Local party officers – job descriptions

Local Party Chair
Taking on the role of local party chair can be a lot of responsibility, but we have plenty of resources to make it easier for you and for you to get the support you need.

Chair responsibilities

Local party executive meetings
Another responsibility of the Chair is to chair local party executive meetings. The primary purpose is to discuss party business and ensure the local party is ready for the month ahead. You can find out what needs to be covered in executive meetings here

GDPR
The chair is responsible for local party data protection, which includes taking responsibility for any data breaches. The most important email you need is data.protection@libdems.org.uk so anything you aren't sure about, just ask! All other information you need can be found here.

Social media
There are Facebook groups where you can reach out to other local party chairs and officers, so you can get and give support to your fellow officers.

Liberal Democrat local party officers – this is a forum where all local party officers can get feedback and support from each other. The group includes new and veteran LPOs, as well as Membership Team staff, so almost any question can be answered.

Lib Dem Campaigners – This is a group where LPOs and campaigners share resources, best practises and swap ideas. For any campaign, this group is a goldmine of artwork, knowledge and advice.

Lib Dem Digital Campaigning Forum – This is to help all party members with digital campaigning. This includes everything from online ads to Facebook posts.

Membership management
The Chair, along with all members of the executive take on responsibility for managing the membership. Local parties monitor their membership through a
platform called Lighthouse. This allows you to make edits to members' information as well as keep an eye one who is joining and leaving the local party. You will need to talk to your local superuser to get set up on the system. If you want   to   be   the superuser you will need to tell HQ by emailing membership@libdems.org.uk

Lighthouse has been uniquely built just for our party, and you can access all the training, guides and geek sheets here.

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Treasurer

The Treasurer is a vital role, as treasurer you will need to prepare budgets and financial targets for discussion by others and advising on the implications of spending decisions. The treasurer is also responsible for the practical side of managing the local party's finances, such as paying in bills. We have plenty of resources to support you with the task.

Keeping you legal

It is important to be compliant with financial and election laws as treasurer. During a normal year, you will have to submit annual financial reports; during an election you will have to work with the [Agent](#) to agree campaign budgets.

[Political Party Election and Referendum Act](#) PPERA – This governs local party donations and needs to be submitted every month. This sets out what you need to report and how.

[End of year accounts](#) – To make this simple, we have created step by step videos and [templates](#) for you to complete. You can access all the resources you need for the reporting [here](#). You can use a [Xer](#) [o](#) account for your budgets too. If you have any questions about submitting reports, you can always contact the Compliance Team at compliance@libdems.org.uk

Social media

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Membership management

The Treasurer uses Lighthouse to submit the PPERA reports.

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Data officer

The data officer is a key role, with responsibility for ensuring the local party is GDPR compliant. But don't worry, we have lots of resources you can use to help you!

Keeping you legal.

[Members data protection code](#): This simply explains the responsibilities of the data officer and how to make sure you're GDPR compliant. This covers everything from data collection to data subject rights.

Training

We have plenty of training available for all the different sites a data officer will need to be able to use. They are all available on [libdem learning.](#)

Connect training – This is training to help you learn how to use connect, including making lists for MiniVan and use of My Campaign. Also, lots of training to keep you GDPR compliant. If you have any questions, or need any support about connect, you can contact connect@libdems.org.uk

Nationbuilder training – You might need to use Nationbuilder, this training covers everything from donation collections to sending emails.

Facebook groups

Liberal Democrat local party officers – this is a forum where all local party officers can get feedback and support from each other. The group includes new and veteran LPOs, so they can answer almost any question

Connect users – As data officer you will work with connect, the Lib Dems' access to the electoral roll and voting preference data. This Facebook group will help you navigate Connect and is full of people who have lots of experience and can answer almost any questions you have!

Nation builder users – You will also use Nationbuilder, the website, email distribution and donation collection tool we use. This Facebook group has veterans and newbies alike, all there to help you use Nationbuilder in the best way for your local party.

Membership management

The Data Officer, along with all members of the executive take on responsibility for managing the membership. Local parties monitor their membership through a platform called Lighthouse. This allows you to make edits to members' information as well asleep an eye one who is joining and leaving the local party. You will need to talk to your local superuser to get set up on the system. If you want   to   be   the superuser you will need to tell HQ by emailing membership@libdems.org.uk

Lighthouse is a very simple system to use, and you can access all the training, guides and geek sheets here.

Social Secretary

Social events for members and supporters should be enjoyable in themselves, helping them to get to know each other better. They can also be a great way of communicating and helping members to engage with the local party's plans and activities. It can often be a starting point for someone to become more involved in campaigns. There can also be a fundraising dimension to social events.

The social secretary's role is to organise a programme of events to help members and supporters to be involved with the local party.

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Executive Committee member

Each local party has people elected to their Executive Committee as Ordinary Members, who do not hold specific roles. These are people who help by having a say in how the local party is run, and by taking on ad hoc roles and helping with special projects.

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Membership Secretary
The membership officer is responsible for recruiting and reaching out to new members and getting them engaged. They are also the point of contact for existing members and monitoring the membership payments.

Key tasks
Connect and Lighthouse are key sites the membership officer will use. This makes sure all data and information on local members is updated and usable by the rest of the local party. Without this, it is difficult to target members during elections or increase engagement in the local and federal party. This page talks you through everything you need to know about making sure your information is up to date and accurate.

Sending emails – you'll need to send an email, welcoming new members to the party and letting them know about upcoming events. If members are going to get involved, it's usually in the first few weeks of joining! You'll also want to keep all members up to date with upcoming events, like this.

Engaging the new and existing local party - social events are the best way to boost interest, so organise an exciting year for your members. The more engaged they are socially, the more engaged they'll be in campaigning. We have plenty of tips on the kinds of events you can run and how to make it easy for you!

Members who don't have a rolling direct debit are at risk of missing payments and lapsing as members. It's important for membership officers to reach out to lapsing members and keep them engaged. This is where your events programme can engage people too!

Membership management

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Social Media
Any questions you have, you can email membership@libdems.org.uk

You can also get help from your fellow officers on the Facebook groups we have.

Liberal Democrat Membership Officers & Portal Users – this is specifically for membership officers, any questions you have about salesforce, connect or engaging members, can be answered here.

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Secretary
The secretary has a key role in keeping the local party organised and on top of business.

Key tasks
You'll need to keep on top of the admin side in the local party. You will need to make the agenda for the meetings, all the advice and tips you need can be found here. You'll also need to minute the meetings, especially the decisions made. If you haven't taken minutes before, you can find advice for what you need to record and how. Here and here are some templates to guide you.

Social media

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Vice chair

There is a lot of freedom with the role of vice chair, there aren't strict responsibilities, so you can really make this role your own.
There are plenty of groups which can help guide you with what you want to do with the role.

Social Media

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