

# Role Holder Workshop

Martin Tiedemann | Paul Upex

This webinar is due to start at 4pm. You won't hear any sound until the session starts!

This session will be recorded and the slides placed on-line tomorrow – just visit <https://labour.org.uk/members/activist-area/training>

To get in touch with the team if you have any questions please email [training@labour.org.uk](mailto:training@labour.org.uk)



# Aims of the session

To give existing role holders the opportunity to share ideas and ask questions

Covering

1. Definition of key CLP roles
2. Resources available to role holders
3. Democracy Review Update
4. Share ideas and ask questions



# Our role holders are...

- The first point of contact in local parties
- Keep the organisation running at a local level day in, day out.
- Volunteers!





# Required roles

## The Executive Officers of this CLP shall be

- Chair
- Vice-chair
- Vice-chair/ membership
- Secretary
- Treasurer
- Women's officer
- Policy officer
- BAME officer (where established)
- Disability officer (where established)
- LGBT+ officer (where established)
- Youth officer (where established)
- Trade union liaison officer (where established, who shall be a member of a trade union)
- Political education officer (where established)
- Communications and social media officer (where established)

At least half of these officers shall be women. The CLP may, with the approval of the NEC add other Executive Officer posts drawn from amongst its Coordinator roles subject to the gender quota being amended appropriately.



# Possible co-ordinator roles

Job descriptions for two new CLP officer roles are now available. The roles of Policy Officer and Communications and Social Media Officer were introduced at Conference last year, following submissions made to the Democracy Review. These new roles are intended to help CLPs carry out important work around participation and engagement at a local level.

You can find the new job descriptions, as well as those for other officer and co-ordinator roles, here - <https://labour.org.uk/activist-hub/local-party-resources/local-party-guides/local-roleholder-descriptions/>

Updates on the Democracy Review will be published throughout the year. You can keep up with the latest developments on our website - <https://labour.org.uk/about/how-we-work/democracy-review/democracy-review-implementation-guide/>

- Fundraising
- CLP Community Involvement Co-ordinator
- CLP Membership Recruitment and Retention Co-ordinator
- CLP IT Co-ordinator



# Secretary

- Figurehead for your constituency
- Work closely with other role holders
- Ensure the CLP runs effectively.
- Making sure your members are kept up to date with local party activity



<https://labour.org.uk/activist-hub/local-party-resources/local-party-guides/local-roleholder-descriptions/>



# Chair

- Provide leadership and strategic direction within your local CLP.
- Chairing party meetings in a fair and open way
- Ensuring everyone feels included and has their say
- You're also deputy treasurer, so you need a head for figures too!





# Treasurer

- Complete the quarterly donation report
- Make sure the CLP complies with party funding rules
- Attention to detail and record keeping skills
- Plan the CLP's budget and fundraising strategy





# Other Executive Committee roles

## Vice Chair (Membership)

Leads on member retention, recruitment and engagement

## Vice Chair

Stands in for CLP Chair

## Women's Officers

Encouraging all members to become involved in party activity and helping them overcome any barriers that may arise



# Campaign Co-Ordinator

- Every CLP should be election ready
- Put together a campaign plan
- Work with CLP to build an effective campaign team
- Involve members in the campaign





# Democracy Review

- **Changes to officers** A number of changes to the composition and voting rights of CLP and Branch Executive Committees have been agreed. For CLPs: a new Policy Officer has been created who will be a voting member of the Executive Committee. BAME Officer, Disability Officer, LGBT+ Officer, Youth Officer, Trade Union Liaison Officer, Political Education Officer, and Communications & Social Media Officer all become voting members where they are already established. CLPs which currently do not have these posts are able to establish them in line with current procedures.
- **Branch Secretaries** or other representatives chosen by each branch will now be voting members of CLP Executive Committees.
- **For branches:** where branches have a Women's Officer, they will now be a voting member of the Executive Committee of the Branch. Branches which currently do not have a Women's Officer are able to establish them in line with current procedures.



# Democracy Review

- Minimum number of meetings Members can now expect to attend a minimum of eight CLP meetings per year, including two policy meetings.
- Members' rights of attendance A new Charter of Members Rights has been established. For local Party meetings any member with eight weeks continuous membership has the right to attend and vote at all member meetings, except where the eight week provisional membership period has been extended. Members without eight weeks continuous membership only have the right to attend Branch meetings in a non-voting capacity



# Democracy Review implementation guide NEC guidance on job shares

**The conditions under which job shares are allowed, as agreed by the NEC, are as follows:**

1. A job can be shared by a maximum of two members.
2. Those members must be specifically nominated as a job share, by whatever system of nomination is being used by that Party unit.
3. Chair cannot be a job share, nor can Treasurer, due to the statutory responsibilities of these roles.
4. Any members sharing a role will only have the equivalent of one vote between them, either as:
  - One vote each, where only one member will be attending any meeting at any given time; or
  - 0.5 votes each, where both members will be in attendance; or
  - Both members agree to nominate one of them as the voting member.
5. Where a man and a woman are job sharing, the woman would not count towards the minimum quota of women, unless a woman is also part of another job share.
6. For positions requiring access to data, a personal data form must be signed and returned by each job sharer.



# Resources

## Resources for Local Parties

[www.labour.org.uk/activist-hub/local-party-resources/](http://www.labour.org.uk/activist-hub/local-party-resources/)

## Role Holder Guides

[www.labour.org.uk/activist-hub/local-party-resources/local-party-guides/local-roleholder-descriptions/](http://www.labour.org.uk/activist-hub/local-party-resources/local-party-guides/local-roleholder-descriptions/)

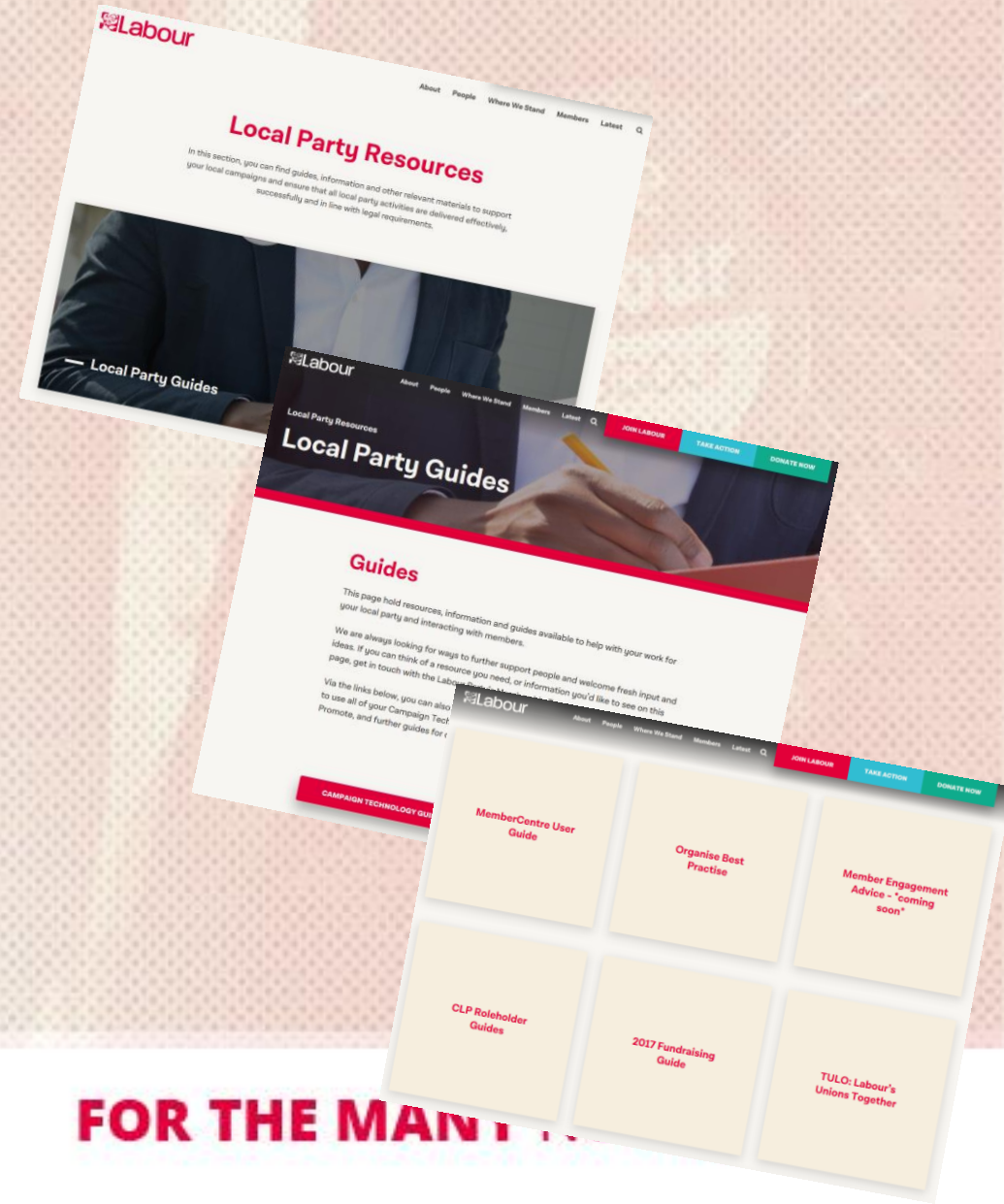
## Handbooks and Guides

[www.labour.org.uk/activist-hub/local-party-resources/local-party-guides/](http://www.labour.org.uk/activist-hub/local-party-resources/local-party-guides/)

## E-learning Platform

<https://achieve.labour.org.uk/>

Who is aware of these resources?



FOR THE MANY



**Over to you**



# Useful contacts and sites to visit

**Training Team** - [training@labour.org.uk](mailto:training@labour.org.uk)

<https://labour.org.uk/training>

<https://achieve.labour.org.uk>

**Labour Membership** – [labourmembership@labour.org.uk](mailto:labourmembership@labour.org.uk)

**Call** 0345 092 22 99 Option 5

Monday – Thursday 9am–5pm, Friday 9am–4:30pm

<https://labour.org.uk/members/about-my-membership/>

<https://labour.org.uk/new-members/>





**Thank you!**



**TRAINING**