

Job Adverts

Southend-on-Sea Borough

Liberal Democrats

Closing Date – Monday 11th November 2019

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 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

- 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

Data Officer

- Responsible for Membership and Connect data
- Liaise with Membership Services
- Ensures that changes to members data are passed on promptly
- Ensures LP Complies with Data Protection Act

Other Jobs

- Vice Chair
- Political Officer
- Communications Officer
- Fund Raising & Events Officer
- Campaigns Committee Chair

Southend-on-Sea Borough Liberal Democrats **Nomination Form**

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

Chair

Vice Chair

Secretary

Treasurer

Membership Development Officer

Political Officer

Data Officer

Fund Raising Officer

Communications Officer

Campaigns Committee Chair

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 for the above post(s) (Signature):

Nominated by

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

Names (PRINT)

1

2

Signature

Please send **COMPLETED** nominations to:

robertchowes@hotmail.com

Bob Howes, 91 Brightwell Avenue, Westcliff-on-Sea SS0 9EG

as soon as possible

or hand it to the Returning Officer before close of nominations at the AGM