

# Labour Party job description

## Job Title: CLP Vice-Chair (Membership)

### 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 membership officer works closely in the areas of membership, recruitment, retention and administration with the branch membership officers.

#### This includes:

- Ensuring proper records of the constituency's membership are kept
- Liaising with regional and national party to ensure records are updated
- Co-ordinating membership recruitment campaigns with the campaign team and ensuring membership recruitment materials are available for all campaign events
- Ensuring maximum membership retention through co-ordinating the local collection of subscriptions and arranging for all lapsed members to be contacted to rejoin
- In conjunction with the trade union liaison officer, ensuring maximum take up of the special trade union levy rate
- Initiating a programme for welcoming new members into the party e.g. devising new members welcome packs and new member meetings and socials
- Carrying out annual members skills audits, this is a two-way process to find out what members can do for the party and what the party can do for the members
- Encouraging the production of members' newsletters to inform and involve members at every level of the party.