert Chair / Vice Chair of any outstanding actions.
- Maintain copies of all previous minutes and agendas (held on a Shared Drive).
- Support Executive committee (& Campaign Organiser where applicable) with arrangements for election and/or selection process of local officers and party candidates in line with procedure.
- Provide general administration as required, including correspondence with Lib Dem HQ.
- Keep records of local party Exec Officers up to date, and ensure Region are advised of any changes to postholders asap.

- *DATA OFFICER**
- Ensuring all local data is processed in accordance with GDPR and party data protection rules, manage the local party's campaign data using Connect.
 - Working with the Membership Development Officer, manage the local party's membership data (currently using Salesforce).
 - Maintain membership and supporters' email lists (currently using Mailchimp)
 - Manipulate and use data to support local campaigns.
 - Collect marked registers and oversee the data work involved after each election.
 - Report progress to the local party executive meetings.

- *MEMBERSHIP DEVELOPMENT OFFICER**
- Be the Primary Point of Contact/Lead for recruiting and contacting members; new & existing.
 - Working with the Data Officer, ensure all membership data from Salesforce is reconciled with Connect and matched to an electoral roll record where possible; check Salesforce regularly to identify any new members in the local party area.
 - Contact all new members when they join with details of how to get involved, including campaigning at both a local and national level.
 - Encourage personal contact (phone/doorstep) with all new members, and ensure details about them are recorded on Connect.
 - Monitor lapsing members each quarter and ensure personal contact is made with lapsing members.
 - Working with the Press Officer and/or Social Media Lead, and/or Parliamentary Spokesperson, communicate regularly with local members by email and post; maintain an accurate contact database that details this.
 - Aim for all members to be personally contacted on at least an annual basis; record the data on this interaction in Connect.
 - Working with a local Events Coordinator, help organise a programme of social events for new members to encourage them to get involved.
 - Update Salesforce with details of local party Executive officers yearly after the AGM.
 - Report to the local party Executive Meetings.

ORDINARY MEMBER (OM) OFFICERS (x 3) *These postholders will be required to take on a non-mandatory Executive role from those listed below. Some of these tasks may be covered by one Ordinary Member if they wish, or shared between all OMs and some other mandatory Officers.*

- DIVERSITY & INCLUSION LEAD**
- The primary contact on Diversity between local party, and the National and Regional party contacts.
 - Create and maintain a list of local community groups & charities; make contact with their main Contact and arrange to meet their management team to attend their events and activities.
 - Set up a diversity calendar containing important cultural events and dates; working with the Social Media Lead, create a social media message plan to make sure the right messages are put out on the right days.
 - Share details of diversity events in your area on your local social media pages.
 - Invite community groups to attend local party events so that they can educate our members.
 - Cascade all information or updates on Diversity from HQ or Region to the Executive.
 - Report progress to the local party executive meetings.

- EVENTS COORDINATOR**
- Create and implement an Events plan outlining various, regular social events and activities throughout the year; stimulate / generate ideas.
 - Oversee a small team of volunteers to help organise social events and activities detailed in the annual Events plan.
 - Work with and support the Fundraiser to help organise joint fundraising social events.
 - Work with and support the Membership Development Officer to organise events that specifically encourage new members' involvement.
 - Report progress to the local party executive meetings.

- FUNDRAISER**
- Create and maintain a local Fundraising plan (Fundraising Plan owner), with input from Events officer, Treasurer and Campaigns Chair.
 - Champion all fundraising activities and generate fundraising ideas.
 - Coordinate/motivate a small fund-raising team to organise fundraising activities Work with the Membership Development Officer to identify potential donors; develop positive relationships with those donors.
 - Help coach candidate(s) so they can help generate / raise funds.
 - Report progress to the local party executive meetings.
- PRESS OFFICER**
- Write press releases of activities, events etc on behalf of the party to raise profile of local party, candidate(s) and LD councillors.
 - Develop good working relationship with local and national journalists / media.
 - Monitor, record and keep record of all media coverage including live interviews.
 - Cascade copies of all print coverage to applicable candidates/councillors and Exec.
 - Report progress to the local party Executive Meetings.
- SOCIAL MEDIA LEAD**
- In line with social media policy, produce s/m content of activities, events etc to promote activities, issues & profile of local party to help improve local engagement with NDLDs.
 - Ensure key dates and events are updated and current on all social media sites.
 - Report progress to the local party executive meetings.