



**Green Party**  
for the common good

Roles and Responsibilities  
within Tynedale Green Party

# Co-ordinator & Deputy

- Support and co-ordinate communications across the party and between elected officers, volunteers and supporters.
- Acts as first point of contact for external enquiries, and may occasionally act as a spokesperson for the party.
- Drives the party forwards by ensuring activities are delivered & strategies are followed.
- Assisted by the Chairperson(s), addresses arising internal issues & ensures appropriate conduct.
- Liaise with the regional party and attend the regional council meetings when available.
- Deputy to stand in for Co-ordinator as and when necessary.

## ***Skills and capabilities***

The role suits a hard-working and energetic person who is a capable public speaker, able to impartially resolve conflict and understand others, and develop an 'overview' understanding of the big issues faced by the area. This role is demanding and requires a person able to dedicate sufficient time and emotional energy. You may want to consider a job-share arrangement for Coordinator roles, and arrangements for how to cover the role when people are away.

# Treasurer

- Manages the party bank account and finances – this involves administrating all party spending and overseeing any deposits made into the bank account.
- Presents a short financial report at party meetings
- Produces an annual set of accounts to be presented at the AGM
- Budget planning
- Overseeing election spending, complying with national office requests for records and reports.
- Works closely with the Election Agent and candidate to ensure election spending and donation rules are followed. For example undertakes permissibility checks on all donations over £500 to campaign funds and over £50 donations to individual candidates campaigns
- Provision of financial guidance to other officers
- Facilitating donations to the party

## ***Skills and capabilities***

The position of Treasurer is very important and a competent Treasurer can have a transformative effect on the achievements of the local party. This role requires an organised person who pays attention to detail and who thinks creatively about resource related issues. Basic mathematical and spreadsheet management skills are essential. Some accounting background can be useful, but is not necessary.

# Campaigns Officer

- Take the lead in planning an election campaign in a ward or constituency or a specific local issue of importance to the community.
- Delegate responsibility to Ward/ Local Issue Campaign Officers as required.
- Act as a link to bring together local party activities such as working with local media, exploiting digital media opportunities, producing leaflets and other printed material, lobbying local organisations and most importantly, working alongside your electorate.
- Act as a link with the National Party campaigns team.
- Liaise with local pressure groups, regarding joint campaigning.

## ***Skills and capabilities***

Campaigners need a wide range of skills and capabilities. They need to listen but know when to be assertive, they need to be good planners and organisers and motivators, and they need to be passionate but caring and dedicated to making positive change. Campaigners also need good written and verbal communications skills as they will have to produce campaign literature and vocalise concerns to a wide range of audiences – some hostile.

# Election Agent

- Act as a candidate's agent during an election providing the candidate with advice regarding legal conduct during an election and registering the candidate to compete.
- Their rights and responsibilities are defined in law and in practice they have to be appointed by the candidate or, at some PR elections, by the list of candidates.
- Certify candidates so that they can use an official Green Party description on the ballot paper, and request that a party emblem appears on it.
- Entitled to have copies of the electoral register and updates on a year-round basis and is often the person who organises the year-round work required to win elections.
- Local parties are obliged by the national constitution to forward details of their Election Agent to the National Party Office so that the National Election Agent can supply them with the required paperwork.

## ***Skills and Capabilities***

The role requires a person dedicated to the progress of the party and prepared to devote some time towards supporting the ambitions of other people. It is a selfless role and require requiring tenacity, attention to detail and knowledge of relevant legislation.

# Local Policy Officer

- The process of policy development is one of the most important means through which the party can build real connections with the local electorate and partner organisations, and demonstrate that it listens and acts on their priorities.
- Create/Update a local election Manifesto, using the input of the membership and external bodies.
- Act as a link with the national party's policy committee, and can ensure that all local policy is consistent with the national party's.
- Developing policy that gains traction with the local electorate is best achieved through engagement of people and communities with the policy development process.
- Much information regarding the position of the electorate can be gathered through door to door communication with residents, attending meetings with community and voluntary groups, and conducting local surveys. Concerns and priorities identified by residents should then steer the direction of policy development.

## ***Skills and capabilities***

Policy leads and researchers need to have excellent listening skills, they need to integrate information and evidence from a range of different sources and formulate practical solutions.

# Minutes Secretary

- Take minutes of meetings and make them available for members.
- They might also be responsible for drawing up the agenda and ensuring that members are given due notice of meetings.
- They need to be someone who attends your meetings regularly, is reliable in getting messages out on time, and is able to be concise and clear in putting down the actions that are required.

## ***Skills and capabilities***

Like Treasurer, this is normally a difficult role to fill due to the level of work involved in taking and making minutes and for this reason many parties choose to rotate the role. It requires an organised person with good writing and interpretation skills, able to identify key issues, then make accurate and clear written records.

# Internal Communications Officer

- Responsible for providing regular internal communications to party members.
- Make use of Civi CRM 'mailing' functions for this purpose.
- Set up a single email address for Local Party communications, shared between communications and coordinator posts, so that replies to internal emails and newsletters are all sent to the right group of people.
- Collate content for members 'newsletters' for example details of party meetings and activities. They play an important role in ensuring that party members are not 'overloaded' with emails, and can monitor 'unsubscribes' from email lists.

## ***Skills and capabilities***

Requires some affinity with databases or contact management systems. This role is normally closely connected with the Party Coordinator as the Internal Communications Officer will need to exercise good judgement with regards communications released by the party.

# Press Officer

- Responsible for communicating with the media, so that local media have one point of contact
- At election time, this can become quite a large job and many larger local parties have a Communications, website and media team who between them support this role.
- Produce press releases, edit content of newsletters and websites, and check any letters or other publicity that is put out on behalf of the local party by any other member.

## ***Skills and capabilities***

The Communications Officer role is best suited to someone with direct experience of producing press / media releases or working within a communications role. It requires a person with good written and spoken communication skills who is able to think and communicate often under pressure.

# Social Media & Website Officer

- Support the Press Officer with all internal and external communications.
- Set up TGP website, FaceBook page and Twitter account and administrate the website.
- Support other on the production of newsletters and other campaign literature for the public, especially in target wards.

## ***Skills and capabilities***

Needs to have technical skills in website administration and publishing software, and the ability to create written content for both digital and printed media. This role requires a support team as it also often requires a rapid response if for example, a rebuttal or immediate position on an arising issue needs to be added to digital media.

# Fundraising & Events Officer

- Ensure that the party raises enough money in order to fund our budgeted campaigns.
- Responsible for organising social events, where your members and the public can meet in a more relaxed manner and enjoy themselves, as these events can often be useful ways of raising funds.
- Send standing order forms to local members asking for a monthly contribution. This will help divert resources from fund raising and enable more time for campaigning.
- Parties are frequently involved in events such as stalls, demos, social events, debates, film nights and some parties find it useful to create a separate role to manage events.
- The officer needs to work closely with the Coordinator, Membership Officer, Fund Raising Officer and Communications Officer to ensure that events contribute to the strategic direction of the party.

## ***Skills and capabilities***

Fund raisers need to be persuasive in order to present a convincing argument to potential donors for why money should be given to the local party, and many candidates build their funding case around the issue based campaigns they are delivering. In addition, fund raisers need to be creative especially when organising fund raising events which might include concerts, jumble sales, auctions etc.

# Membership Secretary

- Maintains lists of local members, volunteers and supporters
- Liaises with central office records system through CiviCRM
- Makes lists available to the secretary and campaigns coordinator on a regular basis and on demand
- Welcoming new members to the local party
- Thanking departing members for their support
- Responding to any questions about membership

## ***Skills and capabilities***

Much like the Treasurer, the Membership Secretary needs to be organised with good attention to detail. All these roles require good interpersonal skills as they will be the first contact for many new members.

# Electoral Returning Officer (ERO)

- The GPEW constitution requires all local parties to have a democratic procedure for the selection of candidates.
- This is organised and managed by the ERO.
- It is the responsibility of the ERO to ensure the selection process is run according to current GPEW rules.
- An ERO cannot put them self forward for an election, but may stand at a future election if they resign the post.

## ***Skills and capabilities***

Like the Election Agent this role requires a person dedicated to the progress of the party and prepared to devote some time towards supporting the ambitions of other people. It is a selfless role and requires an understanding of the electoral process, awareness of data-protection rules, attention to detail and, of course, impartiality and fairness.

# Chairperson(s)

- Facilitate monthly member meetings by organising venues, preparing agendas and ensuring meetings are orderly and productive
- Support the Coordinator as and when needed regarding matters of conduct and internal issues.
- As this is a rotating role, it may only require activity every 3 or 4 months, therefore it would be possible to combine this role with other more active roles.
- This role is an ideal job share role.

## ***Skills and attributes***

The role suits a hardworking and well-organised person who is able to maintain impartiality, resolve conflict, understand others and maintain a business-like approach at meetings.

# PPERA Second Officer

- The Political Parties, Elections and Referendums Act 2000 (PPERA) requires the GPEW to register a minimum of 2 officers
- One of these must be the Treasurer
- The other – the PSO – is a role created specifically to satisfy the PPERA requirements
- The PSO has the legal function of being responsible for organising a replacement treasurer should the one in post leave for any reason
- It is therefore a critical role but one which may not be called upon very regularly!

## ***Skills and attributes***

The PSO will maintain an understanding of the procedure required to recruit a Treasurer and must be prepared to act at short notice.

# Equality and Diversity Officer

- Keeps themselves abreast of all national policy developments in the area of Equality and Diversity and ensures that the TGP is informed of said developments and that it is acting upon its responsibilities in this area.
- Works with the Membership Secretary to monitor membership, support and activism among under represented groups.
- Keeps specific data on the profile of the membership and reports back to the party on this at ordinary meetings and the AGM.
- Encourages the representation of under represented groups in local and national elections.
- Promotes the active participation of members of under represented groups in the TGP's work, including election to officer roles.

## ***Skills and Capabilities***

This role is suited to someone with a commitment to equality and diversity both within the party and in wider society. The position requires an interest in current developments regarding issues specific to underrepresented groups (women, BAME, LGBTQI+, disabled etc.). The person should see this role as intersectional and should be adept at empowering members of underrepresented groups to amplify their voices, rather than seeking to speak for them.