



# YOUNG LIBERALS

## Thinking of standing for the YL executive?

Being on the Young Liberals executive is a hugely rewarding experience - you will learn new skills, meet new people, and achieve exciting things. It's hard work but definitely worth it.

If you haven't been involved before, don't let that put you off. New people are always welcome, and you will find the Young Liberals to be a supportive and inclusive environment.

The election process is run entirely online, and you will have the opportunity to put together a manifesto that showcases your skills, experience, and vision, to win members over and get yourself elected. We have a Facebook group for discussing the elections, where members will ask questions of candidates to help them decide who to support [<https://www.facebook.com/groups/1561429224079412/>]. You can also use this group to share and discuss your ideas about the year ahead for the Young Liberals. You can also push your campaign on social media, for example by creating a Facebook page or Twitter account.

Before deciding to stand, think about whether you have the time to carry out the role for the next year. If you have many other commitments, it might be worth considering a job-share, or standing for one of the committees instead.

You absolutely don't have to stand for a role to participate fully with the Young Liberals. If you attend our conferences, you can still shape our policy, and hold our executive to account.

If you want to be actively involved in other projects, you can always contact the executive members co-ordinating them e.g. the current Finance Officer have a small team of volunteers to help with fundraising (email [finance@youngliberals.uk](mailto:finance@youngliberals.uk) for more info). You can contact any exec member on [firstname.lastname@youngliberals.uk](mailto:firstname.lastname@youngliberals.uk) throughout the year.

### Who should I contact with questions?

The current Federal Executive are more than happy to answer any of your questions on what we do; you can find our contact details on our website [<https://www.youngliberals.uk/exec>].

Elections are co-ordinated by our Returning Officer, who this year is Neil Fawcett. Any questions about the election process should be directed to Neil on [elections@youngliberals.uk](mailto:elections@youngliberals.uk). Please remember that Neil has kindly volunteered to be our Returning Officer and has other pressures on his time - you may not get an immediate response to your questions, so please be patient.

### **What should a manifesto include?**

Your election manifesto is your chance to set out why members should vote for you. It could include information such as:

- **Goals**  
What are your key priorities in the role? Which are most important to you? How will you do things differently to your predecessor? Are there any ambitious new projects that you would like to suggest? How can members judge whether you have been successful?
- **Qualifications**  
Why are you best placed to achieve these goals? Do you have any relevant experience? Or do you have personal, professional, or volunteering successes that our members ought to know about?
- **Motivation**  
Why do you want to stand for the role?
- **Background**  
A few basic facts about yourself e.g. What are you studying, if you're a student? Where are you from? Are you an energetic new member or an experienced hand? How do you spend your free time?

### **What roles are available?**

The roles available are set out in the YL constitution <http://www.youngliberals.uk/documents>

Below we have outlined the usual responsibilities of the various roles; you have the ability to shape your role and prioritise different goals. One of the things candidates will set out in election manifestos should be exactly *what* you hope to achieve in your role - and this manifesto will be what your voters can measure your success against. Regardless of your role, we expect all executive members to be friendly and supportive of our members, to put forwards a good impression of the Young Liberals, and to pitch in and volunteer when other exec members have difficulties.

### **How does a job-share work?**

You can stand as a job-share for any role, where two people carry out the role together. This can be a good way to spread the workload especially for demanding roles like Events officer, and may be a sensible way to manage your time to allow for other commitments. For example, if you are a student, a job share can be handy at exam time. It may be worth considering a job share

with someone who has complementary skill sets: for example, one is very detail-oriented, while the other is a good public speaker.

In a job share you will have to rely on one another, so make sure you stand with someone who you can work well with. You will share one vote on the executive with the other half of your job share, and have the role *specifically* as the two of you; this means that if one of you leaves office, you both leave office; although if one resigns the other may remain in a temporary capacity until the vacancy is filled.

## **Young Liberals Executive**

### **Chair**

- Organise and chair executive meetings
- Ensure YL works towards its objectives as set out in the constitution
- Take the initiative to make sure things happen, including supporting the rest of the exec
- Represent YL to the rest of the party and to our own members

### **Vice Chair**

- Coordinate internal communications - make sure the whole exec knows what's happening and the right people are included in decisions
- Stand in for the Chair when needed
- Represent YL to YL branches and members

### **Events**

- Organise Young Liberals conferences - these are usually twice a year, the shorter Winter Conference and the longer, training-focused Activate session in summer
- Co-ordinate Young Liberals presence at Lib Dem Conference, including our exhibition stall and fringe events

### **Campaigns**

- Co-ordinate Young Liberals action days in target seats, including setting a timetable for action days, communication with local parties, and keeping our members' attendance and morale high
- Plan and deliver annual Freshers campaigns; this is a huge exercise over the summer and early autumn; we send packs containing leaflets, information, and freebies to up to 100 universities
- Support young members who are standing for election

N.B. Ability to design campaigns leaflets is a useful, but not vital skill, as it's perfectly fine to learn on the job or to instead recruit a volunteer to help.

### **Communications**

- Manage communication channels with membership, including our website, emails, social media

- Promote YL and our objectives in the media

*N.B. Experience of Nationbuilder will be helpful, but if you haven't used Nationbuilder before there are plenty of online tutorial and support available.*

### **Policy**

- Attend meetings of the Federal Policy Committee as representative of the Young Liberals, or find and brief an alternate
- Draft and submit motions to Lib Dem conferences to promote Young Liberals policies
- Maintain the Policy Book, a central record of policies passed at our conferences
- Answer queries relating to Young Liberals policy, e.g. to ensure that our campaigns are run in accordance with our policy
- Support members with submitting policy motions to YL or Lib Dem conference(s), including help with drafting and advice on content
- Plan and deliver training sessions to support our members to develop and make policy

### **Finance Officer**

- Draft an annual budget for the executive to vote on at the beginning of the term
- Ensure proper budgetary control is exercised, and executive members do not make spending commitments without authority
- Process payments from our bank accounts and monitor the financial position
- Lead fundraising activity; e.g. standing order forms, tombola at conference

### **Membership Development**

- Identify and support the training needs of members, run or co-ordinate training events at YL conferences and Lib Dem conference
- Help to maintain accurate records of Young Liberals membership, including liaising with Membership at HQ
- Organise New Members Days to welcome new members and let them know how to get involved
- Help to develop and support local YL branches and university societies

### **Accessibility Officer**

- To support other members of the executive with accessibility issues e.g. help ensure accessibility of venues for events
- Maintain a relationship with the party's Pastoral Care officer
- Promote diversity and equality of access within the Young Liberals

### **International**

- Manage relations with our international affiliates e.g. IFLRY, LYMEC, and the youth wings of liberal political parties across the world
- Manage relations with groups within the Lib Dems with an international angle
- Advise on international issues where relevant

- Co-ordinate international trips for our members

### **Non-Portfolio Officer**

- Support the executive with various things as required - this can include covering for other exec members, leading on specific projects. This is the most varied and flexible role!
- Carry out the roles of any executive members who leave their roles early, be ready to step into any role as an understudy

## **Honorary Federal Positions**

### **Honorary President (x1)**

The Honorary President is the champion of the Young Liberals to the wider party. Their role is to support and promote the work of the Young Liberals and ensure their voice is always heard when required. They are also entitled to attend and speak at Executive meetings, but do not have a vote

### **Honorary Vice-President (x6)**

The Honorary Vice Presidents shall, like the President, be entitled to attend and speak at Executive meetings but do not have a vote. Their primary role is to offer advice and support to the executive, drawing upon their experiences within the Young Liberals and the wider party.

## **Committees**

The executive also have the support of a number of committees, and some places on each will be filled by these elections. The roles of committee members will depend on the approach of the officer that committee exists to support e.g. you may have to stand in for your officer if they are unable to make an event, they may run their ideas past you or delegate certain tasks.

### **Policy Committee**

- Support the Policy Officer in carrying out their role
- Input on drafting motions and amendments to Federal Conference, ensuring they are in line with existing YL policy
- Provide on the motions selected for debate at Activate and YL Winter Conference, to ensure that high quality motions are selected, motions do not contradict each other, or duplicate existing policy or Lib Dem policy (N.B. the Young Liberals automatically take Lib Dem policy on areas where we have not passed a policy motion.)

### **Campaigns Committee**

- Support the Campaigns Officer in carrying out their role
- Input into the Freshers campaigns, including choices of campaigns, literature design, and campaign strategy

### **Conference Committee**

- Support the Events Officer in carrying out their role
- Help to organise Young Liberals conferences, including finding a suitable venue and accommodation and helping put together the agenda
- Help to organise Young Liberals presence at federal conference, for example organising socials

### **Communications Committee**

- Support the Communications Officer in carrying out their role
- Help to organise the creation and output of social media content
- Take on other comms related tasks as asked to by the Communications Officer

### **International Committee**

- Members of the International Committee are responsible for assisting the International Officer in their role of representing YL abroad.
- Attend as delegates of the Young Liberals at international affiliate's congresses and promote the international activities of Young Liberals.

### **Diversity committee**

The Diversity Committee is a new committee aimed at helping expand and diversify the Young Liberals' membership. Their primary task is to assist the Accessibility, Diversity, and Standards Officer and BAME Officer in matters concerning diversity and representing their respective liberation groups within the organisation. They're also tasked with trying to promote greater diversity amongst both Young Liberals and the wider party.

- BAME Representative
- Disabled Representative
- Trans Representative
- LGB+ Representative
- Women's Representative
- Carers Representative
- Care/Care Leavers Representative