

# Labour Party job description

## Job Title: CLP Chair and CLP Deputy Chair

### CLP Chair

#### A part of the team

Every year the local constituency Labour Party elects 'officers' to carry out the organisational and campaigning priorities of the party. There are eight key posts that must be filled - chair, deputy chair, secretary, treasurer, vice-chair (membership) and vice-chair (policy), women's officer and youth officer - and at least four of these must be women. The women's officer must be a woman.

All of these office holders are automatically members of the Executive and Campaign Committee (ECC) of the constituency and form a core team that helps the party work effectively. These officers should work together to create an annual development plan for the constituency that ensures the party is a dynamic and campaigning force in the community. The officers also play a key role in liaising with the party branches and their officers.

There are also a number of functional officer posts that are essential for the party's development - membership officer, campaigns officer, political education officer, ethnic minority officer, trade union liaison officer and a newly created post of disability officer.

#### Specific duties

- The chair has a key leadership role to play in all areas of campaigning and organisation
- S/he is also responsible for the smooth running of key constituency meetings
- Responsible for building an effective team of officers
- Responsible for devising an annual development plan for the constituency which encourages recruitment, campaigning, fund-raising, policy development and election work
- Responsible for building a strong relationship with branches and encouraging co-ordinated activity across the constituency, organising assistance to branches which are in difficulty
- Responsible for encouraging central constituency activity such as the production of newsletters, new members' meetings, local policy forums, fund-raising events, education training events, doorstep voter ID, street stalls, school gates campaigning and working with supporters and community groups
- Responsible for planning a programme of lively and varied agendas for the all member meetings, in consultation with other officers
- Responsible for enabling effective decision making and checking decisions are carried out.

#### When conducting meetings the CLP Chair should:

- Help plan and chair the constituency all member and Executive and Campaign Committee (ECC) meetings
- Work in partnership with the Vice Chair (Policy) to ensure engagement on policy issues through Partnership in Power and with the secretary in planning the agenda and working out timings for each item
- Conduct the business in meetings efficiently while enabling maximum participation and allowing adequate time for debate but trying to prevent overruns

- Properly prepare for meetings - try to ensure you always have an agenda with timings marked, minutes of previous meetings and copies of any written reports to be presented.

## **CLP Deputy-Chair**

The Deputy Chair supports the chair and deputises by chairing meetings s/he is unable to attend. The Deputy Chair also has the specific duties associated with ethnic minority liaison.

### **Specific duties**

- Encourage local ethnic minority members to play a full part in the party's campaigning and political organisation
- Attract ethnic minority supporters into membership of the party
- Build links with ethnic minorities in the wider electorate through campaigns - increasing the support for the party amongst the ethnic minority communities
- Deliver and adapts the party's national campaigns to the needs of the local ethnic minority population
- Advise the party on particular problems or issues to do with the ethnic minority population
- Initiate and helps with voter registration campaigns particularly focusing on ethnic minorities where there is a very low level of electoral registration
- Encourage the setting up of local Ethnic Minorities Forums - giving them support and working with them to ensure that campaigns are run of mutual benefit to ethnic minorities and the party at large
- Initiate and organise training for ethnic minority members in the constituency, in liaison with the political education officer and the regional office
- In conjunction with the Vice Chair (Policy) to organise local policy forums and 'Big Conversation' style consultation meetings to enable black and ethnic minority members and the wider community to engage on policy issues affecting them.