Job Adverts
Guildford Liberal Democrats
Closing Date for nominations – 4.30pm Friday 15th November 2024

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

Membership Development Officer

Organise 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
Be responsible for membership data & liaising with Membership services

Vice Chair

To chair General and Executive Committee Meetings if the Chair is unable to do so.

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

Treasurer

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

Data Officer

Responsible for Connect data
        Ensures LP complies with Data Protection Act

Diversity Officer

Lead on community outreach and engagement
Set up a diversity calendar and keep track of
Help with social media messaging to different community groups
Events Leader for community events

Elections Officer

Ensure Local Party has top line electoral objectives agreed for at least five years ahead to guide campaigning activity.

Ensure the Local Party has an agreed annual campaign plan, &supporting budget in consultation with the Treasurer.

Form & oversee the smooth running of a constituency campaign team charged with delivering the agreed campaign plan within the agreed budget.

Ensure Local Party obtains marked registers after every election and data is entered into the party's system.

Support the Chair in the selection of Parliamentary candidates

Other Exec. Members

Youth & Student Representative
Guildford Borough Council Rep. 1
Guildford Borough Council Rep. 2
Surrey County Council Rep.
PPC or Parliamentary Spokesperson

Ordinary Members (6)

Campaigns Leader
PR Leader
Regional Liaison Rep.
Events Leader
Surrey Steering Group Rep.
Marketing Rep.

Guildford Liberal Democrats
<u>Nomination Form</u>

Please use this form (or a copy of it) to nominate persons for election as:

Officers
Chair
Vice-Chair
Secretary
Treasurer
Data Officer
Membership Development Officer
Diversity Officer

Ordinary Members
Campaigns Leader
PR Leader
Regional Liaison Rep
Events Leader
Surrey Steering Group Rep
Marketing Rep.

Other Exec Members
Youth & Student Representative
Guildford Borough Council Rep. 1
Guildford Borough Council Rep. 2

Surrey County Council Rep.
PPC or Parliamentary Spokesperson

Candidate's Details

Name of Candidate	
Please list the positions you wish to stand for	

Full Address:
Telephone Number(s):   Email:

I agree to be nominated or the above post(s) (Signature):

Nominated by

Candidates must be proposed and seconded by any two members of the Local Party

	1	2
Names (PRINT)		
Signature		

Please send nominations to:
office@guildfordlibdems.org.uk