

# **Job Adverts**

## ***High Peak Liberal Democrats***

***Closing Date – 3rd December, 2013***

### **Local Party Chair**

- Chair Meetings
- Keep in touch and direct the activities of the Local Party (LP)
- Links the LP to other levels of the Party
- PPERA responsibilities (jointly with Treasurer)
- Make sure decisions are turned into actions
- Provide leadership in fulfilling the Development Plan

### **Secretary**

- Agendas, venues and minutes of meetings
- Diary of LP Events
- Advises rest of party who Officers and Conference Reps are
- Ensures LP keeps to its Constitution
- Provides content for Newsletter

### **Treasurer**

- Prepares budget
- Keeps accounts and records as required by PPERA
- Donation reports
- Advises on Fund-raising programme
- Campaign Expenditure return

### **Membership Development Officer**

- Organised and run membership recruitment and renewal campaigns
- Ensure that the Local Party has a wide range of social and political activities to facilitate member retention
- Ensure that there are regular members newsletters

### **Data Officer**

- Responsible for Membership and EARS data
- Liaise with Membership Services
- Ensures that changes to members data are passed on promptly
- Ensures LP Complies with Data Protection Act

### **Other Jobs**

#### ***Advert for other Jobs***

- Executive Committee Members
- Youth & Student Representative
- Federal Conference Representatives
- Regional Conference Representatives