

## Sheffield Green Party Executive Member Roles - updated July 2019

<b>Role</b>	<b>Summary Role Description</b> <i>(Note that the person elected can develop the role to suit their own skills, expertise and interests, as long as the core responsibilities are covered)</i>
<b>Chair</b>	Actively facilitates the development and implementation of strategies and plans to increase electoral support for the Green Party in Sheffield. They coordinate the activities of the Executive, and other Members, to ensure that collectively the plan is delivered. The Chair will plan and chair meetings of the Executive Committee and the Monthly Member Meetings and other General Meetings, although other Executive Committee members can deputise if the Chair is not available. They must ensure that these meetings are purposeful, engaging, and (when required) decision making. They will ensure that wider member interests are represented, will facilitate discussion, and mediate disputes.
<b>Treasurer</b>	Responsible for financial administration, including, but not limited to: handling payments, outgoings and receipts; maintaining bank accounts; keeping up-to-date records and accounts and, if required, submitting them for independent examination; reporting to the Executive Committee and General Meetings as appropriate; approving of financial liability, alongside other Officers as determined by financial limits; planning and monitoring election expenditure and ensuring compliance with legal rules and reporting regarding electoral expenditure and submission of accounts.
<b>Equalities and Diversity Coordinator</b>	Aims to promote good relations and practices towards diversity and represents the interests of different minority groups. They cover various equality strands such as: age; disability; gender; gender reassignment; race; religion; sexual orientation. They ensure that all members have equal access to the development of the Party and the implementation of Party campaigns and aim to confront negative attitudes. They may also provide advice, guidance and support on equality and diversity issues; promote changes within organisations and the wider community; contribute towards writing, implementing and reviewing policy; present reports and recommendations; and deliver presentations and workshops.
<b>Campaigns Coordinator</b>	Responsible for coordinating local campaigns on specific policy areas. They lead the Campaigns Group that meets monthly.
<b>Membership Coordinator</b>	Develops a membership strategy and works with relevant Executive members to maximise membership through outreach work, and responding to potential new members' enquiries. They will also develop a plan to welcome new members through direct communication and make them aware of their potential contributions to the Party. They will work with Ward Organisers to ensure that they can pass on information about new members to Wards and Executive members so that new members are aware of how they can support campaigning and election activities most local to them.
<b>Young People &amp; Students Coordinator</b>	Aims to promote Sheffield Green Party to young people and students in order to raise awareness, recruit volunteers, promote membership, and to engage in campaigns, and other major functions of the Party. This Coordinator represents the views of young people and students on the Executive and to the members so that the diverse views of all supporters and members are represented. This person must be a Young Green and/or a student.
<b>Digital and Data Coordinator (including GRDP officer)</b>	Develops and implements a plan on the digital technology uses for the local Green Party. They will assess the technology software needs of the Party, in particular with regard to data collection, storage and use. The Digital and Data Coordinator leads the implementation the current canvassing and Member platform and CRM used; they will lead on assessment and implementation of an alternative platform if/when appropriate. They will lead on policy on, for example: Member

	<p>data and CiviCRM interfaces; email protocols; canvassing data needs; google docs protocol for sharing documents; and other ongoing data needs. The Digital and Data Coordinator may coordinate and lead two volunteer teams: one for the ‘user needs’ - a reference groups of data and technology users; and the other for ‘technology implementation’ - a group of technology experts to support the back-end development. The GDPR officer advises on such matters and makes recommendations for policy decisions required by this legislation.</p>
<b>Election Coordinator</b>	<p>Responsible for the overall co-ordination of election campaigns. This includes awareness of scheduled elections and by-elections via liaison with council Electoral Services, recruitment and selection of candidates, the formation of campaign organisation teams, the running of election campaigns and annual strategy review meetings normally held after each election. They may run candidate selection processes but that can also be done by a separately appointed Electoral Returning Officer. The Election Coordinator chairs meetings as and when required involving key people involved in year round Ward work and elections to move forward actions in line with the electoral cycle. They will need to allocate increasing time in the 6 months leading to scheduled elections with much less time required in the summer and autumn when elections are held in May as normal. The Election Coordinator will work with the Treasurer and Chair to ensure all legal and financial requirements are complied with during all election campaigns. The Election Agent liaises with the Council to receive regular electoral roll data and ensure this is disseminated around the relevant Officers and others working actively on the campaign as appropriate.</p>
<b>Governance and Policy Coordinator</b>	<p>Responsible for keeping up to date with GPEW requirements regarding good governance and policy development and for convening teams or working groups to advise on and recommend developments in policy and governance in SGP.</p>
<b>Media Team Coordinator</b>	<p>Responsible for coordinating the work of Press Organiser(s), Social Media Organiser(s), Website Organiser(s), Internal Communications Organiser(s) and the Design and Publications Organiser(s). They will also work with the Social Media organiser(s) to ensure that the stories are replicated online, including on the website, facebook and twitter. The Media Team Coordinator will liaise with local media outlets. They will either lead on the drafting of press releases or edit drafts by others in the Party (especially Councillors and candidates).</p>

#### Non-elected posts

<b>Fundraising &amp; Events organiser</b>	<p>Develops a plan to raise funds for the Sheffield Green Party, for election funding and other development funding outside of election periods. They organise activities, such as: events; online funding appeals; selling merchandising and an online shop; appeal letters and other donation appeals to members and lead a small group of people in supporting fundraising activities.</p> <p>Organises all events that are not fundraising events. The purpose of these events will be to: raise the profile of Sheffield Green Party; to promote the Green Party values to the general public, supporters, members, and activists; recruit supporters and members. This includes members meetings, public meetings, and visits from visiting speakers. They will be responsible for having an overview of the events calendar.</p>
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<b>Social Media organiser</b>	Works as part of the Media Team, responsible for proactively developing and implementing a successful social media plan.
<b>Press organiser</b>	Works as part of the Media Team. Ensures that stories meet print deadlines and are efficiently passed to the press. They will also work with the Social Media and Website Officer/s to ensure that the stories are replicated online, including on the website, facebook and twitter. The Press Officer will liaise with local media outlets. They will either lead on the drafting of press releases or edit drafts by others in the Party (especially Councillors and candidates).
<b>Design and publications organiser</b>	Works as part of the Media Team. They are responsible for ensuring consistent, accurate and successful print communications, primarily for elections as well as to promote the work of our Green Councillors between elections. This includes: organising timetables for print (such as ward newsletters, leaflets); working with volunteer designer/s; liaising with printers to obtain the best prices; and collating copy from other Officers.
<b>Website organiser</b>	Works as part of the Media Team, responsible for maintaining an effective, dynamic and informative website.
<b>Internal Communications organiser - suggested additional to the Constitution list</b>	Works as part of the Media Team, ensures that communication with members and volunteers is effective in informing and engaging them. They will seek to raise the satisfaction and involvement of members and volunteers in local Green Party activities. Their primary role is to lead on digital communications with members and volunteers. They will lead on the editorial collation and sending out of a regular online newsletter. They are also responsible for monitoring email communications including sending bulk emails when required. They will ensure that appropriate information is available online for all members.