Tewkesbury Liberal Democrats

Nomination paper for the following offices:

Chair
Vice-Chair
Secretary
Treasurer
Data Officer
Membership Development Officer
Diversity Officer
Communications & Media Officer
Fundraising Officer
Ordinary Members

Details of roles overleaf.

Candidate details

Name of candidate:	
Please state the position(s) for which you wish to stand:	
Full address:	
Phone:	Email:

I agree to be nominated for the above posts:
Signature Date

Nominated by:
Candidates must be nominated by two members of the local party

Name:
Signature Date

Name:
Signature Date

Please note that completed nomination forms should be returned via email to info@tewkesburylibdems.org.uk (picture or scan), or handed in at 6pm sharp on Monday 23 November before the AGM begins at 6.30pm.

ROLE DESCRIPTIONS

Chair	• Chairs all General and Executive Committee meetings • Is jointly responsible with the Treasurer for the Local Party's compliance with the Political Parties, Elections and Referendums Act 2000 (PPERA) • Provides leadership to the Local Party and supports the development of the Local Party with an action plan
Vice-Chair	• Deputises as necessary for the Chair • Undertakes special projects as needed
Secretary	• Arrange executive meetings and circulates the agenda • Minute executive meetings with a record of decisions and actions • Arrange the Local Party AGM • General administrative functions • Notifies the national party of changes to officers
Treasurer	• Prepare a budget for the year & reports for executive meetings • Submit donation reports in line with PPERA • Processing payroll and pensions for Local Party employees • Is jointly responsible with the Chair for the Local Party's compliance with the PPERA 2000
Data Officer	• Manage campaign data using Connect, membership data using Lighthouse, and email lists • Use data for local campaigns • Ensure processed data is compliant with data protection
Membership Development Officer	• Identify and engage with new members via Lighthouse • Engage with membership, including organising social and political events, and recruitment/renewal campaigns • Aim to speak with membership at least once annually
Diversity Officer	• Highlight the diversity in the community and work to ensure the Local Party reflects local demographics

	• Work with the community and Local Party to ensure under-represented groups are represented, including as candidates for party and public office
Communications & Media Officer	• Writes and issues press releases to local and national media • Maintains an active, up-to-date social media presence • Update the website with local news and work undertaken by the Local Party – councillors/campaigners
Fundraising Officer	• Work with the Treasurer to set fundraising goals for the short and long-term, including campaigns • Identify and develop relationships with potential donors • Work with the Membership Development Officer to establish a calendar of fundraising opportunities
Ordinary Members	• Attend and participate in executive meetings • Scrutinise suggestions and decisions • Offer your time to assist with tasks