



## **ROLE DESCRIPTION: The Executive Officer for Policy Development**

The role of the Executive Officer for Policy Development is to:

1. Chair the meetings of, and ensure the proper functioning of, the Policy Development Committee,
2. Carry ultimate responsibility for fulfilling the duties of that committee,
3. Report on their activities, and those of the committee they chair, in a timely manner, to Board members after each committee meeting, and the Conference on an annual basis,
4. Ensure members of the committee they chair, and any working groups established by that committee, are kept informed of any relevant decisions made by the Board or other Committees,
5. Contribute fully to the setting of party strategy at Board level, particularly with regard to their own specific duties,
6. Ensure the needs of diverse communities are considered and acted upon in all their work,
7. Work with the President, other Executive Officers, Board members, elected representatives and party members in the best interests of the Party,
8. Act as a budget holder for the activities of their committee, and ensure compliance with any financial procedures put in place by the Finance and Resources Committee,
9. Be a member of the Board,
10. Discharge such other functions as the Conference or the Constitution shall allocate to them.

The responsibilities of the Policy Development Committee are:

1. Developing the Party's policies on all matters devolved to the National Assembly for Wales;
2. Providing political policy support and advice to the Party's candidates, elected representatives, and political appointees to external bodies;
3. Recommending the motions to be debated at Conference;
4. Considering reports from the Party's representative to the Federal Policy Committee;
5. Preparing the Party's election manifestos;
6. Developing relationships with the third sector, charities and other appropriate organisations;
7. Ensuring Party policies reflect the needs of diverse communities; and
8. The discharge of such other functions as the Conference or the Constitution shall allocate to it.

The responsibilities of the Welsh Party Board are:

1. Approving the Party's annual budget as proposed by the Finance & Resources Committee;
2. Ensuring the Party is compliant with all relevant legislation;
3. Maintaining the strategic overview and direction of the Party;
4. Appoint a line manager for any staff employed by the Party;



5. Deciding on the Party's staffing structure;
6. Developing the Party's messaging, in collaboration with the Campaigns and Communication Committee and the Policy Development Committee;
7. Ensuring all Committees fulfil their functions, including by exercising its powers of recall when necessary;
8. Making any political appointments to external bodies, with all appointments reported to Conference;
9. Ratifying the memberships of election campaign teams and manifesto working groups, following nominations from the relevant committees;
10. Ratifying the Party's election manifestos;
11. Ensuring that the needs of diverse communities are taken into account across the Party's activities; and
12. The discharge of such other functions as the Conference or the Constitution shall allocate to it.

The skills that someone elected to this role may find useful include:

(please note that this list is meant as a guide only)

- Excellent communication and interpersonal skills.
- A good grasp of how the Party functions at all levels.
- Comprehensive experience of communicating, researching and developing policy.
- An excellent grasp of previous and current Welsh Liberal Democrat policies, their distinctiveness compared to the policies of other Welsh parties, and the relationship between policies and campaigning.
- An understanding of policy across a wide range of areas of interest for the Party.
- An understanding of the diverse needs of communities across Wales.
- Experience of developing relationships with the third sector, charities or other appropriate organisations.
- Experience of working at Board, Trustee or senior management level within other organisations.
- Experience of creating a strategy for an organisation.