

Labour Party job description

Job Title: CLP Treasurer

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 treasurer is responsible for overseeing the finances of the constituency and branches.

- Ensuring the CLP complies with the provisions of the PPERA (Political Parties, Elections and Referendums Act)
- Ensuring the constituency development plan is underpinned by an appropriate budget, prepared in consultation with other constituency officers
- Assessing planned expenditure, for example, on elections, campaigning, running the office, publications, conferences, rent/maintenance etc.
- Planning revenue from membership subscriptions and donations from branches
- Setting targets for branches for constituency donations and ensuring that branches are clear about running their finances
- Providing monthly financial reports for ECC meetings
- Preparing audited accounts for the annual meeting
- Planning fundraising, in collaboration with the constituency fundraising officer.
- A Treasurer's Handbook is available containing detailed advice.