

Chichester & Arun Green Party: Officer Roles

In November 2023, the local party will elect their new officers at the AGM.

All members are invited to put themselves forward for an officer role.

You do **NOT** need to have lots of prior experience - these are all voluntary positions, and we work together as a team. We encourage job sharing and it may be possible to combine some aspects of these roles. There will be advice and support from other officers in the local party, from the South East coordinators, and from the national party.

Below is a list of the officer roles we would like to have in Chichester and Arun. The description outlines some key areas of responsibility, but the roles are flexible for you to bring your own skills and experience. Work in all of these areas has been ongoing, so new officers will usually be building on existing plans and actions. Please contact arunchigreen@gmail.com, if you would like more information, to shadow a current officer, or with any questions.

Arun Coordinator / Chichester Coordinator

- Overseeing the running of the local party
- Organising campaigning across Arun and Chichester
- Updating officer information on Action Network

National party guides to this role:

<https://youtu.be/guqNGSqzkWA>

<https://members.greenparty.org.uk/taxonomy/term/39>

2022/23: Deborah Smith and Faye Mackenzie (Arun), vacant (Chichester)

2023/24 nominations: Faye Mackenzie, Ann Stewart (job share)

Arun Election Agent / Chichester Election Agent

- Promoting candidates for election
- Ensuring all paperwork and processes are completed for elections
- Managing teams for polling days and counts

National party guides to this role:

https://youtu.be/wOV6nt4e_1E

<https://youtu.be/iXFcFdYP21c>

<https://youtu.be/YLuoEzPAElc>

2022/23: Carol Birch (Arun) and Mark Record (Chichester)

2023/24 nominations: Mark Record

Arun Election Campaign Manager / Chichester Election Campaign Manager

- Managing local canvassing data
- Organising literature production and distribution for campaigns
- Recruiting local candidates and volunteers for elections

National party guides to this role:

<https://youtu.be/vq4MCWKMIAY>

<https://youtu.be/oe37Ovt3IU>

<https://youtu.be/wBTJuLw-SHw>

<https://members.greenparty.org.uk/get-greens-elected>

2022/23: Carol Birch and Deborah Smith (Arun) and Ann Stewart (Chichester)

2023/24 nominations: Ann Stewart, Sam Proudlock (job share)

Events Coordinator

- Organising regular schedule of talks and social events across Arun and Chichester
- Ensuring in-person and online access to events
- Recording events for publication on website

National party guides to this role:

<https://www.youtube.com/watch?v=MwfrE72kvQ8>

2022/23: vacant

2023/24 nominations:

Fundraising Officer

- Developing a fundraising plan for the local party
- Raising funds for the local party

National party guides to this role:

<https://members.greenparty.org.uk/taxonomy/term/45>

2022/23: vacant

2023/24 nominations:

Membership Officer

- Managing Action Network database of activists
- Recruiting, monitoring and greeting new members
- Putting together monthly e-newsletters

National party guides to this role:

<https://youtu.be/lVnXsmPs7sg>

<https://youtu.be/VPYjgPmBrNw>

<https://members.greenparty.org.uk/taxonomy/term/29>

2022/23: Sarah Kirk-Browne

2023/24 nominations: Sarah Kirk-Browne

Press Officer

- Producing press releases for local councillors and local party campaigns
- Promoting the local party in the media
- Monitoring the press for local Green Party news

National party guides to this role:

<https://youtu.be/5Twnh18G5R8>

<https://members.greenparty.org.uk/taxonomy/term/43>

2022/23: Georgie Glasius

2023/24 nominations: Georgie Glasius

Secretary

- Organising monthly branch meetings and AGM
- Managing meeting agendas, notes, and other documentation
- Monitoring general email enquiries

National party guides to this role:

<https://youtu.be/366FvR5Xx3I>

<https://youtu.be/q518Dfl0qvK>

<https://members.greenparty.org.uk/taxonomy/term/39>

2022/23: Ann Stewart

2023/24 nominations: Ann Stewart

Social Media Officer

- Developing a social media plan for the local party
- Promoting the work of local councillors and the local party across social media
- Monitoring social media for local Green Party news

National party guides to this role:

<https://youtu.be/CXfMuljQcB8>

https://youtu.be/GqU_MzA7NcM

<https://members.greenparty.org.uk/taxonomy/term/44>

2022/23: Faye Mackenzie

2023/24 nominations: Cate Matters

Treasurer

- Managing the local party bank account and signatories
- Overseeing the annual budget for the local party
- Ensuring all legal requirements are adhered to and met

National party guides to this role:

<https://youtu.be/6EGwhOym-Uc>

<https://members.greenparty.org.uk/taxonomy/term/31>

2022/23: Sam Pickford and Tim Young

2023/24 nominations: Duncan Lambe

Website Officer

- Updating and maintaining the local party website

National party guides to this role:

<https://members.greenparty.org.uk/taxonomy/term/71>

2022/23: vacant

2023/24 nominations: Adrian Morris