

BHGP Executive: job descriptions

ELECTED EXECUTIVE OFFICERS EEO1 Responsibilities

EEO1.1 Elected Executive Officers have the following executive responsibilities:

CHAIR - To sponsor the Coordinator of Meetings, Paid Staff, Student Coordinator & Mediation Facilitator

1. With the Policy Coordinator, regularly review all activities and decisions of the Local Party to ensure that they are compatible with the Object & Aims, any party strategy policy, any other policies, and any yearly goals agreed. Troubleshoot where necessary.
2. With the Policy Coordinator, regularly review the general state of the party and report monthly to General Meetings. Troubleshoot where necessary.
3. Report on Executive Committee Meetings to General Meetings.
4. Endeavour to ensure that any decisions taken are acted upon.
5. Ensure that the essential responsibilities of any Officer are undertaken in the absence of a post holder.
6. Arrange Executive Committee meetings in consultation with other EEOs and Chair them.
7. Produce a schedule of meetings of the Executive Committee.
8. Ensure that Appointed Local Party Officers are informed of what the Executive Committee expects of them as laid out in ALPO 1.1
9. Have overall control and be responsible for the maintenance and administration of the various email lists used by the local party.
10. Line-manage all paid staff along with any other appointed members.
11. Liaise with the Coordinator of Meetings to ensure all General Meetings are properly minuted, and that agendas and minutes for all General Meetings (GMs), AGMs and EGMs are circulated.
12. Convene an Electoral Disciplinary Panel if called upon to do so by the collective will of the Exec.

DEPUTY CHAIR - To sponsor the Chair of Ward Coordinators

1. Work closely with the Chair to ensure that the roles and responsibilities of the Chair are carried out to the best of both their abilities, sharing the load as necessary
2. With the Chair, regularly review the general state of the party and devise remedial or troubleshooting actions where necessary

3. In collaboration with the Chair of Ward Coordinators and the Elections Coordinator, assist the development of ward teams and ward activities
4. In coordination with the Chair, to represent the local party at external events
5. Deputise for the Chair when the Chair is unavailable or is unable to serve
6. Convene and chair an Electoral Disciplinary Panel if called upon to do so by the collective will of the Exec and if the Chair is unable to do so by reason of absence or conflict of interest.
7. Instigate any training needed for local party members and post holders.

POLICY COORDINATOR - To sponsor the Chairs of Policy Working Groups

1. With the Chair, regularly review all activities and decisions of the Local Party to ensure that they are compatible with the Object & Aims, any party strategy policy, any other policies, and any yearly goals agreed. Troubleshoot where necessary.
2. With the Chair, regularly review the general state of the party and report monthly to General Meetings. Troubleshoot where necessary.
3. Be acquainted with national Green Party policy and new policy developments.
4. Be proactive, searching out developments which the party should be commenting on and ensuring the party's voice is heard both locally and at the national policy development level by co-ordinating the submission of policy to conference.
5. Initiate and encourage policy working groups in areas that need local policy development.
6. Be acquainted with local political developments.
7. Facilitate development of a Local Election Manifesto (LEM) in time for local elections and keep under regular review.
8. Initiate political debate within the party.

SECRETARY -To sponsor the Member Support Coordinator, Social Events Coordinator, Student Coordinator, Intranet Manager

1. Ensure all Executive Committee meetings are properly minuted according to relevant Standing Orders, and maintain a minutes book.
2. To maintain updated Constitution, Standing Orders, Appendices & minutes and keep track of changes to both documents.
3. Be official correspondent in consultation exercises, consulting with relevant Members where necessary for replies.
4. Ensure party contact details are correct in libraries, telephone directories, and with

other local groups.

5. Ensure the democratic procedures of the party are carried out as laid down in the Constitution and Standing Orders.
6. Arrange the selection of representatives for the national Green Party Conference, and other Green Party bodies, and inform members of how they may attend as individuals.
7. Arrange the selection of representatives for external bodies the Local Party may be represented on, working with the Policy Co-ordinator if this involves Green Party roles.
8. Line Manage the Office Manager and ensure he/she is aware of his/her responsibilities.
9. Coordinate the maintenance of a Local Party archive.
10. Be the Local Party contact for the national Green Party and any regional Green Party organisations.
11. Ensure that the BHGP has the necessary representation to the National Executive, Green Party Regional Council, the South East Confederation of Green Parties and any other national, regional or sub-regional grouping.
12. Report monthly to General Meetings.

MEMBERSHIP SECRETARY

1. Support the membership database administrator to ensure the maintenance of accurate records of local members and contacts synchronising with national membership database
2. Liaise with ward coordinators to help establish membership coordinators in every ward and support their new members' events.
3. Facilitate recruitment of new members, monitor them, and encourage their participation in liaison with ward membership coordinators
4. Monitor renewal rates in liaison with ward membership coordinators and act to maximise retention of members.
5. Regularly review the "New Member" welcome pack and update intranet version
6. Try to ensure maximum participation of all members in party activities e.g. ensure that new members are welcomed at meetings and introduced to their ward coordinators.
7. Maintain membership skills / interests database.
8. Work closely with the Treasurer and other Exec members as necessary.

9. Liaise with the Social Events Co-ordinator regarding activities that increase membership satisfaction and bonding.
10. Report to General Meetings at least once every four months.

EQUALITIES AND DIVERSITY OFFICER

1. Identify, promote and champion equalities and diversity issues within the local party and externally to the party
2. Monitor, for equalities and diversity, the policies, practices and decisions of the local party, its Executive Committee, Working Groups and General Meetings, making reports and recommendations as appropriate
3. Monitor, for equalities and diversity, the policies, practices and decisions of the Green Group and other members in public office, making reports and recommendations as appropriate
4. Work with other party officers, the Green Group leadership, other members in public office and party members to improve, preserve and promote equalities and diversity
5. Represent the party as appropriate at external bodies/events that specifically relate to equalities and/or diversity
6. Make monthly reports to General Meetings and an annual 'state of the nation' report on equalities and diversity within the local party and Green Group
7. Convene and chair the Equalities Working Group, establishing such a working group if none exists.

TREASURER - To sponsor the GreenLeaf Advertising Agent and the Membership Secretary

1. Book-keep and manage the Local Party's bank account.
2. Keep a record of, and overview all accounts held in the party's name.
3. Set an annual budget with individual *cost* centres to be presented for discussion and acceptance by the AGM.
4. Work closely with the Fundraising Coordinator to ensure fundraising to meet budget requirements.
5. Monitor spending in cost centres.
6. Process bills and ensure creditors are paid within agreed terms.
7. Work with the Membership Secretary to keep track of membership subs.
8. Monitor and recommend revisions to membership fee levels.
9. Make monthly reports to General Meetings, and give detailed and internally audited

report to AGM.

EXTERNAL COMMUNICATIONS COORDINATOR - To sponsor the Social Media Officer, GreenLeaf Editor, Website Editor and Press Officer

1. Be the initial contact point for all media enquiries and ensure they are fully followed up.
2. Respond to non-membership and non-media enquiries that the Local Party receives.
3. Be responsible for External Communications and manage or fulfil the role of the party's Press Officer.
4. Co-ordinate speakers for the media where necessary and ensure they are fully briefed.
5. Instigate media interest in party policy and activities.
6. Attempt to get party meetings listed in local press.
7. Liaise with GreenLeaf editor.
8. Attend GreenLeaf Editorial Board meetings.
9. Review the Content of the website and ensure the Website Editor is facilitating members who need to post to it.
10. Ensure that all statements, letters, leaflets, and party publications issued in the name of the party are consistent and in line with party policy. In the case of such statements issued by or on behalf of members of the Green Group of Councillors, this will be the responsibility of the Green Group Deputy Convenor with responsibility for External Relations.
11. Report monthly to General Meetings.

INTERNAL COMMUNICATIONS COORDINATOR

1. Keep local members informed of party organisation and activities
2. Develop platforms (whether real or virtual) to facilitate knowledge sharing and discussion (e.g. policy formation or project/campaign planning)
3. Oversee production of local party internal newsletters (whether printed newsletters or email bulletins)
4. Promote and develop the BHGP intranet, and with the Secretary ensure information there is kept up to date
5. Assist the Membership Secretary in designing, producing and updating a 'New Members' welcome pack
6. Assist working groups and party officers in running research surveys

7. Ensure that channels for members to provide feedback/complaints to the Exec are available and advertised
8. Promote the national party intranet, curate the BHGP information there and use our page to advertise key meetings and events
9. Provide training for Ward Coordinators and other officers in the use of electronic communications e.g. mailing lists.

ELECTIONS COORDINATOR -To sponsor the Canvass Co-ordinator, Election Agent, Publications Distribution Coordinator

1. To keep electoral issues foremost in the work programme of BHGP and to advise on best course of action relating to any issues from an electoral /campaign perspective.
2. To convene the Electoral Strategy Group when necessary, update the electoral strategy for agreement of members at a General Meeting and ensure its implementation.
3. To recruit (or act as) campaign coordinators for relevant candidates at elections be this ward or constituency based (frequently this will be the candidate him /herself).
4. To be responsible for the relevant campaign coordinators during election periods, attend campaign meetings led by the coordinators and motivate party members to join in the electoral effort.
5. Maintain the discipline of individual candidates and their campaign coordinators including the party ranks during election periods, ensuring that the effort is focused on the best areas as previously agreed by the local party and identified in the Electoral Strategy.
6. During an election campaign, to take regular statistical feedback from the Canvass Coordinator and other members and officers in the field. This data should be made available to the BHGP Executive, candidates and their election coordinators. When a change of emphasis is required to either hold our seats or to take a strategic advantage due to the evolving election situation on the ground, the decision should be made by the BHGP Executive on the advice of the Elections Coordinator, with the inclusion of candidates and their campaigns co-ordinators.
7. To monitor the work of the Election Agent and ensure he / she is able to do everything within the legal time deadlines.
8. To ensure the performance of the Canvass Coordinator and Publications Distribution Coordinator and provide extra help during election periods, if necessary, to ensure the agreed/necessary work is conducted for the campaign.
9. Report monthly to General Meetings.

CAMPAIGNS COORDINATOR

1. Identify opportunities to mount local non-election campaigns and be a single point of contact for non-election campaign ideas and proposals
2. Liaise with other party officers and the MP, MEP and Green Group offices on non-election campaigning initiatives
3. Invite non-election campaign proposals from party members and work with party members to develop proposals and executions
4. Assess non-election campaign proposals to ensure that they are viable in view of party resources and work with the Policy Coordinator and any appointed policy officers to ensure that they are relevant to, and not contrary to, party policies, positions and commitments
5. Recruit and coordinate volunteer party campaigners, either for specific non-election campaigns or to assist with non-election campaign coordination
6. Maintain a schedule of current and future campaigns and ensure cross-coordination between them
7. Ensure each campaign is launched in a timely manner and is well coordinated
8. Make monthly reports to General Meetings and an annual report to the AGM on non-election campaigns and campaigning issues
9. Convene and chair the Campaigns Working Group, establishing such a working group if none exists

FUNDRAISING COORDINATOR

1. To work with the party Treasurer to determine funding needs
2. To develop, monitor and regularly update a fundraising strategy to meet these needs
3. To ensure the occurrence of regular fundraising activities, including outside of election campaigns
4. To develop new and innovative methods of raising funds
5. To maximise member engagement with fundraising activities by bringing together a Fundraising Working Group, whose remit will be to deliver fundraising activities for the Party
6. To maintain accurate records of fundraising activities
7. To liaise with the Treasurer to ensure that proper records are kept of the division of income between members and non-members for tax purposes
8. To build and develop relationships with ethical businesses and high net worth

individuals

9. To organise appeals for donations from the membership as well as other individuals and ethical businesses
10. To seek out opportunities to agree affiliate schemes with organizations whose ethical policies are compatible with our own
11. To work to raise awareness of the party and its goals
12. Report monthly to General Meetings

GREEN PARTY MODERATOR TO THE GREEN GROUP (GPM)

1. Has the right to attend, speak and table agenda items but not vote at Green Group meetings
2. Has the right to attend and table agenda items as an ex officio member of the local executive committee but not to vote at meetings of the committee
3. To present the viewpoints of the party membership in the Green Group
4. To pursue the Green Group in delivery of the LEM/MfSS and other party policy
5. To pursue the Green Group involvement in policy or campaign development agreed by BHGP General Meetings
6. To raise any concerns over Green Group members conduct
7. Will be expected to attend most Green Group meetings and most General Meetings, there will be no substitute for this role
8. Is not responsible for briefing BHGP members on the work of the Green Group but will report regularly to BHGP General Meetings on their own progress
9. Should take opportunity to encourage BHGP members to become more involved with the work of the Green Group and with policy and campaigns development
10. Because of the importance of the GPM's role, performance will be reviewed quarterly at BHGP General Meetings