

Labour Party job description

The Branch

- The Branch is the key organisation in any Constituency Labour Party.
- It is members' main contact with the party and is the effective base of campaigning and election work.
- It is the job of the Branch Officers to build and maintain an organisation that people want to belong to and one which campaigns effectively and wins elections.
- The four officers the branch has to elect each year are: chair, vice-chair, secretary and membership secretary. At least two of these postholders must be women.
- All four Officers are members of the CLP Executive and Campaign Committee.
- In Birmingham the branch finances are administered by the CLP Treasurer with whom the Branch Officers must work closely.
- The branch may also appoint functional officers such as a branch or ward organiser, social secretary etc.

Chair

- The chair is the senior officer of the branch. Chairing meetings is only part of the responsibility.
- Plays a major role in guiding branch activity during the year including the campaign development plan is adhered to.
- Guides campaigns and other activities between meetings.
- Co-ordinates the response of Branch Officers to CLP and Branch decisions.
- Plans the agenda of branch meetings with the secretary to ensure an interesting mix between business items, reports, campaigns and discussion.
- Ensures that meetings run smoothly, involve new members and that all members are clear about decisions being taken.

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Vice Chair

- The Vice Chair assists the Chair with the above and chairs meetings when the chair is not present
- The vice chair is part of the branch team helping other officers as appropriate between meetings.

Secretary

- The effective working of the branch and the involvement of, and communication with, members lies with the secretary.
- Helps establish the campaign development plan.
- Convenes branch meetings ensuring that all members receive timely notice.
- Draws up the agenda for meetings with the chair, keeps the record of decisions and ensures they are followed through.
- Deals with correspondence and ensures that important items receive attention and a reply.

Membership Secretary

- Keeps an up to date record of members in conjunction with the CLP Vice Chair (Membership).
- Co-ordinates the local collection of subscriptions.
- Works with the secretary to keep members informed about local activities.
- Co-ordinates membership recruitment and ensures all new members are welcomed to the party.