

## **Tottenham Labour Party BLP Role Descriptions**

Tottenham Constituency Labour Party has **nine** Branches based on Local Authority ward boundaries. Each Branch Labour Party (BLP) has their own elected structure with Branch Officers.

### **The Branch**

The Branch is the key organisation in any Constituency Labour Party (CLP). It is members' main contact with the party and is the effective base of campaigning and election work. Branches meet on the first Wednesday of each month (except Aug and Jan).

It is the job of the Branch Officers to build and maintain an organisation that people want to belong to and one which campaigns effectively and wins elections. The four officers the branch has to elect each year are:

- Chair
- Secretary
- Treasurer (Fundraising)
- Vice-Chair (Campaigns)

*At least two of these post-holders must be women.*

- The Branch will also elect a Youth Delegate (Under 27) who is not subject to a gender quota.

The Branch may also appoint functional officers to help their Branch develop and function. i.e. a BAME Officer, Women's Officer, Recruitment Officer etc. Creation of these roles need to be agreed by ballot of Branch members.

### **Chair**

The chair is the senior officer of the branch:

- Chairing of Branch meetings
- Keeping the meeting to time and ensure business is conducted.
- Ensuring inclusivity of members in activities and meetings
- Play a neutral role within the Branch during debates
- Ensure motions and ballots are carried out in line with the rules
- Chairs shortlisting and selection meetings including trigger ballots.

### **Secretary**

The effective working of the branch and the involvement of, and communication with, members lies with the secretary:

- Convenes branch meetings ensuring that all members receive at least **seven** days notice.
- Books rooms and ensures that invoices reach the CLP Treasurer for payment
- Draws up the agenda for meetings with the chair.
- Takes minutes of the meeting
- Monitors the quoracy of BLP meetings to ensure they are constitutionally valid
- Sits on the CLP Executive Committee (EC) to community concerns and feedback
- Reports any membership issues such as deaths, moves and change of contact details
- Inform members who are in arrears that they are in arrears.
- Work with the Vice Chair (Membership) to engage new members.
- Manages motions including ensuring they go out with the notice to members, they are
- proceeded to the CLP Secretary for presentation by the General Committee (GC)
- Manages the election of delegates, ensuring gender quota and ensures in-year vacancies are
- filled.
- Co-ordinates the BLP AGM and nominations process.
- Alongside the LCF/CLP manages the shortlisting and selection meetings including trigger
- ballots.

### **Treasurer (Fundraiser)**

BLPs do not have their own bank accounts and all running costs for BLPs are paid for directly by the CLP. However, each BLP must contribute to the CLP pot to ensure there are sufficient funds to pay for the running costs.

The BLP has the responsibility to host at least one CLP quiz within their Branch and to hold fundraising activity to raise at least £100.

- To work with the BLP Secretary to select a month with the EC that the BLP will lead on a CLP
- quiz.
- Book a venue for the BLP quiz
- Promote and advertise the quiz to members within the BLP via the Secretary
- Organise prizes for raffles for the quiz
- Communicate plans to the CLP Fundraiser
- To agree with the BLP Officers plans to raise the minimum £100 (including an event, regular
- collections, regular BLP raffles)
- Ensure payment of the proceeds is banked within **ten** working days and the CLP Treasurer
- and Fundraiser is aware.
- Assist the CLP Fundraiser in CLP wide fundraising events, increasing sign up of the
- Tottenham Campaign Fund within the Branch and promote fundraising activity including
- selling tickets or getting members to donate to crowdfunding

### **Vice Chair (Campaigns)**

- You will automatically take the role of representing your Branch on the Tottenham Campaigns Committee
- You will be the lead person of contact to arrange campaign activity in your Branch geographic area (this may be delegated, but you need to find a session lead).
- You will meet with the Chair and Secretary of the BLP to discuss and agree suggested campaign activity to be approved at the Tottenham Campaigns Committee
- You will ensure that there is a variety of campaigning including door-knocking, leafleting, phone-banking, street-stalls, school gate leafleting etc.
- During elect times you will ensure window posters are delivered to members
- You will liaise with your local Councillors to ensure that they are aware of branch campaigning activity and build in distribution of any literature
- You will promote and advertise campaigning activity amongst members, building a team of campaigners from within your branch
- You will ensure you take pictures of campaigning activity and ensure these are passed on for promotion via the CLP Social Media lead.

### **Youth Delegate (Under 27)**

- You will be the main delegate to the General Committee (GC) for your branch
- You will represent the views of young people in your branch
- You will form part of the Tottenham Young Labour branch made up of 8 other BLP Youth Delegates.
- As a member of Tottenham Young Labour you will work with your 8 counterparts to:
  - o Meet as Tottenham Young Labour regularly
  - o Host debates, events and activity agreed by Tottenham Young Labour
  - o Engage young people from your BLP to attend those events
  - o Ensure through motions you raise issues of concern for young people at GC level
  - o Elect a representative from the 9 GC delegates be Chair and Secretary and take their place on the EC of the CLP.

You can still stand as a GC delegate if you are under 27 but the youth delegate is aligned with Tottenham Young Labour responsibilities.

### **BAME Officer**

This post is for people who self identify as BAME (Black, Asian and Minority Ethnic)

- The post-holder will report to the CLP BAME Officer
- Their role is to:
  - o Engage BAME members to be more involved in the party
  - o Ensure BAME issues are raised at the branch and CLP
  - o Attend BAME forums

o Recruit and retain BAME Members.

### **GC Delegates**

- Every branch can send delegates to the General Committee (GC)
- Every branch is allowed 1 delegate per 20 members + Secretary + the Youth Delegate
- This is fixed based on the membership of 31st Dec 2018
- GC delegates (excluding the Secretary and Youth) must be at least 50% female
- Your role is to raise questions on behalf of your branch, report back to your branch what took place at GC and to present motions passed from your branch
- You cannot stand for a position on the CLP Executive unless you are a delegate to the GC.