

North West Durham CLP

Job Descriptions

October 2017

- **CLP SECRETARY**
- **CLP CHAIR**
- **CLP VICE CHAIR**
- **CLP TREASURER**
- **CLP MEMBERSHIP SECRETARY**
- **CLP WOMEN'S OFFICER**
- **CLP FUNDRAISER**
- **TRADE UNION LIAISON OFFICER**
- **CLP YOUTH OFFICER**
- **CLP CAMPAIGN CO-ORDINATOR**
- **CLP IT OFFICER**
- **CLP POLITICAL EDUCATION OFFICER**
- **CLP EQUALITIES OFFICER**
- **AUDITORS**
- **GROUP OBSERVER**

CLP SECRETARY

As CLP Secretary your main responsibilities are:

- Be the first point of contact in all media for the party for members , branches, for other sections of the party, and for the public.
- Ensure that members are kept informed of party activity, policy and decisions and are involved in party decision making and elections.
- To serve as the Data Protection Officer
- To have access to Members Centre the party's membership data base and provide membership information to other officers and branches when appropriate
- Normally to serve as Contact Creator administrator (the party's voter database)
- With the IT Officer and Chair to control content of Website and Facebook page
- With Agent, Campaign Co-ordinator and Candidates produce election material and other campaign material
- Be responsible for the constituency office and equipment.
- Normally to serve as "Procedures Secretary" for party selection processes
- To have an understanding of party rules
- To work with and assist other officers in the delivery of their roles
- To work with branch officers to assist them in the delivery of their roles
- To be an active member of the Local Campaign Forum which co-ordinates county wide campaigning (N B The Secretary is ex-officio a member of the Local Campaign Forum which meets as necessary usually on a Friday evening in Durham)
- To work with the Chair, Vice Chair, and Treasurer as a management team
- To work with Campaign co-ordinator, PEO and IT Officer to ensure member scan access straining in party structures and systems
- To work with The Chair and PEO to ensure a wide range of policy debate and involvement including involvement in the National Policy Forum and Manifesto development
- To produce a programme of meetings with the Chair , To book rooms for meetings
- Produce agenda with the Chair, Issue invitations to members, Take notes of the meeting
- With Chair ensure any agreed actions are taken and reported on.

CLP CHAIR

As CLP Chair your main responsibilities are:

- Be the public face of the constituency
- Produce meeting agendas with the Secretary,
- Chair meetings of the CLP and Executive
- Ensure meetings are fair and efficient
- With Secretary ensure a programme of lively and varied speakers and debates for the all member meetings
- Work with all other officers to produce an efficient team
- Be responsible for enabling effective decision making
- With membership officer and secretary ensure members are welcomed and have the opportunity to be involved in the party
- With the secretary ensure Branches are performing effectively
- To understudy the Treasurer and be the legal assistant treasurer
- Be responsible for encouraging central constituency activity such as the production of newsletters, new members' meetings, local policy forums, fund-raising events, education training events, doorstep voter ID, street stalls,
- To be aware of the party Rule Book and Standing Orders
- To Liaise with the MP and other elected representatives on party and policy issues.
- To work with the Vice Chair, Secretary and Treasurer as a management team

CLP VICE CHAIR

N W Durham has not developed many specific duties for the role of Vice Chair. In some constituencies they act as Membership officer, in others they take a role of ensuring BAME and LGBT involvement, and in others they fill the role of Campaign Co-ordinator.

As CLP Vice Chair your main responsibilities are:

- To deputise for the Chair
- To work with the Chair, Secretary, and Treasurer as a management team
- To ensure the party has a safeguarding policy
- To work with the Membership Officer, especially in welcoming new members
- To work with the Chair and Secretary in ensuring the constituency has active branches

CLP TREASURER

The CLP Treasurer plays key role in every constituency, ensuring the local party complies with the party funding laws as well as helping the CLP to build the financial resources it needs to run effective campaigns by setting budgets and fundraising targets.

As CLP Treasurer your main responsibilities are:

- To keep accurate financial records throughout the year,
- Produce an Annual Statement of Accounts and arrange the audit
- Be Aware of the law governing political parties and donations and expenditure and ensuring the constituency complies with the Political Parties, Elections and Referendums Act
- Identify and check donations and loans received/taken out by the CLP and report them to head office at the end of each quarter.
- To produce a budget with the Chair, Secretary, and Campaign Co-ordinator
- To produce a fundraising plan with the fundraising officer
- To report regularly to the CLP Executive
- To maintain a secure bank account, bank all monies, and pay agreed bills
- To work with the Chair, Vice Chair, and Secretary as a management team

CLP MEMBERSHIP SECRETARY

As Membership Secretary your main responsibilities are:

- Have access to the Labour Party's Member Centre, the on line membership database.
- Ensure proper records of the constituency's membership are kept
- Liaise with regional and national party to ensure records are updated
- Ensure new members are endorsed by the local party
- To welcome new members
- To communicate with members due to lapse and in arrears
- Provide branch secretaries with information about new members, lapsed, arrears etc.
- Have an understanding of different rates and forms of membership

CLP WOMEN'S OFFICER

As Women's Officer your main responsibilities are:

- Making sure that women members are included in all of the party's activities and that meetings are relevant and accessible to women.
- Reaching out to women in the wider community through local campaigns, and working with women's organisations in the constituency to engage women voters, highlight issues, and get a better deal for local women.
- Bringing women together to empower each other and gain the knowledge and skills they need get involved.
- Running events for women members, including training, policy development and social events.
- Working to recruit more women into the Labour party and helping to make sure that women members make the jump from member to activist.
- Listening to women's views and ensuring that they are reflected in Labour's policy making

CLP FUNDRAISER

As Fundraiser your main responsibilities are:

- With the Treasurer draw up a fundraising plan and targets to fit in with the CLP budget
- Running fundraising events
- Ensure that there is a plan for fundraising activities to produce a profit
- Ensure there is a range of fundraising activities to suit a variety of membership incomes
- Ensure there is a range of activities that do not exclude members from minority groups
- To encourage at least 1 fundraising activity takes place per a branch per a year
- Work alongside the treasurer to ensure that fundraising income is robustly accounted for
- Lead on fundraising projects (i.e. letters for donations for elections).
- Work with the MP and other elected representatives to assist in securing fundraising assets (i.e. signed books).
- Encourage talent and access from members to maximise fundraising activity

TRADE UNION LIAISON OFFICER

As Trade Union Liaison Officer your main responsibilities are:

- To assist in fostering contacts and links with trade unions in the area and build links with members
- To encourage joint activity between local unions and the Labour Party
- Liaise with local unions to encourage union members to join the Labour Party and to become engaged in party campaigns.
- To keep local unions informed of Labour Party campaigns, and vice versa
- Encouraging further TUs and branches affiliate to N W Durham CLP
- Keep members informed of Trade Union activity relevant to the Labour party
- To encourage members of the party to join a relevant union
- To encourage union members to attend and take part in party political education and fundraising events.

CLP YOUTH OFFICER

As Youth Officer your main responsibilities are:

- Making sure that young members (14-27) are included in all of the party's activities and that meetings are relevant and accessible to young members.
- Reaching out to young people in the wider community through local campaigns, and working with local organisations in the constituency to engage young voters, highlight issues, and get a better deal for young people.
- Bringing young members together to empower each other and gain the knowledge and skills they need get involved.
- Running events for young members, including training, policy development and social events.
- Working to recruit more young people into the Labour party and helping to make sure that they make the jump from member to activist.
- Listening to the views of young people and ensuring that they are reflected in Labour's policy making
- Liaising with other young members across the county and the region to encourage young members in NW Durham to get involved in young member events around the area

CLP CAMPAIGN CO-ORDINATOR

As Campaign Coordinator your main responsibilities are:

With Chair, Secretary and Agent (when appointed) put together a campaign plan that should focus on the five year round of elections

- Ensure campaigning is a major element of the constituency's activities
- Work closely with candidates, elected representatives, Party Officers, neighbouring CLPs, TUs, and existing structures to ensure that an effective, coordinated campaign is delivered in the area
- Liaise with the regional and national party in the promotion of the party's campaigns
- Liaise with election agent over the election campaign strategy
- Work with secretary, agent and treasurer to produce a campaign budget for long and short election campaigns
- Work with secretary, agent and candidates on production of leaflets and other campaign material
- Take a share in leading campaign sessions.
- Work with branch officers and candidates to ensure they deliver their role in campaigning
- To play an active role within the Local Campaign Forum which co-ordinates county wide campaigning
- Motivate members, supporters and volunteers
- Develop the capacity of the constituency and members to campaign.
- Understand the role and techniques of Campaign Technology including Contact Creator (voter database), Campaign Creator (leaflet design, campaign material shop, email system) and NationBuilder (web site and volunteer management system)

CLP IT OFFICER *(Non voting member of exec)*

As IT Officer your main responsibilities are:

- To advise the CLP on IT issues
- Able to become conversant with the Labour Party IT Packages...Contact Creator (voter database)
Campaign Creator (email, leaflet design etc) National Builder (web site and volunteer co-ordination)
- Advise on party use of social media packages
- Advise on party use of computers, phones etc.
- Work with Campaign co-ordinator, secretary and PEO to help train members across the constituency (including branch officers councillors and candidates) in use of party IT
- Maintain the CLPs web site and social media presence through input from other relevant officers and elected representatives
- To be aware of Data Protection issues

CLP POLITICAL EDUCATION OFFICER *(non voting member of exec)*

As Political Education Officer your main responsibilities are:

- In consultation with the executive provide a programme of political education events and activities throughout the year. These may be linked to All Member Meetings or stand alone events.
- Securing speakers (internal and external to the party) to inform policy debate
- With the secretary ensure a range of events to allow members to take part in National Policy Forum and Manifesto debates
- Work with Campaign co-ordinator and secretary and IT officer to ensure members have access to training in party rules, structures and IT packages etc
- To encourage Branches to make time to debate policy and policy developments
- To encourage branches to have speakers at meetings, and to advise on possible speakers
- To help identify general training needs and encourage activists to attend appropriate courses

CLP EQUALITIES OFFICER *(Non voting member of exec)*

As Equalities Officer your main responsibilities are:

- Making sure that ALL MEMBERS (BAME, LGBT, disabled, members with health or mental health issues, members of faith and non faith communities) members are included in all of the party's activities and that meetings are relevant and accessible to ALL MEMBERS.
- Reaching out to members of minority groups in the wider community through local campaigns, and working with local organisations in the constituency to engage minority community voters, highlight issues, and get a better deal for members of minority communities.
- Bringing members of minority communities together to empower each other and gain the knowledge and skills they need get involved.
- Running events for minority community members, including training, policy development and social events.
- Working to recruit more members of minority communities into the Labour party and helping to make sure that they members make the jump from member to activist.
- Listening to the views of minority communities and ensuring that they are reflected in Labour's policy making

AUDITORS

- 2 posts, the auditors would not normally attend Executive meetings but have a right of access to any party event or meeting and to report to the executive as necessary
- The auditors shall audit the accounts as produced by the Treasurer and produce a report for the AGM. A basic understanding of accounts and accounting procedure is necessary.

GROUP OBSERVER

- To attend County Durham Labour Group meetings, with the right to speak on all matters (subject to rules chapter 13) but not to propose or second motions or to vote.
- The Labour Group normally meets in County Hall during the day on a weekday about once a month.
- This is not an Executive Position, but can be asked to report to the Executive or the All Member Meeting when suitable.