

Executive committee

All members of the executive committee take joint responsibility to work with each other to operate the constituency party's business and oversee its activities. The officer roles identified below fall primarily to those named, 'the buck stops here', but all other officers have a democratic say and duty for all roles. Their overarching responsibility is to listen to members and represent their positions collectively and democratically, while observing the constitutional expectations of the national and regional party.

Chair

1. Maintain oversight that the CLP is compliant with its constitution
2. Chair meetings of the members
3. Chair meetings of the executive committee
4. Agree dates, venues and agenda items for meetings
5. Act as deputy treasurer
6. Produce a short annual report

Vice Chair (Campaigns & Political)

1. Step in for the chair when necessary
2. Oversees campaigns and policy formation

Vice Chair (Membership)

1. Step in for the chair when necessary
2. Oversee membership communication, recruitment and retention

Secretary

1. Minute meetings of members and executive committee
2. Arrange meeting venues
3. Produce a short annual report

Treasurer

1. Maintain the CLP bank account(s)
2. Monitor expenditure and advise campaigns
3. Accept and make payments
4. Produce an annual statement and short report

Women's Officer

1. Arrange and chair events for members of Labour women in the CLP
2. Produce a short annual report

Ordinary Members

There may be up to seven, and they may also be non-executive officers or coordinators

Non-executive officers

These four are important roles, but do not have voting rights on the executive committee.

Auditor

We need two, one must be female.

1. To oversee the annual accounts

Youth & Student Officer

This must be someone under 27 and elected only by those under 27.

1. Maintain oversight of our Young Labour members
2. Produce a short annual report

Chair of the campaigns committee

This role is active for general elections and oversight of local elections, but may not then be leading the campaign. Note the campaigns committee is a sub-committee of the executive committee and is responsible for oversight rather than action – this is the role of the Campaign Forum.

Coordinators

Coordinators are appointed by the executive committee, and may well be the same person, where this makes sense as the officers listed above. By separating these roles we introduce the possibility to have two people on the job, where one takes responsibility for oversight and reporting and the other is concerned to make it happen working with the officer! Coordinators may also be ordinary members of the executive committee.

Youth & Student

May be combined with Youth & Student officer.

Women's

May be combined with Youth & Student officer.

BAME

Trade union liaison

Membership recruitment & retention

May be combined with Vice Chair (Membership).

Fundraising

Political education

May be combined with Vice Chair (Campaigns and Political).

Press & publicity

Member communications

May be combined with Vice Chair (Membership) or Secretary.