



## NWGP Executive Committee Roles

The following officer roles are elected annually in the weeks before the North West Green Party's Annual General Meeting or may be co-opted at any time where there is a need for the role to be filled and a suitable person or people available. Each Officer will be a voting member of the Committee and they will be responsible for delivering the objectives of the NWGP. The Committee meets regularly (every month to six weeks, either online or in a hybrid meeting); members work closely with staff (the Field Team) and appointees such as the North West Young Greens representative and the Regional Disputes, Complaints and Disciplinary Manager.

If you're considering standing for one of these roles and would like more information or to have a chat about commitment, workload or responsibilities, please do contact [chair@northwest.greenparty.org.uk](mailto:chair@northwest.greenparty.org.uk) If you take up a role as a new committee member there will be a brief induction organised for your role.

North West Green Party (NWGP) is committed to making local politics accessible to everyone. We particularly welcome applications from members in underrepresented groups such as women and non-binary people, LGBTIQ+ people, people of colour and people with disabilities. If you have any access or communication needs, please do let us know and we will do our utmost to accommodate these.

### Co-ordinator/Chair

The Chair is responsible for ensuring the smooth day-to-day running of NWGP. The Chair's main role is to ensure that other Executive Committee members work to fulfil their roles and that the party fulfills its obligations. The chair's role may involve a considerable amount of time and could be undertaken as a job share arrangement.

The Chair should be able to:

- Lead projects and events, including fundraising campaigns
- Have an overall awareness of the party's activities: organise and chair committee meetings
- Oversee the implementation of plans agreed in the NWGP's strategy and update the strategy when necessary
- Initiate NWGP conferences or meetings for all regional members
- Initiate regular newsletters about NWGP activities to all regional members
- Seek solutions to problems; and specifically seek to resolve and process concerns expressed.
- Work well with and delegate tasks to other members of the Party and executive members
- Attend meetings of regional co-ordinators
- Keep in contact with the National Party

Ideally, the Chair will have experience in:

- A chair role in a local Green Party or relevant experience of chairing or people management in other organisations

## Treasurer

The Treasurer will have the legal obligation under the Political Parties, Elections and Referendums Act 2000 (PPERA) to maintain proper accounts for the NWGP. The Treasurer is essential for ensuring the smooth running of the party by managing all of its financial aspects. The Treasurer role cannot be job-shared.

It is essential that the Treasurer:

- Records all donations received and submits to the national party Treasurer quarterly reports of income and expenditure, including VATed invoices, copies of annual accounts, and any other information as required to comply with government legislation.
- Prepares and makes available a quarterly accounts spreadsheet to the NWGP account co-signatories, together with an anonymised version of the quarterly accounts spreadsheet to the NWGP Committee.
- Processes for payment invoices received by the NWGP, and seek authorisation of payment from the account co-signatories
- Attends NWGP Committee meetings and make available to the NWGP Committee regular updates on monthly income and on the balance of accounts.
- Presents a summary of the annual accounts at the NWGP AGM, which must be recorded in the AGM minutes as 'Accepted as a true and accurate record'.
- Processes all NWGP direct debit instructions received via DonorDebit
- When NWGP annual income is in excess of the £25,000 Electoral Commission reporting threshold, the Treasurer must prepare and submit a Statement of Accounts to the Electoral Commission within the legal timeframe. The GPEW Finance Manager will advise, where necessary.
- At the end of their term of office, the Treasurer is required to retain their fiduciary duties and legal obligations until the new Treasurer has been registered with the banking providers and with the Electoral Commission.

Ideally, the Treasurer will have experience in:

- A treasurer role for a local Green Party or in another organisation
- Working with Excel, Action Network's fundraising capabilities, Stripe, PayPal etc.,

Training will be given where necessary.

## Secretary

The Secretary's main role is to assist in the running of the Party and to ensure that day-to-day administration tasks are undertaken. This role is suited to a job share arrangement.

The secretary should be able to:

- Draw up agenda for committee meetings, Annual General Meetings/ Extraordinary General Meetings and keep accurate minutes (records) of meetings in accordance with the constitution
- Collate reports and information to be presented at meetings
- Ensure that minutes are approved in a timely manner and made available to members
- Ensure that the latest membership data on Action Network is used to contact NW Members (i.e. Action Network queries and reports)
- Establish dates for meetings by agreement between members via Doodle poll or otherwise

- Book venues (whether in-person and hybrid format) for meetings and other events
- Deal with and/or pass on requests, complaints, etc., from outside organisations

Ideally, the Secretary will have experience in:

- Uploading agendas and minutes on the GP Green Space for the NWGP
- Sending invitations (with agendas, reports etc.) via Action Network

Training will be given where necessary.

## Regional Election Agent/Co-ordinator

The Elections Officer oversees the party's regional electoral strategy.

The Elections Officer should be able to:

- Fully understand (or be willing to learn) the National GP's current election strategy and keep up to date with national Target to Win (TTW) strategy
- In conjunction with the Field Team Line Management, coordinate the work of the Field Organisers in the North West, including prioritisation and recruitment where necessary.
- Act as the link between the NW region and the national Elections Committee and Field Team
- Ensure that local Parties maximise their chances of electoral success e.g., by adoption and delivery of TTW
- Have, or develop a good understanding of national and local selection procedures and regulations

Ideally, the Elections Officer will have experience in:

- An Elections Officer role for a local Green Party
- One or more TTW campaigns within a local Green Party

Training will be given where necessary.

## Equality and Involvement Officer

The Equality and Involvement Officer should be able to:

- Work with the GPEx Equality & Diversity Co-ordinator on initiatives to promote equality and diversity within the NWGP and local parties, and to improve our engagement with people who are under-represented within the Green Party (such as ethnic minorities and the traditional working class).
- Ensure NWGP events and resources are as accessible and relevant as possible to all, regardless of ethnic or class backgrounds, abilities, and sexualities.

## Local Party Support Officer

The Local Party Support Officer should be able to:

- Liaise with local Parties across the region, identifying training and other support needs and ensuring that those needs are met as far as possible
- Assist with formation of new local Parties, or splitting or amalgamation of existing local Parties where requested and appropriate
- Liaise with the NW Field Organisers around Local Party support issues

## Internal Communications Officer

The Internal Communications Officer should be able to:

- Ensure good communication within the Committee and members in the North West region
- Ensure production and distribution of a monthly (ideally, but it should at least be regular) NWGP members' newsletter (using Action Network), and other internal communications
- Update the NWGP website and post on NWGP social media

## Events and Conferences Organiser

The Events and Conference Organiser should be able to:

- Organise and market conferences and National GP hustings for the region
- Invite and liaise with keynote speakers and workshop presenters

Ideally, the Events and Conference Organiser will have experience in:

- Creating events on Action Network and market via email and social media, where appropriate.

Training will be given where necessary.

## Fundraising Officer

The Fundraising Officer should be able to:

- Create a fundraising campaign to increase monthly contributions and donations to the NWGP.
- Write and market engaging fundraising campaigns using Action Network's fundraising capabilities and NWGP social media.
- Provide fundraising advice to local Parties and sub-regions (e.g. for Metro-Mayoral campaigns)
- If a fundraiser involving a phone campaign is organised, be able to establish and manage phone banking teams.

## Officers without Portfolio

Up to three Officers without Portfolio may join the Committee. They are asked to offer their particular expertise and passion to make the North West a vibrant region and/or assist the Committee in general or in relation to particular tasks.