

# Federal People and Development Committee - Election of Member

The Federal Board seeks to elect a new member to the Federal People and Development Committee (FPDC). The successful candidate will play an important role in ensuring the Party is an effective, supporting and inclusive organisation.

The Federal People Development Committee brings together three key functions of the party: training, diversity engagement, and membership recruitment, retention and activation. Since the completion of the 2019 General Election Review, it also has an important role to play in delivering the reforms it has called for.

The FPDC meets regularly (at least once a quarter) throughout the year during the evenings (typically 18:00-20:00) for about two hours. Since the start of Covid-19, all meetings have been by video call and continued remote participation will be possible even once all Covid-19 related restrictions are removed. Reasonable expenses incurred will be repaid in line with the Party's expenses policy.

Applicants will be expected to be able to demonstrate experience working in diversity, training or membership development, and a commitment to the Party's values in these areas. A proven record of communicating with members, particularly through social media would be highly advantageous. It is desirable that applicants have a proven track-record of delivering successful programmes in any of the three areas listed above and that they understand the oversight and scrutiny elements of a non-executive role.

The Liberal Democrats are committed to diversity and inclusion and we welcome applications from candidates from all walks of life.

For questions and further details, and to submit an application, please contact:

**[jack.coulson@libdems.org.uk](mailto:jack.coulson@libdems.org.uk)**

Please apply by email attaching:

- Copies of emails (or equivalent) proving your nomination by two current members of the Federal Board.
- A manifesto of up to 200 words (additional words will be removed by the Returning Officer)
- A completed [diversity monitoring form](#)

The Party will conduct due diligence on applicants and we encourage you to provide any materials you feel may be relevant. Optionally, you may also also attach a copy of your most recent CV.

Applicants are encouraged to inform us if any reasonable adjustments are needed to be made during any part of the recruitment process.

This advert will close at noon on Friday 2nd October. All applicants will be presented to Federal Board and an election will be held, in line with standard internal procedures, in early October.

Please see below for the relevant election regulations:

- I. For a proposal to be valid, a candidate will require the support of two voting members and to consent to nomination. Nominations may be made by members of either the former Federal Board or the incoming Board. Nominations and consents to nomination will be accepted by email from the recognisable email address of a candidate or nominator.
- II. The Chief Executive shall ex-officio be the Returning Officer for these elections but shall be empowered to delegate this role if they so wish to a member of staff or of the party.
- III. Candidates for each of the posts listed in (i), above, shall be allowed a written manifesto of up to 200 words should they so wish, except for (o) and (p) who must also supply a professional C.V. of no more than two sides of A4. The names of nominators shall not be published unless included in the allotted quota of words.
- IV. If elections for the posts in 8(i) (a), (b), (c) or (p) have more applicants than places, arrangements shall be made for the candidates to take part in hustings for members of the Federal Board. These hustings may be conducted virtually.
- V. Should any posts fail to receive the required number of nominations by the closing date, nominations can be taken at the next meeting of the Federal Board, subject to receipt of the names and signatures of the proposer and seconder and the written consent of the proposed candidate, prior to the start of the meeting.
- VI. All contested elections should be held and the results announced prior to any nominations being made for unfilled posts.
- VII. Canvassing, including the use of telephone, social media and email, shall be allowed.
- VIII. In the event of any dispute arising out of these regulations, the Returning Officer's decision shall be final.
- IX. Joint nominations for any position will be accepted from two members who wish to job-share a post, provided written consent from both parties to the joint nomination is provided prior to the close of nominations, and on the basis that they only have one vote between them.
- X. Applications for postal votes in the event of elections must be made in writing (including email) to the Returning Officer by the close of nominations. Postal ballot

papers must be returned, in a sealed envelope, to the Returning Officer by close of poll for the electronic ballot.