

# Local Party Officers

## ***Local Party Chair***

Taking on the role of local party chair can be a lot of responsibility, but we have plenty of resources to make it easier for you and for you to get the support you need.

### *Chair responsibilities*

#### **Chair Local party executive meetings**

The primary purpose is to discuss party business and ensure the local party is ready for the month ahead. You can find out what needs to be covered in executive meetings here

#### **GDPR**

The chair is responsible for local party data protection, which includes taking responsibility for any data breaches.

#### **Membership management**

The Chair, along with all members of the executive take on responsibility for managing the membership.

# Local Party Officers

## ***Treasurer***

The Treasurer is a vital role, as treasurer you will need to prepare budgets and financial targets for discussion by others and advising on the implications of spending decisions. The treasurer is also responsible for the practical side of managing the local party's finances, such as paying in bills. We have plenty of resources to support you with the task.

## **Keeping you legal**

It is important to be compliant with financial and election laws as treasurer.

During a normal year, you will have to submit annual financial reports; during an election you will have to work with the Agent to agree campaign budgets.

Political Party Election and Referendum Act PPERA – this governs local party donations and needs to be submitted every month. This sets out what you need to report and how.

**End of year accounts** –we have created step by step videos and templates for you to complete.

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## ***Data officer***

The data officer is a key role, with responsibility for ensuring the local party is GDPR compliant.

## **Keeping you legal.**

Members data protection code: This simply explains the responsibilities of the data officer and how to make sure you're GDPR compliant. It covers everything from data collection to data subject rights.

## **Membership management**

The Data Officer, along with all members of the executive take on responsibility for managing the membership.

# **Local Party Officers**

## ***Ordinary Executive Committee Member(s)***

Each local party has people elected to their Executive Committee as Ordinary Members, who do not hold specific roles. These are people who help by having a say in how the local party is run, and by taking on ad hoc roles and helping with special projects.

## ***Media Officer***

The media officer makes sure your community and members know all the great work and activities the local party is doing.

# Local Party Officers

## **Diversity officer**

This is a fun role as you get to learn about your local community and the many different groups that give it its diversity. This role can also be a great help to your local party's fundraising and campaigning activities, as well as working alongside your party's Membership Officer when it comes to organising events.

## **Party Wide diversity**

The Liberal Democrats are proud of their belief in openness and inclusivity. You can find out about the opportunities we have for underrepresented groups here. And how you can help people of diverse backgrounds in your local party get more involved.

## **Racial equality**

Reaching out to ethnic minorities is a key role of the diversity officer, we have plenty of advice and resources to engage all groups.

Lord Alderdice's report on Race, Ethnic Minorities and the Culture of the Liberal Democrats, highlights how important engaging BAME communities is and includes plenty of advice to make sure the outreach is genuine and respectful.

From Lord Alderdice's report, the Lib Dem Campaign for Race Equality is a strong movement, fighting for racial equality within the Lib Dems and the cultural change he calls for.

## **Accessibility in the Lib Dems**

There is also the Liberal Democrat Disability Association who fight for awareness for the disabled, both within the Lib Dems and wider society. If you have any queries, you can reach them at [info@disabilitylibdems.org.uk](mailto:info@disabilitylibdems.org.uk)

## **Gender equality**

Lib Dem Women is an SAO which aims to ensure women have the same opportunities as their male counterparts. They have resources and expertise to help all diversity officers with gender equality.

The Campaign for Gender Balance fights for equal representation of women in parliament and promotes an increase in women represented in all fields across the country.

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## **LGBT+ Lib Dems**

LGBT+ Liberal Democrats is the Lib Dem group fighting for LGBT+ rights in the party and in wider society. They also have a role in ensuring Lib Dems remain at the forefront of fighting for LGBT+ rights. You can follow them on Twitter for updates and advice.

# Local Party Officers

## ***Membership Secretary***

The Membership Secretary is responsible for recruiting and reaching out to new members and getting them engaged. They are also the point of contact for existing members and monitoring the membership payments.

### **Sending emails**

You'll need to send an email, welcoming each new member to the party and letting them know about upcoming events. If members are going to get involved, it's usually in the first few weeks of joining!

### **Engaging the new and existing local party**

Social events are the best way to boost interest, so organise an exciting year for your members. The more engaged they are socially, the more engaged they'll be in campaigning.

### **Membership subscriptions**

Members who don't have a rolling direct debit are at risk of missing payments and lapsing as members. It's important for membership secretaries to reach out to lapsing members and keep them engaged. This is where your events programme can engage people too!

### **Membership management**

The Membership Secretary, along with all members of the executive, take on responsibility for managing the membership.

# Local Party Officers

## ***Secretary***

The Secretary has a key role in keeping the local party organised and on top of business.

You'll need to keep on top of the administrative side in the local party. You will need to **compile the agenda** for the meetings, **minute the meetings**, especially the **decisions** made.

You'll also need to **manage official correspondence** for the local party.

## ***Vice chair***

There is a lot of freedom with the role of vice chair, there aren't strict responsibilities, so you can really make this role your own.

There are plenty of groups which can help guide you with what you want to do with the role.

## ***Visits officer***

Getting current MPs or peers to visit can really boost the engagement in your local party. The visits officer liaises with venues and writes the press information for the day.

You'll also need to write press releases and generate interest in the local party – we have plenty of tips on what to do.

You will need to cultivate a relationship with the media as the visits officer, you'll be working closely with the media (and a Media Officer) to get press interest in your events.