

Below are the positions available for members to take part in the Executive Meetings of the Lichfield, Tamworth & Burton Liberal Democrats

We have meetings approximately quarterly plus the AGM. Typical length of a meeting is 2 hours

Much of the detail of political campaigning is handled by local campaign groups for wards and parliamentary constituency acting within guidelines and budgets agreed by the executive committees. Urgent action between meetings is agreed by email or phone.

We may also hold special meetings if there is an issue which we need to discuss. We would welcome as many of you as possible to put yourselves forward for any post. We particularly welcome those of you who wish to be Elected Committee Members as they are a vital part of the make-up of the Executive. New members please note that this may be a way of getting involved in your local party.

If anyone is worried about taking on these responsibilities, we will ensure that full training is available.

### **Executive Committee Members**

- Play a key role in the organisation of the Local Party and support the Executive Committee Officers and play key roles in Sub Committees
- Play a full part in the decision making and planning process of the Local Party.

### **Chair**

- Chair all General and Executive Committee meetings
- Provide leadership in fulfilling the Development Plan
- Make sure decisions are made and turned into actions
- Link the Local Party to other levels of the Party
- Use a casting vote in the case of a tied vote
- Be jointly responsible with the Treasurer for the local Party's compliance with the Political Parties, Elections and Referendum Act 2000

### **Vice Chair**

- Deputise in the absence of the chair
- Play a key role in the Local Party with all of their work especially developing Local Party organisation.

### **Secretary**

- Handle the Local Party correspondence
- Ensure agendas, venues are in place for meetings
- Maintain and distribute the minutes of meetings
- Co-ordinate the flow of information
- Ensures the Local Party runs smoothly and efficiently by being the key co ordinator

### **Treasurer**

- Handles the Local Party's financial affairs
- Present financial reports to executive meetings and the audited accounts to the AGM
- Be jointly responsible with the Chair for the Local Party's compliance with the Political Parties, Elections and Referendums Act 2000
- Sets out annual budgetary targets at levels sufficient to meet the political and organisational objectives decided by the Local Party Executive.

### **Data Officer**

- Maintain a membership register and provide local Party officers with lists of members as necessary under the Constitution
- Hold and maintain campaigning data of the Local Party
- Keep other officers informed on membership
- Ensure compliance with data protection legislation

### **Membership Development Officer**

- Organise and run membership recruitment and renewal campaigns
- Liaise with the Social secretary to ensure there are a wide range of social and political activities to facilitate membership retention
- Ensure new members are welcomed and
- Ensure that there are regular members newsletter

### **Social Secretary**

- Ensures that the Local Party has a wide range of social activities to facilitate member retention.
- Organises and ensures there are fund raising opportunities.

### **President**

- This is an honorary role and only comes into play when there is a problem. For instance if there is a complaint made that one of the officers is not following the constitution or a dispute within the Local Party,
- The President is elected annually and is entitled to attend all meetings of the Executive Committee

### **Local Party Agent/Organiser (not an elected post)**

- Oversight of the Election Rules for both local and parliamentary elections including ensuring that nomination papers are completed and filed with the appropriate authority.
- Organises election campaign and ensures that election expenses forms are completed correctly and on time.