

# Labour Party job description

## Job Title: CLP Secretary

### 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 secretary has a key role to play in supporting the chair in the leadership of the party. The CLP secretary should ensure the local party is:**

- Acting as the main communications link with branches, regional and national offices
- Keeping in regular communication with branches through a monthly branch mailing
- Producing and keeping an up-to-date constituency directory with details of constituency and branch officers, affiliated organisation delegates and members of the executive and campaign committee
- Helping to devise an annual development plan.

**When preparing for meetings the constituency secretary should:**

- Plan the agenda with the constituency chair
- Circulate papers for meetings to members delegates
- Prepare for the executive and campaign committee
- Select items which require a committee decision only, circulating other items in a correspondence file
- Prioritise party business including head office and regional communications and matters affecting branches and the local party

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Following up meetings the CLP secretary should:

- Produce concise action orientated minutes
- Communicate relevant items to branches and other officers