Liberal Democrats

East Suffolk Liberal Democrats - Nomination Form for Officers & Executive Committee

If you would like to nominate yourself or a fellow party member to one of the executive roles detailed below, please complete this form and return it to the Chair at 20 South Entrance, Saxmundham IP17 1DQ. Completed forms must be received no later than December 4th, alternatively this form can be emailed to jamessandbach@hotmail.com

PLEASE TICK THE POSTS YOU WISH TO BE NOMINATED FOR AND COMPLETE THE AGREEMENT BELOW.

OFFICERS & REPRESENTATIVE A brief personal statement (100 words max) may be attached with theform which will be circulated with ballot papers should a subsequent vote be necessary.

CHAIR	VICE CHAIR
SECRETARY	TREASURER
MEMBERSHIP DEVELOPMENT OFFICER	ELECTIONS OFFICER
DIVERSITY CHAMPION/OFFICER	YOUTH REPRESENTATIVE
SC3 REPRESENTATIVE	

EXECUTIVE COMMITTEE MEMBER {12 PLACES)

DETAILS OF NOMINEE, PROPOSER /SECONDER AND AGREEMENT TO BE NOMINATED (PLEASE PRINT)

NAME	ADDRESS
MEMBERSHIP NO	EMAIL
TELEPHONE	MOBILE
PROPOSER NAME	SECONDER NAME
I agree to be nominated and serve if elected. SIGNED	DATE

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ROLES OF LOCAL PARTY OFFICERS

The role of the Chair is to:

a. Chair Local Party, general and executive meetings
b. Act as the point of communication with HQ and the region
c. Ensure compliance (along with the Treasurer) with PPERA
d. If another member is not so appointed, ensure compliance with data protection law
e. Ensure compliance to party constitution
f. Manage the local development plan and ensure it is fulfilled
g. Oversee Parliamentary candidate selection with the support of the Elections Officer
h. Ensure that the Local Party maintains the standards and practice expected

The role of the Vice-Chair is to:

a. Deputise for the Chair if they are ever unavailable or at the request of the Chair,
b. Chair Local Party, general and Executive Committee meetings if and when the Chair is absent or otherwise unable to chair such meetings, or at the request of the Chair
c. Proactively assist the Chair in the fulfilment of their responsibilities to and on behalf of the Local Party,
d. Proactively work with the other officers to assist them in their duties as necessary,
e. Be responsible for the fulfilment of responsibilities associated with any vacant officer position until it is filled, reporting to the Executive Committee on such responsibilities whilst it remains vacant.

The role of the Secretary is to:

a. Produce agendas and minutes for meetings
b. Manage the diary of events to avoid clashes
c. Inform the Chief Executive of the Federal Party and the secretary of the Regional Party of executive officer appointments and other matters required by this constitution apart from finance
d. Consult the Local Party constitution
e. Other administrative tasks

The role of the Treasurer is to:

a. Prepare and monitor the yearly budget
b. Submit PPERA reports
c. Oversee fundraising targets
d. Liaise with election agents
e. Keep accounts ready for audit

The role of the Membership Development Officer is to:

a. Organise and run recruitment campaigns
b. Follow up 'At Risk' members
c. Ensure there is a range of events, social and political (in co-operation with the Secretary)
d. Encourage members to move on to Direct Debit payments
e. Secure accurate records of local party membership in the Federal Party's central membership system

f. Check regularly for new members, welcome them and organize new member interviews
g. Inform the Executive Committee of new members, in accordance with Section 4.4 of this Constitution
h. Produce a regular members' newsletter (work with others)

The role of the Elections Officer is to:

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

vii. The role of the Diversity Champion is to:

a. Develop an understanding of the diverse communities in the area of the Local Party
b. Identify under-representation of those communities within the Local Party and the executive/officer roles
c. Work with the 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
d. Develop links with community group