



## **ROLE DESCRIPTION: The Deputy President**

The role of the Deputy President is to:

1. Assist the President in being a public representative of Party Members,
2. Chair the Constitutional Affairs Committee,
3. Chair the meetings of Conference,
4. Carry ultimate responsibility for fulfilling the duties of that committee,
5. 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,
6. 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,
7. Ensure the needs of diverse communities are considered and acted upon in all their work,
8. Work with the President, the Executive Officers, Board members, elected representatives and party members in the best interests of the Party,
9. 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,
10. Be a member of the Board,
11. Discharge such other functions as the Conference or the Constitution shall allocate to them.

The responsibilities of the Constitutional Affairs Committee are:

1. Providing advice to Party members on the drafting of motions to Conference;
2. Maintaining the Party's constitution and other associated documents, and proposing amendments to Conference as required;
3. Producing and maintaining template constitutional documents for Local and Regional Parties;
4. Approving the final constitutions of Regional Parties; and
5. 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.**
- **Extensive understanding of the Party's constitution and how the Party functions at all levels.**
- **Experience in providing a key strategic function for the party, for example in campaigning, people development, fundraising or policymaking.**
- **Experience of working at Board or Trustee level.**
- **Experience of creating a strategy for an organisation.**