

APPENDIX LP1 to the South Norfolk Local Party Constitution
ROLES OF LOCAL PARTY OFFICERS

- 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. Ensures 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

Develop links with community