



Standing for LGBTIQ+ Greens Committee

We're really excited about your interest in standing for LGBTIQ+ Greens committee. We're so proud of what our group has achieved this year.

We're so excited about the next year and what the group can deliver too. Please do stand! The **deadline to apply is Monday 11th December.**

If you have any questions please email us at info@lgbtqa.greenparty.org.uk

This year we will also be giving members the opportunity to shadow committee members for a year, so they can understand the work of the committee better. Stay tuned to hear more about this.

Scott Robinson
LGBTIQ+ Greens' ERO

Right now we're electing for:

- Two Co-Chairs
- Treasurer
- Secretary
- Membership Secretary
- Digital Communications Officer
- External Communications and Press Officer
- Elections Officer
- Policy Officer
- Campaigns Officer
- Liberation Officer
- International Officer

Please note that these are the roles we are hoping to be accepted at our AGM. If these changes are not passed, the election will continue with all Officer roles applied for becoming Members Representatives in place.

Requirements and Expectations

All of these roles are volunteer roles - and can fit alongside any existing commitments you have. They'd likely need at least **4 hours of time a week**, if you can spare, and 4-12 hours a week for the role of Co-Chair.

There is **one committee meeting a month** that you are required to attend, and one campaigns members meeting a month that committee members are expected to attend during their elected year.

You also have the **work involved fulfilling your role**. This is listed below for each role.

Essentially LGBTIQA+ Greens work to:

- Produce campaigns on LGBTIQA+ issues for the Green Party
- Work within the Green Party to ensure we are creating an LGBTIQA+ friendly environment
- Encouraging and supporting LGBTIQA+ people to run for election in the party
- Developing LGBTIQA+ friendly policy for the party

General Committee Responsibilities:

We're a **team** and we also work with a range of **volunteers** to help deliver our work. Being on committee and excelling at working as a team is vital - and together we've achieved great things this year.

- Chairing and preparing Committee meetings
- Contributing to email and chat discussions between the committee meetings
- Responding to emails from members
- Providing two biannual reports to the membership
- Contributing to LGBTIQA+ Greens communications
- Adhering to the Code of Conduct agreed by the committee
- Supporting other members of the committee with their portfolios where they can

You'll need to be a member of the Green Party and identify as LGBTIQA+ to run.

How to stand

Read the role descriptions below. If you're a Green Party member you can run for any position!

If you're interested you need to email yoda_thirteen@hotmail.com by **11th December**, with a 250 word statement saying why you're interested. You'll also need to complete a declaration about diversity.

You can **attend the AGM on Sunday 17th December online**, where you'll get a chance to talk about why you're interested in the role and answer questions.

Voting will open on 11th December for two weeks.

Co-Chairs

First, we're electing **two new co-chairs** for our executive committee. They have political responsibilities as the faces of our group both internally and externally.

They also have administrative and organisational roles, for example fixing agendas for and chairing regular meetings and co-ordinating the officers, secretary and treasurer.

Hours: Between 4-12 a week

Positions: 2 available

Eligibility: Due to gender balancing quotas, 1 position is reserved for someone that does not self-define as a cis man.

Responsibilities:

The Co-Chairs of the LGBTIQ+ Greens coordinate and support the LGBTIQ+ Greens Committee, leading on team strategy and priorities as mandated by the membership, and act as key spokespeople for the organisation. This involves:

- Acting as a key spokesperson for the LGBTIQ+ Greens, including at public events and in the media
- Working with the Green Party staff team to ensure support is available to the LGBTIQ+ Greens
- Chairing regular committee and members meetings, as well as away days with the LGBTIQ+ Greens Executive Committee
- Coordinating and overseeing the LGBTIQ+ Greens Committee team strategy and supporting individual officers to ensure they are able to achieve their goals
- Coordinating our disciplinary process
- Represent LGBTIQ+ Greens in meetings with those outside our group, both within the party and in cross-party relations

Treasurer

Hours: Between 4-10 a week

Responsibilities

- Responsible for the financial wellbeing of the liberation group
- Produce an annual budget and present a financial report at each committee meeting
- Fundraise money for the LGBTIQA+ Greens
- Work with the Co-Chairs over budgeting for events and other activities

Secretary

Hours: Between 4-10 a week

Responsibilities

- Coordinate with the Co-Chairs to set up monthly committee meetings and away days
- Take minutes at meetings
- Check our email inbox regularly and reply to emails

Membership Secretary

Hours: Between 4-10 a week

Responsibilities

- Getting emails and updates out to our membership
- Inducting new members, coordinating a buddy system, and being a point of contact for queries
- Assisting the secretary to regularly check and respond to emails in our email inbox
- fundraising, facilitating events
- Working with our event volunteers to put together regular meetings, events, debates, discussions, in collaboration with all members of the committee with respect to each of their roles, and to help organise the AGM. This may involve chairing or facilitating some events

Digital Communications Officer

Hours: Between 4-10 a week

Responsibilities

- Working with the membership secretary to ensure members are kept up to date about LGBTIQA+ Greens ongoing, like meetings, events, campaigns and fundraising, via Action Network
- Keeping our website updated and working

- Ensuring our Google Drive or alternative platform for storing information is kept organised and up-to-date

External Communications and Press Officer

Hours: Between 4-10 a week

Responsibilities

- Working with the social media volunteers to keep our social media accounts active
- Working with the press team to get press releases out
- Working with the co-chairs to respond to events that can potentially harm our group, and identify threats to our reputation
- Promote our campaigns and values as a liberation group
- Promoting our meetings, events, debates and discussions - and the AGM/Convention to increase the participation of our membership
- Help promote fundraisers

Elections Officer

Hours: Between 4-10 a week

Responsibilities

- Working to support the Green Party's election efforts, encouraging people to stand to be Councillors and more
- Working with our event volunteers and Membership Secretary to put together regular action days for LGBTIQ+ candidates we are supporting
- Working with the treasurer to fundraise money for the LGBTIQ+ Greens, especially regarding the Candidate Fund for LGBTIQ+ Green election candidates
- Providing support to elected LGBTIQ+ Green members, for example by chairing the quarterly meetings for LGBTIQ+ Green Councillors

Policy Officer

Hours: Between 4-10 a week

Responsibilities

- Working together with the policy volunteers to write policy for conference and supporting our members put forward policy for conference, as well as helping to prepare for conference
- Pull together policy briefings and help with research for our campaigns, working with the Campaigns Officer

- Working with our event volunteers and Membership Secretary to put together meetings, events, debates, discussions and to help organise the AGM/convention
- Leading reviewing and updating our ruling documents

Campaigns Officer

Hours: Between 4-10 a week

Responsibilities

- Working with our policy and campaign volunteers to develop our campaigns
- Reaching out and connecting with external organisations
- Working with our event volunteers and Membership Secretary to put together regular meetings, events, debates and discussions, especially our monthly campaigns, events and social media members' meetings
- Working with the Policy Officer who can pull together policy briefings and help with research for our campaigns
- Working with the Liberation Officer to ensure that we are intersectional in our campaigns and working with the party's other liberation groups to organise joint campaigns
- Working with the International Officer to ensure we are coordinating with international campaigns, including those within Global Greens.
- Help create inclusion workshops, e.g. informing their content.

Liberation Officer

Hours: Between 4-10 a week

Responsibilities

- Working to maintain relationships with the Equality and Diversity Coordinator on the Green Party Executive, the Equalities and Diversity Spokesperson for the party, and other liberation groups and special liberation groups
- Working with our event volunteers and Membership Secretary to put together events, debates and discussions - and to organise the AGM
- Working with the Campaigns Officer to ensure that we are intersectional in our campaigns and working with the party's other liberation groups to organise joint campaigns
- Working with the International Officer to ensure global work is conducted intersectionally
- Working with volunteers to deliver inclusion workshops to local and regional parties.

International Officer

Hours: Between 4-10 a week

Responsibilities

- Working LGBTIQ+ Greens' Co-Chairs to strengthen our international links with Scottish Greens, Irish Greens, European Greens and Global Greens, as well as their respective Queer groups, and to further the rights of LGBTIQ+ people internationally. This includes working with the European Greens Gender and Queer Network
- Working with the Liberation Officer to ensure global work is conducted intersectionally
- Working with our event volunteers and the Membership Secretary to put together meetings, events, debates and discussions
- Working with the Campaigns Officer to ensure we are coordinating with international campaigns, including those within Global Greens.