

Job Adverts

Shepway Liberal Democrats

Last Updated Nov 2015

Local Party Chair

- Chair Meetings
- Keep in touch and direct the activities of the Local Party (LP)
- Links the LP to other levels of the Party
- PPERA responsibilities (jointly with Treasurer)
- Make sure decisions are turned into actions
- Provide leadership in fulfilling the Development Plan

Secretary

- Agendas, venues and minutes of meetings
- Diary of LP Events
- Advises rest of party who Officers and Conference Reps are
- Ensures LP keeps to its Constitution
- Provides content for Newsletter

Treasurer

- Prepares budget
- Keeps accounts and records as required by PPERA
- Donation reports
- Advises on Fund-raising programme
- Campaign Expenditure return

Membership Development Officer

- Organised and run membership recruitment and renewal campaigns
- Ensure that the Local Party has a wide range of social and political activities to facilitate member retention
- Ensure that there are regular members newsletters

Data Officer

- Responsible for Membership and Voter record data (through two systems, Salesforce and Connect)
- Liaise with Membership Services
- Ensures that changes to members data are passed on promptly
- Ensures LP Complies with Data Protection Act

Other Jobs

- Executive Committee Members
- Federal Conference Representatives (although any member attending Federal Conferences in 2016 will be eligible to vote whether an elected conference rep or not).
- Regional Conference Representatives