

CLP Job Descriptions

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Chair

Local parties depend on leadership from the CLP Chair. Other officers look to the Chair to provide support and direction and members depend on their leadership to organise and inspire them in effective campaigns. Effective Chairs facilitate meetings, decisions and ensure the CLP operates fairly. The role requires impartiality, co-ordination, diligence and excellent communication and leadership skills.

Key Responsibilities and tasks

- Lead and build the strategic direction of the CLP.
- Support and encourage an effective officer team. The Chair should ensure all officers keep in regular contact with each other.
- Provide a warm welcome for all members and ensure they have a stake in the direction of the CLP.
- Chair CLP meetings in a fair and open way in accordance with the Labour Party rules.
- Have an overview of all roles within the CLP.
- Work with other officers – especially the CLP Secretary, to put together a 12 month development plan for your CLP. This will help you focus on what you need to achieve over the year.
- Organise follow up meetings to ensure they are sticking to your plan.
- Ensure Standing Orders are up to date and comply with Labour Party rules. For more advice and help on this, you can contact your regional office. Information on where to find their contact details is in the useful links and contact details section below.

Activity

A rich variety of activity throughout the year will not only ensure that the party will have a strong presence in your area but will also make sure that everybody gets the most out of their membership.

All officers of the CLP have a duty to provide opportunities for others to become involved, and to make sure community events and activities are organised to involve people in the local community.

You should work with your CLP Secretary and other CLP officers to plan a range of different campaigning activities, social events, coffee mornings and policy discussions. You should try to bring guest speakers along to events as well as making sure every member has met your MP or candidate.

Meetings

Work with your CLP Secretary to organise the dates of meetings for the year and make sure the dates are communicated to members, with a reminder closer to the time.

Set an agenda which will need to be circulated and agreed with the Secretary and other officers prior to the meeting. It would be beneficial to set a time limit for each agenda topic. If you have any hand-outs ready, get them ready in good time. Meetings in general should last no longer than two hours. Where practical organise a campaigning or social event after the meeting.

Don't forget to make your meetings as open as possible. You could invite all members to General Committee Meetings for example, if practical – non delegates can always attend without voting rights. Introduce the meeting with a clear outline of the main objectives. It is important to have political discussions and lively debates at meetings. You may wish to open by asking any new comers to introduce themselves.

It is important to have political discussions and lively debates at meetings. However, it is also the Chair's responsibility to ensure that meetings and discussions relate to the following key functions of the CLP:

- Campaigning – connecting with the local community and getting candidates elected
- Membership work – welcoming new members, recruiting and retaining members
- Fundraising – a programme of social events and other fundraising activity. You will need to work closely with the CLP Secretary and Treasurer to do this. Ensure that your CLP has a Fundraising Officer or social event team that can help
- Policy discussion – make it interesting and engaging
- A report from your MP or candidate – access to politicians is one of the benefits of membership; make sure that your meetings take full advantage

At the end of each item review what has been decided and who will be responsible for taking the task forward. Remember to be impartial even if you do not agree with what is being discussed – allow for the widest possible participation.

Working with branches

CLPs with a branch structure should work with and offer support to branch officers to share out tasks and ensure information is disseminated through the CLP. Particularly in large CLPs, delegating work to branches will make your job easier and lead to a more effective and cohesive CLP.

- It is the responsibility of CLP officers to ensure branch officers are fully supported and confident in their roles. You should ensure that important information is cascaded down to branch level, and that any training opportunities are also offered to branch officers.
- Organise one-to-ones with new Branch Chairs, so you can talk through the role and pass on any important information.
- Ensure you communicate what CLP meetings will be covering with branch chairs in advance, so this isn't duplicated at branch meetings and so important information is discussed at branch level.
- Think about working with your CLP Secretary to appoint branch captains or buddies who can help with member engagement work and to welcome new members.
- Get good communication systems in place and regular meetings with Branch Officers so that important information is passed on – this will make your job easier too.

Secretary

A strong and dynamic CLP Secretary can ensure an outward-looking and vibrant local Labour Party. This role suits an organised individual who can work as part of a team, show initiative and is able to juggle many responsibilities.

As Secretary you will act as a Labour Party figurehead in your constituency and it will be you who makes your party a strong, vibrant, welcoming and effective unit.

Key Responsibilities and tasks

- Work with other officers to put together a 12 month development plan, covering specific targets such as elections, campaign organising and capacity building
- Set up effective digital and traditional communication systems
- Maintain accurate contact details for members using MemberCentre and Organise, and providing membership information to other officers as required
- Work to ensure your CLP is welcoming and friendly to new people, well organised and an open and fair place where members feel involved and have a stake in the direction of the CLP
- Support the CLP to be an active, campaigning local movement where local members are encouraged to get involved as much as possible
- Develop a strong and consistent communications strategy, making sure that all of your members are well informed on party activity
- Ensure Standing Orders are up to date and comply with Labour Party rules. For more advice and help on this, you can contact your regional office. Information on where to find their contact details is in the useful links and contact details section below.
- Work with Branch officers to ensure they are happy and confident in their roles.

Activity

- A rich variety of activity throughout the year will not only ensure that the party has a strong presence in your area but will also make sure that everybody gets the most out of their membership.

- All officers of the CLP have a duty to provide opportunities for others to become involved, and to make sure community events and activities are organised to involve people in the local community.
- You should aim to have a range of different campaigning activities, social events, coffee mornings and policy discussions. You should try to bring guest speakers along to events as well as ideally making sure every member has met your MP or candidate.

Meetings

You should work along with your CLP Chair to arrange the time, and it is important to have political discussions and lively debates at meetings. However, it is also the Secretary's responsibility to ensure that meetings and discussions relate to the following key functions of the CLP:

- Campaigning – campaigning for change in the local community and campaign to get our candidates elected at elections
- Membership work – welcoming new members, recruiting new members and finding new supporters
- Fundraising – making sure your CLP has the money it needs to campaign by confirming a programme of social events as well as other fundraising activity. You will need to work closely with the CLP Secretary and Treasurer to do this
- Policy discussion – make sure this is interesting and engaging As Secretary you should ensure that comprehensive minutes of the meeting are recorded and circulated afterwards. You may also wish to distribute copies of any relevant correspondence in support of your minutes.

Working with branches

CLPs with a branch structure should work with and offer support to branch officers to share out tasks and ensure information is disseminated through the CLP. Particularly in larger CLPs, delegating work to branches will make your job easier and lead to a more effective and cohesive CLP.

- It is the responsibility of CLP officers to ensure branch officers are fully supported and confident in their roles. You should ensure that important information is cascaded down to branch level, and that any training opportunities are also offered to branch officers.
- Organise one-to-ones with new Branch Secretaries, so you can talk through the role and pass on any important information

- Branch Secretaries and Branch Membership Secretaries are able to access MemberCentre for their branches, so make sure these roles are up to date on MemberCentre and that they know how to use the system. This should save you time too as you won't need to provide membership lists to branches
- Ensure you communicate what CLP meetings will be covering with Branch Secretaries in advance, so this isn't duplicated at branch meetings and so important information is discussed at branch level
- Think about appointing Branch captains or buddies who can help with member engagement work and to welcome new members
- Get good communication systems in place and regular meetings with Branch Secretaries so that important information is passed on – this will make your job easier too
- Share out the information in the Membership Action Report with Branch Secretaries and Branch Membership Secretaries so branches are aware of new members and resigners in their branches

MemberCentre and Organise

As CLP Secretary, you'll automatically have access to MemberCentre, Labour's online membership database, and Organise, our new mobilisation and volunteer management tool. To log in to these, just use your usual Labour Login.

You can use MemberCentre to update members' details and maintain information on your CLP and roles. You can read the full guide to using MemberCentre by following the link below.

It is the responsibility of the CLP Secretary to keep CLP roles up to date on MemberCentre, and this will ensure all CLP and Branch Officers receive the right information relating to their roles.

Organise provides the tools you need to contact, engage and mobilise your members and volunteers. You can use it to send emails, call members, create events and plan your campaigns.

Vice Chair (Campaigns) (aka. Campaign Co-ordinator)

Across the country the aim for every Labour CLP should be to campaign for change in our local communities and campaign to get our candidates elected.

The Campaign Co-ordinator is an important role within a local Labour Party in achieving this aim; it requires someone who is committed, reliable, strategic and able to carry the respect of everyone working in the CLP.

Key responsibilities and tasks

- Putting together a campaign plan that should focus on the next set of elections but also look towards the one after as well.
- Be outward looking and embrace community organising techniques in order to build campaigns that reflect our communities and increase our capacity to campaign.
- Show leadership but also delegate, develop and create a team.
- Motivating members, supporters and volunteers and developing the capacity/organisational ability on the ground, incorporating new campaign techniques using Contact Creator, Campaign Creator and NationBuilder.
- Identifying talent in others, encouraging and supporting those who want to get involved. Identifying training opportunities and requirements.
- Working closely with candidates, elected representatives, Party Officers, neighbouring CLPs and existing structures to ensure that an effective, co-ordinated campaign is delivered in the area.
- Building upon existing relationships across the Labour movement including Trade Unions and affiliates, and Registered and Affiliated Supporters.

Activity

The role of CLP Campaign Co-ordinator is all about building an effective campaign team and motivating volunteers; you shouldn't need to do everything yourself but oversee the delivery of the campaign. There are many strands that make up a successful campaign and you will work to build a team in order to achieve these goals.

As Campaign Co-ordinator, you'll be the organiser and manager of all the component strands associated with your campaign. You'll work with other CLP role holders, especially the Secretary and Vice Chair (Membership) to organise some parts of the campaigning directly, and you'll have a strategic oversight of the other elements being delivered by other members of the team.

You will work across the local party with all role holders such as the Chair, Secretary, Treasurer and Agent, in order to ensure that campaigns are effective, co-ordinated, affordable, legal and

strategic. A good understanding of and willingness to embrace community organising techniques will enable your campaign to increase capacity and campaign effectively in the communities that we seek to represent.

These are just a few of the tasks and responsibilities that make up a successful campaign:

- Motivating and developing volunteers, members and supporters
- Leaflets and Print – writing and design
- Ward Election Organisers and Leaflet Delivery Organisers
- Doorstep Canvassing Co-ordinator
- Direct Mail Co-ordinator
- Telephone Bank Co-ordinator
- Data Entry Team
- Voter Registration and Postal Vote Requests

Successful campaigns are not just executed within the last few weeks before polling day; they are the culmination of a long term plan with short, medium and long term milestones.

This role is varied and exciting, and you can make a real difference to your local party through this position. You can choose how to focus your role and what to make your priority depending on what sort of activities that local members want to see and what is in the constituency plan. The ability to motivate and persuade is vital in this role - when elements of the campaign are failing behind schedule or in need of extra support, you will have to find ways to motivate volunteers, correct the strategy or find some other way to fix the problems.

Meetings

Local meetings will be a key way of building capacity and updating members on the campaign. At each CLP meeting, you should:

- Let members know about opportunities to get involved in the campaign and important tasks and deadlines coming up soon. You could think about doing a skills audit or survey to find out how members can help and what aspect of the campaign they're interested in getting involved with.
- Work with members to plan new and creative ways to increase participation in your campaigns.
- Report back on the campaign; activity, progress, forthcoming plans and next steps, print, local issues etc.
- Share details of any campaign technology developments and training opportunities that members can get involved with.

- Think about regular ways of incorporating campaigning into CLP meetings; hold a voter ID or member mobilisation phone bank after or before the meeting, or use part of the meeting as a campaign planning session.

Working with branches

If your CLP has a branch structure, you should work with and offer support to branches to contribute to the campaign. Particularly in larger CLPs, delegating work to branches will make your job easier and lead to a more effective and cohesive CLP. You will need to devise an overall strategy with branches, taking into account where your target wards are and where activity should be concentrated.

- It is the responsibility of CLP officers to ensure branch officers are fully supported and confident in their roles. You should ensure that important information is cascaded down to branch level, and that any training opportunities are also offered to branch officers.
- Organise meetings with officers, Councillors and candidates in each branch, to discuss the campaign and the role each branch will play.
- You could establish a 'twinning' system so branches in non-target wards can help out in target wards.
- Think about appointing branch captains or buddies who can act as a campaign co-ordinator at branch level.

Campaign Technology

As Campaign Co-ordinator, you will need to have a good understanding of the campaign technology tools we use in the Labour Party to organise our campaigns. Lots of help, advice and resources are available on this through the Campaign Technology team and the Training team - you'll find their contact details in the section below.

Contact Creator: Contact Creator is the party's online voter communication database. You'll need access to Contact Creator print out voter ID sheets, input information on voters and other day to day campaign tasks. If you don't already have access, your CLP Secretary will be able to give permission for us to set this up for you.

Campaign Creator: You can download and purchase a host of customisable campaign materials via Campaign Creator, including out cards, direct mails and newsletters.

Vice Chair (Membership) (aka Membership Officer)

An enthusiastic and committed CLP Membership Officer (also often known as CLP Vice Chair – Membership) can ensure a local party continues to grow, remaining vibrant, diverse and inclusive. This role suits an organised, personable individual who is committed to developing local membership and activity.

As CLP Membership Officer you will act as a direct liaison with our members to ensure your party is an effective unit and all members get as much as they possibly can out of their membership.

Key Responsibilities and tasks

- Retain existing members.
- Recruit new members.
- Provide a welcoming and supporting environment to all members.
- Ensure membership is at the heart of all CLP activity.
- Have a good understanding of the different rates of membership, as well as the rights of Registered and Affiliated Supporters.

Activity

A rich variety of activities will both promote the value of membership and ensure everybody gets the most out of their membership. You should aim to have a range of different activities and events to include longstanding members, but also to engage with newer members.

As CLP Membership Officer, you'll play a key role in ensuring the CLP is a welcoming and supportive environment for both new and existing members. You should encourage members to attend meetings and campaign events, to get involved and take action on issues that matter to them, regardless of their interests, experience and skills. Some members may not be as actively involved as others, but their contribution and support is still just as vital to the CLP.

Using MemberCentre and Organise, it is important to ensure that members are fully up to date with their payments. Sometimes a simple phone call from you can be the difference between a member falling out of membership and renewing their membership. Membership recruitment will be an important part of your role. This is not only about building support and a financial base on which to campaign, but also about building capacity and developing your local campaigning ability.

You should encourage your local party to be in a habit of asking others to join and promoting membership as much as possible. Wherever possible, members should encourage new people to come along to events and activities as part of their journey into becoming a member.

You'll receive the fortnightly Membership Action Report, which gives you a regular update on your CLP's membership, including new members and members in arrears.

You should be aiming to make contact with everyone appearing on the report, but this doesn't all have to be done by you alone! You should think about setting up a small membership group who will be responsible for getting in touch with members on the Membership Action Report.

Meetings

Local meetings are a fantastic opportunity to increase membership recruitment and activity.

At each CLP meeting, you should:

- Actively encourage each member to contribute to any discussions and find out more about their interests.
- Work with members to plan new and creative ways to increase membership participation and new methods of recruitment.
- Report what activity you have been doing to increase retention, recruitment and engagement.
- Present any membership reports as an engaging and lively talk, rather than an administrative task.
- Ask members to provide any new or updated contact details for you to record on MemberCentre.

Working with Branches

If your CLP has a branch structure, you should work with and offer support to branch secretaries and membership secretaries to share out tasks on member engagement and retention. Particularly in larger CLPs, delegating work to branches will make your job easier and lead to a more effective and cohesive CLP.

- It is the responsibility of CLP officers to ensure branch officers are fully supported and confident in their roles. You should ensure that important information is cascaded down to branch level, and that any training opportunities are also offered to branch officers.
- Organise one-to-ones with new Branch Membership Secretaries, so you can talk through the role and pass on any important information and training such as how to use MemberCentre.
- Think about appointing branch captains or buddies who can help with member engagement work and to welcome new members.

- Share out the information in the Membership Action Report with branch secretaries and branch membership secretaries so branches are aware of new members and resigners in their branches and can make contact with them.
- Keep in touch with branch membership secretaries to ensure member engagement work is being carried out, and that new members are being welcomed by their branch.

Keeping track of your members

As CLP Membership Officer, you'll automatically have access to MemberCentre, Labour's online membership database, and Organise, our new mobilisation and volunteer management tool. To log in to these, just use your usual Labour Login.

You can use MemberCentre to update members' details and maintain information on your CLP and roles. It is the responsibility of the CLP Secretary to keep CLP roles up to date on MemberCentre, and this will ensure all CLP and Branch Officers receive the right information relating to their roles.

Organise provides the tools you need to contact, engage and mobilise your members and volunteers. You can use it to send emails, call members, create events and plan your campaigns.

CLP Treasurer

The CLP Treasurer plays key role in every constituency, ensuring the local party complies with the party funding laws as well as helping the CLP to build the financial resources it needs to run effective campaigns by setting budgets and fundraising targets.

This guidance is designed to give an overview of your role and a summary of your responsibilities throughout the year. However, if you do have any questions then the Governance and Legal Unit are on hand to help out.

Key Responsibilities and tasks

The Legal Bit

As CLP Treasurer your main responsibilities are:

- To keep accurate financial records throughout the year
- Produce an Annual Statement of Accounts
- Identify and check donations and loans received/taken out by the CLP and report them to head office at the end of each quarter

It should be noted that these duties are statutory requirements and are set out in the Political Parties Elections and Referendums Act 2000 (PPERA) which regulates all aspects of the Party's finances from CLPs up to the national Party. The Treasurer shares the legal responsibility for the CLP's finances with the CLP Chair who is also the Deputy Treasurer.

The Party must keep an up-to-date list of all CLP Registered Treasurers and Chairs so make sure that any changes are updated promptly on Members Centre or contact the Governance and Legal Unit. We'll send you regular updates and reminders and you can contact us anytime for advice or guidance.

Keeping accounts

It is really important that as the CLP treasurer you keep an accurate record of the CLP accounts throughout the year. Not only will this ensure you maintain a good grasp of the finances but it will also make it easier for you to compile your Statement of Annual accounts at the end of the year.

A few points to note:

- The Party's financial year runs from 1 January to 31 December – not AGM to AGM
- Keep your records up to date so you can make regular reports – at least quarterly and ideally monthly – to your General Meeting and to your Executive Committee
- The Treasurer should be a signatory on all bank accounts held by the CLP – general, premises, campaign etc. and receive the bank statements. The CLP's signatories on the bank accounts should be 3 or 4 current officers with 2 signatures being required on cheques etc.
- The Annual Statement of Accounts should be prepared and approved by the CLP General Meeting in the first quarter of the following year and forwarded to the Governance and Legal Unit by 30 April. Look out for the template annual accounts provided by the Governance and Legal Unit
- CLPs with income and/or expenditure greater than £25,000 must also send a copy of the annual accounts to the Electoral Commission by 30 April. Failure to do this by the deadline will result in the commission imposing sanctions which usually involves a fine
- Audit – CLPs should appoint 2 members to act as auditors at its AGM who should audit the accounts before they are approved by the General Meeting

Reporting donations and loans

- All donations and loans of more than £500 must be reported in your CLP's Quarterly Donation and Loan Report to Head Office. Amounts of £500 or less don't need to be reported
- You should submit a nil report if there were not donations or loans of more £500
- Branches are part of the CLP so you must also report any donations or loans of more than £500 made to a Branch. You also need to include total branch income and expenditure in your annual accounts, so be sure to keep in regular contact with all Branch Treasurers
- Donations may be cash or non-cash. Things like printed materials supplied by a trade union or the Labour Group, free use of office space or an event venue, gifts of equipment publications, free use of premises, gifts of equipment etc., count as donations
- Once donations and loans are reported to Head Office they are formally recorded in a central register held by the Governance and Legal Unit

- In turn, the national Party will report donations and loans of more than £1,500 from the same donor or lender in a calendar year the Electoral Commission which will be published on their website. The addresses of individuals are not published

Know your donor or lender

When we accept amounts of more than £500 we have a legal duty to check that the donor or lender is permissible. There are a number of factors that determine whether the donor is permissible.

Individuals

For an individual to be a permissible donor they must be on a UK electoral register at the time they make a donation or loan. (UK does not include the Channel Islands or the Isle of Man).

Companies

For a company to be a permissible donor it must be incorporated within the EU and registered and trading in the UK.

Other Permissible Donors

UK Trade Unions, the Co-op Party and Labour Groups are all permissible donors.

Other points to consider when checking the permissibility of a donor:

- The checks on donors must be carried out within 30 days of the donation being received – ideally before the money is banked or the non-cash donation accepted. If you find a donor or lender is not permissible after the 30 days have elapsed you cannot return the donation – it must be forfeited to the Electoral Commission
- Lenders must be checked before the loan is made. There is no 30 days grace
- Your CLP must not accept donations or loans from charities or organisations funded by public money

When a donation or loan is offered or made the CLP should always take into account the political implications as well as confirming it is legally permissible. Ask the question: is there a risk that the party's reputation will be damaged if we accept money from this individual or company?

It is really important that these checks are made accurately so if you are in any doubt about whether you should accept a donation or have any other queries about donations and loans, you can contact the Governance and Legal Unit and they will assist.

Activity

Budgets and Fundraising

As the CLP Treasurer it is important to have a plan. You'll need a budget for the year including campaigns and elections so that everyone is clear how much money is needed to meet the current year's expenditure and to build a campaign fund for future elections. Don't forget to include a contingency for the unexpected like a council by-election.

You'll also need a fundraising plan. Work with the Fundraising Officers to set targets and a schedule of events and activities which can range from encouraging members to make regular donations by direct debit to curry evenings, quizzes, an annual dinner etc.

In your regular reports to the General Meeting make sure you keep members informed of how the CLP is doing measured against the budget.

Women's Officer

The Women's Officer is the key representative of women members on the executive of the CLP, and works to ensure that women are fully involved in the work of the local party, as well as, taking a leading role in making sure that the campaigning work of the constituency reaches out and engages with women voters.

As Women's Officer, you need to be friendly and approachable, organised, able to run events and above all be prepared to work hard to ensure that women members have a real voice within the local party.

Key Responsibilities and tasks

The key responsibilities of this role include:

- Making sure that women members are included in all of the party's activities and that meetings are relevant and accessible to women.
- Reaching out to women in the wider community through local campaigns and working with women's organisations in the constituency to engage women voters, highlight issues, and get a better deal for local women.
- Bringing women together to empower each other and gain the knowledge and skills they need get involved.
- Running events for women members, including training, policy development and social events.
- Working to recruit more women into the Labour party and helping to make sure that women members make the jump from member to activist.
- Listening to women's views and ensuring that they are reflected in Labour's policy making.
- You will be on the CLP's executive committee and play a key role in decision making and strategy within your CLP.

Activity

This role is varied, exciting and can make a real difference to your local party – not just to women members but in terms of how the whole CLP operates. You can choose how to focus your role and what to make your priority depending on what sort of activities that local members want to see.

There are many different strands to the work of a Women's Officer, but fundamentally the role comes down to two key aims:

- Building a party for women – this means working to make sure that women in your local part are supported, involved and engaged

- Campaigning with women – playing a leading role in making sure that your local party campaigns to win women’s votes

Part of your role will focus on making sure that the voices of Labour women are heard within your local party.

You should ensure you get in touch with all women members introducing yourself as the Women’s Officer and providing your contact details, and welcome new women members when they join through a one to one chat, emails, telephone contact or social events. You will be able to get this information from your CLP Secretary.

Work with other CLP Officers to set up a women’s forum in the constituency, if one does not already exist. This then provides a team to support you in your work. Through this, you can then organise training to encourage women members to become more involved in the party and in community activity – for example as party officers, school governors or local councillors. A good start would be to survey the interests and training needs of women members.

The other part of your role involves looking outside of the party to women in your local community, and exploring what you can do to make sure Labour is effectively engaging with women voters. Why not set up a campaign team to recruit local women who have expressed support for the party, to canvass amongst women, run street stalls and campaigns that affects women in the local area and identify key stakeholders in the community to get involved.

You could think about making contact with local branches of women’s voluntary organisations, set up consultation meetings, exchange speakers and run joint campaigns. Ensure that women from the local women’s sector are invited to contribute towards policy discussions and speak to trade union women in your CLP about encouraging women in the workplace to join and become active in the Labour Party.

Meetings

As CLP Women’s Officer, it is your role to ensure women members are able to get fully involved and that their views and concerns are reflected and listened to. Local meetings are a fantastic opportunity to increase women’s participation in the CLP. At each CLP meeting, you should:

- Actively encourage women members to get involved in meetings and contribute to discussions
- Report back on your activity, campaigns and community work and highlight any forthcoming events or campaigning
- Introduce yourself to any women members attending a meeting for the first time

Contacting women members in your CLP

As part of your role, you will be in regular contact with women in your CLP.

BAME Officer

Role Description

As CLP BAME Co-ordinator, you're the key representative of BAME members within the CLP, and you will work to ensure that BAME members are fully involved in the work of the local party, and you'll take a leading role in making sure that the campaigning work of the constituency reaches out and engages with Black, Asian and Ethnic Minority voters.

You should be friendly and approachable, organised, able to run events and above all be prepared to work hard to ensure that BAME members have a real voice within the local party.

Key Responsibilities and tasks

- Making sure that BAME members are included in all of the party's activities and that meetings are relevant and accessible to BAME members
- Welcoming new BAME members to your CLP
- Reaching out to BAME communities through local campaigns, and working with BAME organisations in the constituency to engage ethnic minority voters, highlight issues, and get a better deal for BAME people
- Bringing BAME members together to empower each other and gain the knowledge and skills they need get involved
- Running events for BAME members, including training, policy development and social events
- Working to recruit more BAME members into the Labour party and helping to make sure that those members make the jump from member to activist
- Listening to BAME communities' views and ensuring that they are reflected in Labour's policy making
- Working closely with constituency and branch officers to ensure the concerns of the BAME community are reflected and included in policy debates
- Acting as a CLP link to BAME Labour, the party's national affiliate representing BAME party members (their contact details can be found below)

Activity

This role is varied and exciting, and you can make a real difference to your local party through this position. You can choose how to focus your role and what to make your priority depending on what sort of activities that local members want to see.

At the heart of all your activity should be the aims of building an inclusive party for BAME members and building campaigns with BAME communities in mind – playing a leading role in making sure that your local party campaigns to win BAME votes.

Organising local policy forums or events are great ways to ensure BAME members have the opportunity to get involved and have their voices heard – you could even open this up to the wider BAME community. You should also make sure party meetings are accessible and relevant to BAME members.

The other part of your role involves looking outside of the party to your local community and exploring how your CLP can engage with BAME voters.

You could set up a campaign team to recruit local BAME people who have expressed support for the party, or a team to canvass areas with a high percentage of BAME voters, run street stalls, or target campaigns at particular groups. Bring Labour Party and BAME Labour membership forms along with you to sign up supporters.

It's a good idea to make contact with local branches of BAME voluntary organisations, set up consultation meetings, exchange speakers and run a joint campaign in the local community. Think about keeping campaigns relevant to BAME communities in the local area and identify key stakeholders in that can get involved, such as local BAME charities and voluntary organisations.

Meetings

As BAME Co-ordinator, it is your role to ensure BAME members are able to get fully involved and that their views and concerns are reflected and listened to. Local meetings are a fantastic opportunity to increase participation by BAME members in the CLP. **At each CLP meeting, you should:**

- Actively encourage BAME members to get involved in meetings and contribute to discussions
- Report back on your activity, campaigns and community work and highlight any forthcoming events or campaigning
- Introduce yourself to any BAME members attending a meeting for the first time

Contacting BAME members

As part of your role, you will be in regular contact with BAME members. You can encourage your CLP to issue an equalities monitoring form to allow people to self-define as BAME and ensure the CLP holds an accurate list of BAME members.

LGBTQ+ Officer

The LGBT Co-ordinator is the local representative of LGBT members within the CLP and works to ensure that LGBT members are fully involved in the work of the local party. They also take a leading role in making sure that the campaigning work of the constituency reaches out and engages with LGBT voters in the community.

What are they responsible for?

LGBT Co-ordinators have a varied and exciting role – with responsibilities ranging from running events like policy development seminars, training and socials for LGBT members, as well as ensuring that all the other CLP meetings and events are fully inclusive of LGBT members. It's also the LGBT Co-ordinator's responsibility to oversee and run campaigns that reach out to the local LGBT community.

LGBT Co-ordinators make a huge difference to the CLP and the LGBT community in your area; bringing people together, empowering and supporting LGBT people and building a more inclusive local Labour Party. They take the lead on projects such as getting in touch with local LGBT charities and voluntary organisations and working out how the local party could have a presence in events in the community.

Disabilities Officer

The Disabilities Officer is the key representative of disabled members within the CLP, and works to ensure that disabled members are fully involved in the work of the local party, as well as taking a leading role in making sure that the campaigning work of the constituency reaches out and engages with disabled voters.

You should be friendly and approachable, organised, able to run events and above all be prepared to work hard to ensure that disabled members have a strong voice within the local party.

Key Responsibilities and tasks

- Making sure that disabled members are included in all of the party's activities and that meetings are relevant and accessible to disabled member
- Welcoming new disabled members to your CLP; encourage your CLP to issue an equalities monitoring form so disabled members can self-identify
- Reaching out to disabled people through local campaigns, and working with disability organisations in the constituency to engage voters, highlight issues, and get a better deal for disabled people
- Bringing disabled members together to empower each other and ensure all members are equipped with the knowledge and skills they need get involved
- Running events for disabled members, including training, policy development and social events
- Working to recruit more disabled members into the Labour party and helping to make sure that those members make the jump from member to activist to leader
- Listening to disabled people's views and ensuring that they are reflected in Labour's policy making
- Working closely with constituency and branch officers to ensure the concerns of the disabled community are reflected and included in policy debates
- Acting as a CLP link to Disability Labour, the party's national affiliate representing disabled party members and promoting participation in their national events within your CLP (their contact details can be found below)

Activity

This role is varied and exciting, and you can make a real difference to your local party through this position. You can choose how to focus your role and what to make your priority depending on what sort of activities that local members want to see.

At the heart of all your activity should be the aims of building an inclusive party for disabled members and building campaigns with the disabled community in mind, both in respect of internal Labour Party activity, and outward looking campaign activity.

You will work closely with your CLP Secretary and Chair, as well as branch officers, making sure party meetings are accessible and relevant to disabled members, advising on things such as accessible venues and printed materials, and that disabled members are encouraged to stand for the CLP executive and other positions. With other CLP officers, you should work to ensure the concerns of disabled people are reflected and included in policy debates, particularly through organising local policy forums or events.

The other part of your role involves looking outside of the party to your local community and exploring how your CLP can engage people with disabilities, and those affected by disability in your local community.

You could get in touch with your local trade union branches and set up a meeting to discuss how you can work together with disability trade unionists groups.

Think about making contact with local branches of disability organisations. You could set up consultation meetings, exchange speakers and run a joint campaign in the local community. Campaigns relevant to disabled people in the local area and you should identify key stakeholders who can get involved, such as local disability charities and voluntary organisations.

Meetings

As Disability Co-ordinator, it is your role to ensure disabled members are able to get fully involved and that their views and concerns are reflected and listened to. Local meetings are a fantastic opportunity to increase participation by disabled members in the CLP. **At each CLP meeting, you should:**

- Actively encourage disabled members to get involved in meetings and contribute to discussions
- Ensure feedback regarding access and inclusion from disabled members is passed onto the CLP executive
- Report back on your activity, campaigns and community work and highlight any forthcoming events or campaigning
- Introduce yourself to any members with a disability attending a meeting for the first time

Trade Union Liaison (TULO) Officer

As TULO officer your role is to strengthen the link between the affiliated trade unions and the Party at a local level. Trade unions bring the collective voices of working people to the heart of our Party – and this role is an opportunity to build these relationships in your CLP.

This role is what you make of it – it is suited to someone who is passionate about the trade union link with great relationship building and networking skills.

Key Responsibilities and tasks

- Build strong links between the CLP and local trade unions, in order to give trade unionists an effective voice within the local Party.
- Create a network of trade unionists and be the first line of communication between the CLP and union contacts.
- Work to increase union affiliations to the local CLP, and to maximise attendance and involvement of those affiliated unions.
- Grow the joint campaigning capacity of the local Party and trade unions.
- Ensure dialogue between local trade union members, officials and Labour's elected representatives.
- Liaise with the CLP Campaign Coordinator to organise joint events and campaigning.
- Encourage affiliated union membership amongst Party members
- Promote a greater understanding amongst Party members of the historic and unique link between the unions and Party

Activity

As TULO Officer you will have a unique opportunity to contribute to the activity of your CLP in a wide variety of different ways.

You will be charged with encouraging collaboration between the unions and the local party on campaigns. This might involve organising party members to support industrial action or mobilising union activists to help distribute leaflets or knock on doors at election time.

Similarly, you'll be in a great position to nurture the union voice and involvement in your CLP's other activity. You could do this by actively working to keep union issues on the agenda within the local party, by organising a union event for party members, by arranging for a Trade Union speaker to address your CLP or simply by encouraging greater engagement from the affiliated branches in CLP activity.

One way to make the most of your role might be to start by mapping the formal and informal connections that already exist between your local party and the affiliated unions. This is a

worthwhile exercise because it helps you to easily identify where your time and efforts might be most productively spent.

CLP Policy Officer

As your CLP's Policy Officer, you will have a lead role in bringing the Labour Party's people powered policy making process, the National Policy Forum (NPF) to life. It is your responsibility to offer members meaningful opportunities to play their part in developing Labour Party policies, and to help members learn about and engage with current Labour Party policy consultations. You'll act as a main point of contact in your CLP with the Policy Development Team based in Head Office and will liaise with your regional NPF representatives to help keep your CLP's membership up to date with and involved in their work, and encourage members to play their part in the policy making process.

This role would suit those with an active interest in various aspects of politics, a sound knowledge of, or ability to become familiar with, current Labour Party policy priorities, the Labour Policy Forum website and the policy making process, good organisational and communication skills, and a commitment to empower members by encouraging them to help develop Labour Party policy.

A strong CLP Policy Officer will help to facilitate discussions around policy topics, inform members about the process of party policy formation, encourage members to take part in consultation events and formulate policy submissions around issues that are important to them and facilitate their submission to the Party.

Key Responsibilities and Tasks

- Work with your local NPF Representatives and the Policy Development Team to communicate their work to members in your CLP, and support members to engage with the policy making process.
- Organise and facilitate regular policy discussions.
- Facilitate the formulation and submission of policy motions through member engagement.
- Keep yourself and others informed about current party policy consultations, procedures and strategies, as well as wider political matters.
- Work with other Executive Committee members (especially the Political Education Officer, if there is one) to deliver educational sessions on party policy consultations and procedures.
- Work closely with equalities officers in your CLP to ensure all voices are heard in the policy making process.
- Develop a strong understanding of Labour Party policy making processes and keep abreast of changes to this.
- Raise awareness of and encourage members to make individual submissions to the Labour Policy Forum website regarding issues they care about.
- Ensure that policy development feeds into local campaigns and community organising activity and vice versa.

- Ensure that all those participating within the policy process are aware of the guidelines and code of conduct when discussing policy.

<https://labour.org.uk/members/mywelfare/my-rights-and-responsibilities/>

Activity

This role is varied and exciting, requiring dedication and continuous learning, and you can make a real difference to your CLP and the wider party through this position. You should ensure you're pro-actively working with members in your CLP and with the wider party, giving them meaningful opportunities to assist in developing the Labour Party policy platform that they would ultimately like to see in our manifesto.

At the heart of your activity should be the aim of empowering members to formulate and develop policies that will make a positive difference in our communities, working closely with local elected representatives, candidates, your regional NPF Representatives and your fellow CLP Officers to do so. This will help give members the up to date information and accurate knowledge they need to become involved in shaping party policy. We know that one of the main reasons people join the Labour Party is to help shape policy so, as CLP Policy Officer, you can help ensure that everyone gets the most out of their membership.

Activities that can work well include talks from guest speakers – you could ask your NPF Representatives to attend your meetings give an update on the work of their policy commission or invite an expert on a particular policy area. Presentations on the policy making process, policy discussions, information in your CLP newsletters and educational posts on social media and interactive workshops are also really effective.

It's important that you provide members with information about how Labour Party policy is created from start to finish. It is also essential that you ensure that both CLP and branch meetings have time dedicated to policy discussion and development, and that motions that are submitted and passed are progressed through the relevant channels.

By capturing members' expertise and enthusiasm, as CLP Policy Officer you are in a key position to help develop Labour Party policies, involve our local parties in this process and really bring our people-powered movement to life.

Useful links and contacts

- Further information and resources will be available from the Policy Development team. You can contact them on policydevelopment@labour.org.uk.
- Find lots of useful information on the National Policy Forum website.
- Access lots of useful resources for role holders at the Labour Party's Activist Hub.
- Keep up to date with our latest policy-focused campaigns by visiting the Campaign Hub or contact the Campaign Technology team on 0345 092 2299 (option 3).

- Check our online training offer and subscribe to training emails and sign up for our E-learning platform, Achieve.

CLP Fundraising Co-ordinator

Role description

The Fundraising Co-ordinator has a vital role to play in ensuring the CLP has the funds to meet its financial commitments and support effective year-round campaigning. The role requires someone who can plan ahead strategically, is an effective communicator and is comfortable organising and running a wide variety of events. As a Fundraising Co-ordinator you can make a significant contribution to the success of your local campaigns.

Key responsibilities and tasks

- Work with the CLP Treasurer and other activists to produce and deliver a fundraising plan, which will direct your activity while in the role.
- Maximise current income streams while identifying new opportunities to boost revenue and achieve fundraising targets.
- Plan, promote and deliver a wide variety of fundraising events, from quiz nights and coffee mornings to summer BBQs and annual dinners.
- Support the CLP Treasurer in carrying out their statutory responsibility for ensuring that all donations are permissible under party rules and funding laws.

Activity

Campaigns cost money, and as Fundraising Coordinator you can make a huge difference to the success of campaigns in your area by helping to make sure they're well-resourced. Good planning is key to successful fundraising, so start by working with your CLP Treasurer and other EC members to put together a budget and a fundraising plan to work out how much you need to raise, and how you'll go about it. Think about putting together a fundraising subteam, asking for other volunteers in your CLP to help too.

Networking is really important in this role, so think about and map out all the different links and contacts your CLP has, and ask everyone to get involved – everyone has a part to play in fundraising, however big or small. You can ask people to help with everything from delivering events to making a regular donation or donating raffle prizes.

Finally, part of your role is to make sure everyone is thanked for their contribution. For every gift you receive, from money to time, make sure you take the time to thank each act of support. What better way to encourage people to stay involved than by letting them know what a difference their support has already made.

IT Coordinator

A good CLP IT Co-ordinator will ensure that their local Labour Party is using technology to engage with members, supporters and the public and to further their campaign goals.

This role suits an organised and methodical and patient person who can both co-ordinate and help other members. A broad understanding of computers and the internet is helpful but there is no need for detailed knowledge of specific Labour Party products since this is a co-ordinating role.

Key Responsibilities and tasks

Audit the platforms which are available to the CLP (e.g. website, Contact Creator, MemberCentre, Organise), develop awareness of Labour Party rules and procedures around granting access and terms of use of various platforms and ensuring that at least one member of the CLP has access.

Schedule periodic, ongoing audits of access to platforms which are available to the CLP.

Assist CLP members with using Labour Party technology by liaising with the Campaign Technology Helpdesk. Call 0345 092 22 99 (Option 3) 9am-6pm on Mon-Fri, to answer any questions.

Make informal assessments of functional IT skills of new and existing role holders, providing advice and identifying training opportunities where needed.

Liaise with your Regional or National Office and stay abreast of national training opportunities to ensure key role holders have opportunity to complete training on specific Labour Party products related to their responsibilities.

Liaise with the CLP Campaign Co-ordinator, Local Organiser(s) and CLP Secretary to ensure that they are making full use of available platforms.

Be familiar with the Labour Party's Privacy Policies, General Data Protection Regulations (EU) and the Data Protection Act (2018).

Activity

It is very important that the CLP is able to communicate and campaign, and increasingly this requires the use of technology platforms such as WordPress and Contact Creator. The CLP IT Co-ordinator's key goal is to keep track of which platforms are being used and ensure that access is maintained, and platforms used to their full potential. You'll also need to ensure that you are work with CLP members to pick up on advice and training needs which can be passed on to the relevant staff teams.

Please note: the CLP IT Co-ordinator will not necessarily be responsible for administering access to Labour Party platforms and will need to liaise with other role holders, such as the CLP Secretary or Contact Creator Administrator, to do this.

Assistant Secretary (Administration)

- To take minutes of Executive Committee and General Committee meetings (including typing and format).
- To assist the CLP Secretary in the management of CLP ballots.
- To assist the CLP Secretary in compiling the annual report.
- To assist with updating the members section on the website.
- To assist the CLP Secretary with undertaking policy consultations with members.