

Descriptions of Local Party Officer Roles

Addendum to invitation for nominations for the 2020 Milton Keynes Liberal Democrats AGM

Chair:

- a) to chair all General and Executive Committee Meetings [in the event of a tied vote the Chair shall have an additional casting vote];
- b) to be jointly responsible with the Treasurer for the Local Party's compliance with the Political Parties, Elections and Referendums Act 2000

Vice-Chair:

to chair General and Executive Committee Meetings if the Chair is unable to do so

Secretary:

to handle the Local Party's correspondence; to maintain minutes of meetings

Treasurer:

- a) to handle the Local Party's financial business and present financial reports to General Meetings;
- b) to be jointly responsible with the Chair for the Local Party's compliance with the Political Parties, Elections and Referendums Act 2000

Data Officer:

- a) to receive all notices of application for membership and refer them to the Executive Committee for acceptance;
- b) to maintain a membership register and provide Branch and Local Party Officers with lists of members as necessary under this Constitution;
- c) to hold and maintain the Connect/campaigning data of the local party; and
- d) to ensure compliance with data protection legislation.

Membership Development Officer:

- a) to organise and run membership recruitment and renewal campaigns
- b) to ensure that the Local Party has a wide a range of social and political activities to facilitate member retention

Press Officer:

to handle the media communications on behalf of the local party.

Fundraising Officer:

to propose fundraising initiatives in the Local Party, and to coordinate between wards to monitor and report on LP and ward fundraising activity.

Diversity Officer:

to play a key role in supporting the party's diversity initiatives. As diversity leads, they are instrumental in ensuring local parties compile and deliver a plan of action.