DOVER & DEAL LIBERAL DEMOCRATS

ROLES OF
LOCAL PARTY OFFICERS

The Dover & Deal Liberal Democrat Local Party Constitution says we should have:

- Chair
- Vice-Chair
- Treasurer
- Secretary
- Elections Officer
- Membership Development Officer
- Diversity Champion
- Communications Lead.

We also need an ordinary member of the executive or co-optee to chair the Events Working Group. Of these, the Treasurer is most important, as the party cannot fulfil its obligations under the Political Parties, Elections and Referendums Act 2000 (PPERA) if we don't have one. Job descriptions follow *(items in italics are not in the Constitution*).

CHAIR

a) Chairs Local Party, general and executive meetings

b) Acts as the point of communication with HQ and the region

c) Ensures 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) Manages the local development plan and ensures it is fulfilled

g) Oversees parliamentary candidate selection with the support of the Elections Officer

h) Ensures that the Local Party maintains the standards and practice expected

VICE-CHAIR

a) Deputises for the Chair if they are unavailable, or at the request of the Chair

b) Chairs 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 assists the Chair in the fulfilment of their responsibilities to and on behalf of the Local Party

d) Proactively works with the other officers to assist them in their duties as necessary

e) Is 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.

TREASURER

a) Prepares and monitors the yearly budget

b) Submits PPERA reports

c) Oversees fundraising targets

d) Liaises with election agents

e) Keeps accounts ready for audit.

SECRETARY

a) Produces agendas and minutes for meetings

b) Manages the diary of events to avoid clashes

c) Informs the Chief Executive of the Federal Party and the Secretary of the Regional Party of executive officer appointments and other matters required by the Constitution apart from finance.

d) Consults the Local Party Constitution

e) Other administrative tasks

MEMBERSHIP DEVELOPMENT OFFICER

a) Organises and runs recruitment campaigns

b) Follows up “At Risk” members

c) Ensures there is a range of events, social and political (in co-operation with the Secretary)

d) Encourages members to move on to direct debit payments

e) Secures accurate records of Local Party membership in the Federal Party’s central membership system

f) Checks regularly for new members, welcomes them and organises new member interviews

g) Informs the Executive Committee of new members, in accordance with Section 4.4 of the Constitution

h) Manages a Working Group co-ordinating contact with members

ELECTIONS OFFICER

a) Ensures the Local party has top-line electoral objectives agreed for at least five years ahead to guide campaigning activity

b) In consultation with the Treasurer, ensures the Local Party has an agreed annual campaign plan, and supporting budget

c) Forms and oversees the smooth running of a constituency campaign team charged with delivering the agreed campaign plan within the agreed budget

d) Ensures 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) Provides support to the Chair in the selection of parliamentary candidates.

DIVERSITY CHAMPION

a) Develops an understanding of the diverse communities in the area of the Local Party

b) Identifies under-representation of those communities within the Local Party and the executive /officer roles

c) Works 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) Develops links with community groups

COMMUNICATIONS LEAD

a) Works with Chair and Events and Membership Development Officers to communicate with members via email

b) Manages website and all Local Party social media – Facebook, Instagram, X, Bluesky, TikTok

c) Issues news releases to local media

d) Liaises with local media on behalf of the Local Party

e) Working with others, produces a regular members' newsletter

f) Spokesperson for the Local Party if the Chair and Vice-Chair are unavailable

g) Ensures the Lib Dem brand – logos, fonts, branding etc – is maintained and updated.

CHAIR OF EVENTS WORKING GROUP

a) With the Secretary, maintains the list of events

b) Maintains a Working Group to organise the Annual Lunch

c) Briefs the Membership Development Working Group and Communications lead, so that all members are aware of events in good time

d) Encourages other people to organise regular fund-raising events

e) Ensures that the monthly coffee mornings are held in as many areas as possible over the course of a year and that the Lib Dem Gatherings take place monthly

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