

*Call for nominations*

All the Officer and Representative posts come up for re-election at the AGM. The Job Descriptions for these are listed overleaf. The term of office is the 2019 calendar year. If you wish to stand for any of these, please fill in the details on the form and pass to the Returning Officer Richard Pinnock (rpinnock@cix.co.uk, 64 Weymouth Road, Frome, Somerset BA11 1HJ) by **noon on 9<sup>th</sup> November 2018**.

<i>Nomination for the post of:</i>		
<i>Person being nominated (print)</i>		
<i>Proposed by</i>	(Print name)	Signature
<i>Seconded by</i>	(Print name)	Signature
<i>I assent to my nomination</i>		Signature

# Job Descriptions

## Chair

The Chair of the Regional Party shall chair the Regional Conference (save insofar as provision is made in accordance with the Conference Standing Orders for some other person to chair all or part of the Conference), shall chair all meetings of the Regional Executive and shall have a casting vote at such meetings, shall be the Region's representative on the English Council Executive, shall be jointly responsible with the Treasurer for the Region's compliance with the Political Parties, Elections and Referendums Act 2000 and **shall be the Region's principal executive officer**.

## Vice-Chair

The Vice-Chair of the Regional Party shall deputise for the Chair when required and when chairing the Regional Executive shall have a casting vote and shall exercise such other functions as may be prescribed by the Regional Executive. **The Vice Chair will normally chair the Local Parties Committee**, which handles **constitutional and disciplinary matters**.

## Chair of the Regional Candidates Committee

The Chair of the Regional Candidates Committee shall, together with the Regional Candidates Committee, **be responsible for the exercise under the Party Constitution of the Region's functions in connection with the approval and selection of Parliamentary and European Parliamentary Candidates and candidates for Regional Assembly elections** and shall be the Region's representative member on the English Candidates Committee.

## Chair of the Regional Conference Committee

The Chair of the Regional Conference Committee shall, together with the Regional Conference Committee, **be responsible for arranging the meetings of the Regional Conference**, subject to the standing orders of the Regional Conference, and, jointly with the Secretary, for maintaining a record of its proceedings and decisions taken.

## Secretary

The Secretary shall be responsible for **arranging the meetings of the Regional Executive and keeping minutes** and for the Region's communications with Local Parties and other bodies within the Party. The Secretary shall maintain a register of the voting members of Regional Executive.

## Treasurer

The Treasurer shall **handle the financial business of the Regional Party** in accordance with the provisions of this Constitution and the Political Parties, Elections and Referendums Act 2000, and shall present the annual accounts and outline budget to the Annual General Meeting.

## Digital IT Officer

The Digital IT Officer is responsible for driving our digital capability forward, **managing the Region's website**, and help local parties transform their digital impact.

## Diversity Champion

The Diversity Champion is responsible for working with the Executive and local parties to build greater connection and engagement with minority groups, and implement the Party's Diversity strategies;

## Fund-raising Lead

The Fund-raising Lead shall be responsible for leading on regional level fundraising efforts, including big donor strategy and fundraising events; advising local parties on their own fundraising efforts and may establish a small group to assist with these.

## Training Co-ordinator

The Training Co-ordinator will co-ordinate the running of training events; developing and implementing a Regional Training Plan and ensuring appropriate communications about training to Local Parties and members, except training functions which fall within the terms of reference of the Candidates Committee.

## Traditional Media Co-ordinator

The Traditional Media Coordinator shall be responsible for establishing and developing relationships with regional press, radio and television, and to issue regional press releases as appropriate and may also liaise with other Lib Dem groups in the Region on traditional media issues.

## Social Media Co-ordinator

The Social Media Coordinator shall be responsible for establishing and developing a regional Twitter presence and a regional Facebook presence; as well as advising local parties on their own social media efforts.