

# Basingstoke & Deane Liberal Democrats

## Executive Committee - Roles

**Closing Date – 15/11/2024**

### **Local Party Chair**

- Chair Meetings
- Keep in touch and direct the activities of the Local Party (LP)
- Links the LP to other levels of the Party
- PPERA responsibilities (jointly with Treasurer)
- GDPR data protection responsibilities (jointly with Data Officer).
- Make sure decisions are turned into actions
- Provide leadership in fulfilling the Development Plan

### **Treasurer**

- Prepares budget
- Prepare reports for Executive Meetings, regarding account, income and expenditure.
- Keeps accounts and records as required by PPERA
- Donation reports
- Advises on Fund-raising programme
- Be responsible for any banking requirements.
- Campaign Expenditure return

### **Data Officer**

- Manage local party's campaign data, using Connect.
- Manage local party's membership data, using Lighthouse.
- Manage email lists.
- Manipulate and use data for local campaigns, and produce data as required.
- Ensure data is processed in accordance with GDPR data protection rules.
- Collect marked registers and oversee the data work involved after each election.

### **Secretary**

- Arrange executive meetings, including circulating the agenda.
- Minute executive meetings and AGMs.
- Arrange the local party AGM.
- Ensure decisions are consistent with constitutional requirements.
- Work with the local party Chair to produce a work plan and supporting the Chair to chase actions.

### **Membership Officer**

- Ensure accurate records of local party membership in Lighthouse.
- Check Lighthouse regularly to identify and welcome new members.
- Inform the Executive Committee of new members for approval.
- Follow up 'At Risk' members.
- Organise and run membership recruitment and renewal campaigns.
- Report to Local Party Executive meetings.
- Produce a regular members' newsletter (work with others)

### **Diversity Officer**

- Develop an understanding of the diverse communities in the area of the Local Party
- Identify under-representation of those communities within the Local Party and the executive/officer roles
- Work with 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 groups.

## **Elections Officer**

- Ensure the Local Party has top-line electoral objectives agreed for at least five years ahead to guide campaigning activity
- Ensure the Local Party has an agreed annual campaign plan and supporting budget in consultation with the Treasurer.
- Form and oversee the smooth running of a constituency campaign team charged with delivering the agreed campaign plan within the agreed budget.
- 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.
- Provide support to the Chair in the selection of Parliamentary candidates.

## **Other Jobs**

- Vice Chair
- Social Secretary
- Media Officer
- Fundraiser
- Executive Committee Members