

## **Derbyshire Dales Liberal Democrats Officer Roles**

- i. The role of the Chair is to:
  - a. Chair Local Party, general and executive meetings
  - b. Act as the point of communication with HQ and the region
  - c. Ensure compliance (along with the Treasurer) with PPERA
  - d. If another member is not so appointed, ensure compliance with data protection law
  - e. Ensure compliance to party constitution
  - f. Manage the local development plan and ensure it is fulfilled
  - g. Oversee Parliamentary candidate selection with the support of the Elections Officer
  - h. Ensure that the Local Party maintains the standards and practice expected
  
- ii. The role of the Vice-Chair is to:
  - a. Deputise for the Chair if they are ever unavailable or at the request of the Chair,
  - b. Chair Local Party, general and Executive Committee meetings if and when the Chair is absent or otherwise unable to chair such meetings, or at the request of the Chair
  - c. Proactively assist the Chair in the fulfilment of their responsibilities to and on behalf of the Local Party,
  - d. Proactively work with the other officers to assist them in their duties as necessary,
  - e. Be responsible for the fulfilment of responsibilities associated with any vacant officer position until it is filled, reporting to the Executive Committee on such responsibilities whilst it remains vacant.
  
- iii. The role of the Secretary is to:
  - a. Produce agendas and minutes for meetings
  - b. Manage the diary of events to avoid clashes
  - c. Inform the Chief Executive of the Federal Party and the secretary of the Regional Party of executive officer appointments and other matters required by this constitution apart from finance
  - d. Consult the Local Party constitution
  - e. Other administrative tasks
  
- iv. The role of the Treasurer is to:
  - a. Prepare and monitor the yearly budget
  - b. Submit PPERA reports
  - c. Oversee fundraising targets
  - d. Liaise with election agents
  - e. Keep accounts ready for audit

- v. The role of the Membership Development Officer is to:
  - a. Organise and run recruitment campaigns
  - b. Follow up 'At Risk' members
  - c. Ensure there is a range of events, social and political (in co-operation with the Secretary)
  - d. Encourage members to move on to Direct Debit payments
  - e. Secure accurate records of local party membership in the Federal Party's central membership system
  - f. Check regularly for new members, welcome them and organize new member interviews
  - g. Inform the Executive Committee of new members, in accordance with Section 4.4 of this Constitution
  - h. Produce a regular members' newsletter (work with others)
  
- vi. The role of the Elections Officer is to:
  - a. Ensure the Local Party has top-line electoral objectives agreed for at least five years ahead to guide campaigning activity
  - b. Ensure the Local Party has an agreed annual campaign plan, and supporting budget in consultation with the Treasurer
  - c. Form and oversee the smooth running of a constituency campaign team charged with delivering the agreed campaign plan within the agreed budget
  - d. Ensure the Local Party obtains the marked registers after every election and that the data is entered into the party's system for recording electoral data
  - e. Provide support to the Chair in the selection of Parliamentary candidates
  
- vii. The role of the Diversity Champion is to:
  - a. Develop an understanding of the diverse communities in the area of the Local Party
  - b. Identify under-representation of those communities within the Local Party and the executive/officer roles
  - c. Work with the Local Party executive to devise and promote a strategy to engage members of under-represented groups, to encourage them to join the party and to support them to become active in the management and decision-making processes of the Local and wider Party
  - d. Develop links with community group