

Guidance for NWGP Local Party Chairs (*especially newbies!*)

From your NW Local Party Support team, Emily Heath & Olga Gomez Cash (partysupport@northwest.greenparty.org.uk). Last updated 1/7/26

Thank you for stepping up as a Local Party Chair! This is a pivotal role which can cover a range of things, and may vary to some extent between different local parties.

“This role is not administrative housekeeping. It is movement stewardship. It is systems design. It is the deliberate creation of a political culture that is welcoming, capable, and resilient.” [[GPEW members' website](#)]

However, there is some admin to do when you start the role, so that you have access to the right tools and everyone knows how to contact you. Follow the checklist below.

Below that are some links to useful resources, training and ongoing support to help you in your new role.

ADMIN CHECKLIST

Action Network

1. Ask your outgoing chair/secretary to add you as an administrator on Action Network (AN) - or find out who else in your local party has access to it if you don't want/need to use it yourself. You or another trusted local party officer should be given permission to add and change others' permissions. Outgoing officers' access to AN should be removed.
2. [Notify](#) the Green Party of England & Wales (GPEW) about the new officers for your local party. This is essential so that GPEW can contact the right people about training, legal compliance issues or other matters. You should also [remove the outgoing officers](#). To check who is currently registered for your local party:
 - [generating-a-report-to-show-your-local-party-officers](#)

Email accounts

3. Ask the previous chair to give you access to the coordinator/chair@yourlocal.greenparty.org.uk email account. If this isn't possible for some reason, ask the NWGP chair, Paul Davies (chair@northwest.greenparty.org.uk), to raise a digital support ticket to get the password reset, and he will forward it to you when he gets it (this might take a

few weeks!). Log in to Green Party emails at: <https://webmail.gpew.org.uk/>. Change the password when you first login, and write it down somewhere safe so that you can hand it on when you finish your stint as chair.

4. Once you have access to the coordinator/chair@ account, you can raise digital support tickets yourself, to help your other local party officers get access to other email accounts if needed.

Regional contacts

5. Please introduce yourself to Emily & Olga as your Local Party Support officers (volunteers) and also to your Field Officer (part-time NWGP staff member):
 - Clare: Clare.hales@greenparty.org.uk – covers Cumbria, Lancashire, Cheshire, plus Bolton, Wigan & Knowsley; or
 - Pål: paul.woodruff@greenparty.org.uk - covers Greater Manchester and Merseyside (except Bolton, Wigan and Knowsley).
6. Join, and invite other local party officers to join, the [NW Officers' Community on WhatsApp](#). You/they can request to join one or more of the role-based groups - we currently have separate groups for chairs, treasurers/fundraisers, EDI officers, and Action Network users.
7. If you are under 30 or a full-time student, you might also want to connect with the [NW Young Greens via WhatsApp](#). Please also encourage other young activists in your local party to do that.
8. Check whether the correct contact details are listed on the [NWGP website](#), and ask for them to be updated if not (via Jane Turner - turnershbo@aol.com). Ideally these details should include your local party website (and/or Facebook page/group), and an official GP email address - less likely to go out of date or be targeted by spammers than personal email addresses. Including a phone number is optional. Your own local party website will need to be updated too.

Other admin

9. During the handover period to the new chair/exec committee, try to ensure that all login details for local party accounts are stored securely (ideally by at least two out of the chair, secretary and external comms officer), even if they are currently not being used much – it is easy to lose track of these when roles change. This could include email lists, social media channels (e.g. Facebook, Instagram, TikTok, Bluesky, X (if not closed down), YouTube, WhatsApp, etc), your local party website, and accounts with Zoom (or other online meetings platform), Canva (or other design software), GoogleDrive or

Protondrive (or other cloud storage). Bank account signatories might also need to be updated, which involves quite a lot of paperwork and proof of ID.

10. Make sure you have access to essential local party documents, such as your constitution, minutes of exec/members' meetings, local party strategy, candidate selection procedures, any other agreed internal procedures.

USEFUL RESOURCES

The members' website should generally be the first place to look if you need to know how to do something. Some particularly useful sections are:

- [How to be a local party chair](#)
- [What successful local parties do differently](#) - includes how to make effective decisions, holding inclusive meetings, how to write good emails, avoiding and handling conflict, and more.

Here's an [introductory briefing on how to use Action Network](#). The AN users' group in the NW Officers' WhatsApp community is a good place to ask questions if you can't find what you need to know by searching the extensive FAQs on the [Digital Support site](#).

Lots of training videos are available on the [Training Hub LinkTree](#).

[Join the GPEW activists email list](#) if you're not already on it - for important updates about training and elections.

MAKING SURE YOUR LOCAL PARTY IS LEGALLY COMPLIANT

- Is your Local Party [registered with the Information Commissioner's Office \(ICO\)](#)? This is essential if you are trying to get Greens elected (which, of course, you should be!), which involves handling and storing electoral data. Who is your Data Protection Officer? It might have to be you!
- Familiarise yourself with the Green Party's [safeguarding](#) procedures – the chair is responsible for ensuring these are followed. How a quick read of the [insurance and risk assessment](#) guidance too.
- The Chair is usually the 'PPERA Second Officer' who has responsibility for checking and signing off your local party's quarterly accounts and recruiting a new treasurer if that role becomes vacant.

YOU ARE NOT ALONE!

Good luck and thank you again for leading your local Green Party. We're in an exciting period of growth and change. There are bound to be some challenges along the way, but hopefully also lots of successes. Feel free to contact us if you need more support!