

Plymouth Green Party Role Profiles

Executive Roles

Executive roles are committed roles which have a vote on the committee and are often responsible for building a team round them following the 'snowflake model' of sharing responsibility.

Coordinator/s (also known as Chair/s)

The Coordinator's role is to:

- Oversee the day to day business of the local party in a professional manner
- Ensure that decisions of the committee and the will of the membership are carried out in accordance with the Constitution
- Ensure members of the committee undertake the jobs they are elected to do
- Lead on the development and execution of the local party strategy
- Agree the agenda, venue & times of meeting
- Organise and chair the Annual General Meeting
- Design and oversee internal elections for committee posts and candidate selections.
- Ensure that the party is operating within a complete and agreed framework of operational policies and procedures
- Act as the main point of contact between the Local Party and the Regional and National Party, including Green Party staff such as Field Organisers
- Help ensure legal and party compliance
- This role can be shared, and candidates wishing to be co-coordinators must submit a joint application to the AGM

Treasurer

The Treasurer's role is to:

- Ensure the PGP's compliance with VAT law and to report all VAT activity quarterly to the central party
- Administer the PGP's finances in a responsible and efficient manner
- Administer the bank account/s of the PGP
- Liaise with GPEW HQ to ensure capitations are received
- Provide quarterly reports to the national party outlining our donations received and spending
- Make sure that the PGP can realistically afford what it is aiming to do
- Monitoring and reporting on election spending, including producing election expenditure returns for national office.
- Provide regular financial updates to PGP meetings and a written report on the annual income and expenditure of the PGP to the AGM for members to scrutinise

Communications Officer

The Communications Officer deals with all external communications including to:

- Be available to take press and public inquiries related to Plymouth Green Party
- Write press briefings/releases and support candidates with their press releases
- Maintain a register of press and broadcast media contacts and ensure these are regularly notified of PGP activities and opinions
- Check the content of letters and other publicity that is put out on behalf of the local party by other members
- Attempt wherever appropriate to gain media attention for the activities of PGP candidates
- Maintain an up to date public web presence for the PGP including publicising news, events and candidate information
- Maintain an annual communications calendar that highlights key dates and events that the PGP should respond to
- Create a social media plan to engage members and potential voters and oversee the implementation of this plan by the social media officer and team members
- Ensure all official PGP digital communications, including social media accounts and our website, our candidates and elected representatives, all use the relevant digital imprints to comply with the law
- The communication officer can co-opt non-exec officers to the following roles to assist them in their role
 - Social Media Officer
 - Website Coordinator

Membership Officer

The Membership Officer's role is to deal with internal party activities with membership. Their role is to:

- Be responsible for disseminating information to membership
- Be the first point of contact for new members - this means welcoming new members over the phone, inviting members and supporters to local meetings and social events, reminding members to renew their membership and asking local supporters to join the Green Party
- Contact members who are 'in-grace' or whose membership has expired and ask for feedback as to why they might be considering leaving/have left the party
- Lead on ideas and strategies to recruit new members to the PGP
- Provide lists of members to constituency representatives/Ward Coordinators as requested
- Liaise with the Coordinator to write the monthly members newsletter
- Identify and bring to the committee potential ideas for events
- Collaborate with appropriate members of the committee, communications team and/or volunteers in organising events, eg: local party socials, film nights, talks, debates and demos
- Be the party's trainer of Action Network to other activists, helping others set up events, write emails and surveys

- Always comply with data protection legislation and follow GDPR guidance
- The Membership Officer can coopt non-exec officers to the following roles to assist them in their role
 - Events Coordinator
 - Phone Banking Coordinator

Campaign and Elections Coordinator

The Campaign and Elections Coordinator's role is to:

- Acts as the committee representative and direct report for target, development and micro Campaign/Ward Coordinators
- To aid the committee in planning an election strategy, and be the responsible officer for executing this agreed strategy
- During the long campaign to lead on the development and execution of the long campaign plan, including identification of volunteers, leaflet and newsletter design, social media and press activities, ward surveys and publication distribution
- During the short campaign to take the lead in organising short campaign activities including setting up volunteer groups to carry out leafleting and canvassing and arranging action days
- To ensure these volunteer groups are well supported throughout campaigning, including the setting up of Action Network events in good time
- On polling day - to run election day activities including attendance at polling stations and voter turnout activities
- To provide support for candidates during both the long and short campaigns to ensure they are reaching "effective frequency" levels of communication with constituents in their target wards and are contributing to/commenting on events in the local press and social media
- The Nominating Officer and the Campaign/Ward Coordinators assist the Campaign and Elections Coordinator in their role

Wellbeing and Diversity Officer

The Wellbeing and Diversity Officer's role is to:

- Be responsible for the accessibility of party goings-on and ensures that all members, regardless of their circumstances, can access PGP events and meetings
- Chair the Liberation Committee
- Liaise with Communications Officer to make sure PGP are regularly celebrating and uplifting diverse communities, including maintaining a calendar of liberation events throughout the year (e.g Black History Month, Trans Day of Visibility)
- Conducts risk assessments for any large-scale events that PGP conducts.
- Be the first point of contact for party members who feel they are in dispute with others in the party
- With support from the Chair(s), be the first point of contact for managing disputes between members according to the Disputes Resolution policy
- Maintain a Disputes Resolution policy and to update it when needed, including by applying lessons learnt from previous disputes

Fundraising Officer

The Fundraising Officers Role is to:

- Boost PGP's finances in order to fund the campaigns we wish to put on.
- Design and execute a fundraising strategy for PGP
- Regularly phone bank members to encourage them to give regularly to the party
- Explore event possibilities and liaise with membership officer to make these events happen
- Explore merchandise possibilities
- Set up online fundraisers

Non-Executive Committee

These roles are operational and help with the day-to-day running of the Plymouth Green Party. They do not have a vote on committee, but will instead be trusted by the committee to fulfill their role without committee oversight, instead reporting to an exec committee member:

Secretary

Reports to: Coordinator/s

The Secretary's role is to:

- Ensure that minutes are produced for all business meetings in a timely fashion
- Work with the Coordinator/s to ensure that the minutes, agenda and other documentation are available to members in good time for meetings

Nominating & Data Officer

Reports to: Campaign and Elections Coordinator

The Nominating & Data Officer has a certificate from the National Green Party authorising them to nominate candidates. **This is a legal responsibility.** This role is busy for the 8 weeks leading up to the short campaign, but has less remit during the rest of the year. The Nominating and Data Officer role is to:

- Ensure the local party operates within electoral law
- Sign nomination forms to say that candidates are official Green Party candidates and authorises candidates to use the Green Party logo and name.
- Be the recipient of the electoral register, postal voters register and marked register from the local authority and maintains these for the local party, including applying regular updates to the registers when these are provided by the local authority
- Disseminate electoral register information to Campaign Coordinators for the purposes of running election campaigns
- Act as the election agent for PGP and ensure that nomination forms are completed correctly, they comply with election laws and they keep records of expenditure in order to complete election expenses forms correctly.
- Before the campaign: Fills in nomination forms for each candidate, gets them to sign the forms and makes sure there are signatures of the relevant number of voters in the ward where they are standing.
- During the campaign:

- Keeps records of expenditure and all receipts
 - Makes sure all election laws are complied with
 - Organises the Count attendees
- At the Count:
 - Organises monitoring of results and makes a record of all results
- After the election: Fills in an expenses form for each candidate.
- To ensure that electoral register information is maintained in a data protection compliant way by all who have access to it during election campaigns
- Act as the Data Controller for the PGP, and maintain guidance for others on how to handle membership data following GDPR guidelines at all times

Social Media Officer

Reports to: Communications Officer

The Social Media Officers role is to:

- Maintain and expand our social media and online presence by posting regularly on our social media channels
- Ensure that posts on our official channels are compliant with party policy, truthful, respectful of others and not abusive
- Monitor contacts and answer queries or relay them to appropriate people within the party
- Encourage members and supporters to engage with and support social media channels
- Maintain a social media policy and records of social media administrators for the party
- Add and remove social media administrators as circumstances require

Liberation Committee Reps

Report to Wellbeing and Diversity Officer

These roles are open for anyone to join and are not limited to one member per role. For this reason these roles are not elected but are open to all who self identify as and are a member of the relevant Green Party special interest group to act as a liaison between them and PGP to ensure we are following best practise and acting inclusively:

- LGBTQIA+ Greens Rep
- Global Majority Greens Rep
- Young Greens Rep
- Religious Greens Rep
- Green Seniors Rep
- Disabled Greens Rep
- Feminist Greens Rep