



# Regional Executive Role Descriptions

## Role - Chair

### Time Commitment 20-30 hrs per month

- A. Chair the Regional Conference (save insofar as provision is made in accordance with the Conference Standing Orders for some other person to chair all or part of the Conference),
- B. Chair all meetings of the Regional Executive and shall have a casting vote at such Meetings,
- C. Be the Region's representative on the English Council Executive,
- D. Be jointly responsible with the Treasurer for the Region's compliance with the Political Parties, Elections and Referendums Act 2000
- E. Be the Region's principal executive officer.

## Role - Secretary

### Time Commitment 10-20 hrs per month

The Secretary shall be responsible for arranging the meetings of the Regional Executive and keeping minutes and for the Region's communications with Local Parties and other bodies within the Party.

The Secretary shall give at least 7 days' notice of meetings to all members of the Regional Executive, specifying in the notice the business to be transacted at the meeting. The agenda for each ordinary meeting of the Regional Executive shall include reports from each Regional Officer and from each sub-committee of the Regional Executive and shall include a report from the Region's representatives on the English Council, English Council Executive and English Candidates Committee.

## Role - Treasurer

### Time Commitment 20-30 hrs per month

- A. Keep, maintain for six years, and pass to his or her successor accounting records which shall be available for inspection in accordance with the Political Parties, Elections and Referendums Act 2000.
- B. Ensure that no donation of over £200 is accepted except from a permissible donor and shall keep records and submit donations reports to the Chief Executive of the Federal Party.
- C. Annually produce accounts, which shall be approved by the Regional Executive, and if required by the Political Parties, Elections & Referendums Act 2000 shall be audited and submitted to the Electoral Commission.
- D. Submit the accounts of the Regional Party together with the report of the auditors to the Annual General Meeting.
- E. Send a copy of the annual accounts shall to the Treasurer of the Party in England and to the Chief Executive of the Federal Party.

## Role - Vice Chair

### Time Commitment 6-8 hrs per month

The Vice-Chair of the Regional Party shall deputise for the Chair when required and when chairing the Regional Executive shall have a casting vote and shall exercise such other functions as may be prescribed by the Regional Executive, including chairing the Local Parties Committee.

The Vice chair will also chair the Local Parties committee the role of this committee is detailed on page 4 of this document

## Role - Ordinary Member

### Time Commitment - 4-6 hrs per month

Able to attend meetings of the Regional Executive. Prepared to be co-opted to Regional and other party committees.

**Role - Conference Committee Chair**  
**Time Commitment 4-6 hrs per month with extra hours between Sept- Nov**

The Chair of the Regional Conference Committee shall; together with the Regional Conference Committee; be responsible for arranging the meeting of the Regional Conference, subject to the standing orders of the Regional Conference, and for maintaining a record of its proceedings and decisions taken.

Please also see role description for Regional Conference Committee member responsibilities

**Role - Regional Conference Committee Member**

**Time Commitment 4-6 hrs per month**

**Conference Committee Members**

Subject to direction by the Regional Executive on matters of finance, the Conference Committee shall be responsible for:

- 1)** The organisation of the meetings of the Regional Conference including the appointment of a Returning Officer for the elections.
- 2)** The preparation of Standing Orders for the Regional Conference, subject to the approval of the Conference.
- 3)** Determining, in consultation with the Policy Committee, subject to the Standing Orders, the business to be transacted at each meeting of the Regional Conference, including the selection of motions and reports for debate.
- 4)** Promoting the Regional Conference and encouraging attendance at Regional Conference by members of the Regional Party.

**Role - Campaigns Committee Chair**  
**Time Commitment 4-6 hrs per month**

To convene Campaigns committee meetings, and provide a regular report updating the regional executive in liaison with regional and national campaigns staff.

Please also see role description for Regional Campaigns Committee member responsibilities

**Campaigns Committee Members**

The Campaigns sub-committee shall be responsible to the Regional Executive for:

- 1)** The stimulation and co-ordination of campaigning and publicity activities within the Region.
- 2)** The undertaking of regional campaigns and the monitoring of the joint arrangements made by the relevant Local Parties for campaigning in elections to principal local authorities covering more than one Local Party.
- 3)** The management of Regional Election campaigns for the European Parliament.
- 4)** The encouragement of Local Parties to co-ordinate campaigning for Parliamentary and local elections and between elections.
- 5)** The promotion of the political image of the Party within the Region.
- 6)** The appointment of a person to serve as Regional Media Co-Ordinator and manage the work of the Regional Media Co-Ordinator.
- 7)** Providing and co-ordinating assistance to Local Parties for Parliamentary and local Elections.
- 8)** The appointment of a person to serve as Regional Training Co-Ordinator and manage the work of the Regional Training Co-Ordinator.
- 9)** Training prospective candidates and other members in the Region, except training functions which fall within the terms of reference of the Candidates Committee.
- 10)** Liaison in respect of these matters with appropriate Associated Organisations and Specified Associated Organisations.

**Role - Candidates****Committee Chair****Time Commitment 4-6  
hrs per month**

The Chair of the Regional Candidates Committee shall; together with the Regional Candidates Committee; Be responsible for the exercise under the Party Constitution of the Region's functions in connection with the approval and selection of Parliamentary and European Parliamentary Candidates and shall also be the Region's member on the English Candidates Committee.

Please also see role description for Regional Candidates Committee member responsibilities

**Candidates Committee Members**

Exercise the Region's powers and duties under the Party Constitution in relation to the approval and selection of candidates for Parliamentary elections, including:

- 1) If English Candidates Committee has delegated this function to Regions, determine applications to the Region for inclusion in the Lists of Approved Candidates for Parliamentary and European Parliamentary elections and in any event shall exercise all the functions of the Regional Party relating to the approval of Parliamentary candidates.
- 2) Remove any person from the Lists of Approved Candidates for Parliamentary or European Parliamentary elections subject to the appeal procedure set out in the Party Constitution, providing grounds and being prepared to conduct personal hearing for any appeal.
- 3) Appoint Returning Officers for the selection of prospective Parliamentary candidates and shall decide whether a selection should proceed where sufficient applicants of each sex are not forthcoming or withdraw following the composition of the short-list. The Candidates Committee shall undertake all other functions of the Region under the rules for the selection and adoption of prospective Parliamentary candidates. In particular, the Candidates Committee shall decide, in case of disagreement, whether a new selection should be held as a result of boundary changes substantially affecting a constituency.
- 4) Appoint the Selection Committee for the selection of prospective European Parliamentary candidates for the Region.
- 5) Make recommendations to Local Parties within the Region for procedures to be followed for the approval and selection of candidates for local government elections, and shall exercise any functions in respect of such approvals and selections which Local Parties wish to delegate to the Candidates' Committee.
- 6) Be responsible for the provision of training to members of the Regional Party who are, or who wish to become, members of assessment panels, returning officers or prospective candidates for Parliamentary or European Parliamentary elections; and for encouraging both men and women, and members of ethnic minorities, to apply for inclusion in the Lists and for selection.
- 7) Report on its activities to the Regional Executive and to the Regional Conference.

**Role - Policy****Committee Chair****Time Commitment 4-6  
hrs per month**

The Chair of the Regional Policy Committee shall, together with the Regional Policy Committee, be responsible for the development of Regional Party policy and for promoting the involvement of members of the Regional Party in the development of Party policy.

Please also see role description for Regional Policy Committee member responsibilities

**Policy Committee Members**

The Policy Committee shall be responsible for;

- 1) The formulation of party policy on issues relating exclusively to the Region, for presentation to the Regional Conference.
- 2) Preparing policy proposals on other issues relating primarily to the Region, and reporting to the Regional Conference on these and other policy issues;
- 3) Actively promoting consultation within the Region on the development of policy by the Federal Policy Committee.
- 4) The consideration of policy proposals on which the Regional Party is consulted by the Federal Policy Committee, and the submission of policy proposals to that Committee.
- 5) The preparation and submission to the Federal Conference Committee of policy motions for the Federal Conference.
- 6) The expression of the initial views of the Regional Party on topical issues.
- 7) If so instructed by the Regional Executive, the preparation for approval by the Regional Executive of a regional manifesto for Parliamentary Elections.
- 8) Liaison with other regional parties on policy issues affecting the Region and such other regions assisting Party Groups on principal local authorities with policy development by such Groups and liaison on policy issues between principal local authorities within the Region.
- 9) Stimulating and co-ordinating the policy-making activities of Local Parties; encouraging the participation by members of the Regional Party in the development and making of Party Policy.

## **Local Parties and Membership Committee**

This committee is chaired by the vice chair of the region and at least one other member of the regional executive.

Please also see role description for Local Parties and Membership Committee responsibilities

## **Local Parties and Membership Committee**

**Local Parties' Committee of the Regional Party which shall comprise the Vice Chair of the Regional Party and 3 other members (ensuring there is one member from each of the four sub-regions) elected by the Regional Executive at least half of whom shall be members of the Regional Executive and at least one of whom shall be a person who is or has within the preceding four years been a councillor on a principal local authority.**

The Local Parties' Committee shall exercise the Region's powers and duties under the Party Constitution in relation to the adherence of Local Parties to the Party Constitution and to their own respective constitutions, and the compliance of such constitutions and any proposed amendments with the requirements of the Party Constitution and in relation to any question concerning the recognition of Council Groups. In particular, it shall be responsible for;

- 1) Ensuring the adherence of Local Parties to the Political Parties, Elections and Referendums Act 2000, the Party Constitution, and to their own respective constitutions.
- 2) Reviewing any proposed new constitution for a Local Party or any proposed amendment to its existing constitution to ensure that they comply with the requirements of the Party Constitution.
- 3) Investigating the affairs of any Local Party if there is reason to believe that the Local Party is not adhering to the Political Parties, Elections and Referendums Act 2000, the Party Constitution or its own constitution; or that events in connection with the affairs of the Local Party which are or may be seriously detrimental to the Party have taken place or are about to take place; or if requested by the Local Party itself to carry out such an investigation.
- 4) Implementing any recommendations resulting from such an investigation.
- 5) Monitoring the joint arrangements made by the relevant Local Parties for the approval and selection of candidates for local authority elections and imposing and/or appointing a Party member to administer the procedures for the approval and/or selection of candidates for local authority elections where the relevant Local Party or Local Parties have not adopted or having adopted have not followed a procedure for the approval and/or selection of candidates in accordance with the provisions of the Party Constitution.
- 6) The exercise of the powers of the Regional Party in constituencies where no Local Party is recognised or where the Local Party has been suspended.
- 7) Determining disputes as to proposed combinations of constituencies to form a Local Party.
- 8) Determining whether to exempt all or any parish or town councils in the Region from the requirements for the approval of candidates.
- 9) The exercise of the powers of the Region under Article 2 of the Articles of the Party in England (Membership).
- 10) The exercise of the powers of the Region under Article 8 of the Articles of the Party in England (Councillors and Recognised Council Groups) including determining whether the requirements for the recognition of Council groups shall apply to all or any parish or town councils in the Region.

### Regional Diversity Champion

Regional Diversity Champions lead the diversity, inclusion and outreach strategy for their region. They are elected by the Regional Executive for a year-long term to champion the equalities agenda and widen participation amongst under-represented groups. They are responsible for;

- 1) Develop and deliver an regional diversity action plan, in partnership with the Regional Executive, the Diversity Engagement Group (DEG) and Diversity Team in HQ.
- 2) Encourage, promote and monitor the diversity of the local parties in the region.
- 3) Work with Regional Candidates Chairs to talent-spot and support potential candidates from under-represented groups. Organise outreach and recruitment events for under-represented groups in the region.
- 4) Work with regional training coordinators to organise training events for members on diversity awareness.
- 5) Provide feedback on local concerns and challenges to inclusion and make recommendations.
- 6) Liaise closely with local and regional party officers to gain mutual support and share good practice.
- 7) Recruit a team of local diversity champions in order to help achieve these objectives.
- 8) Attend Diversity Engagement Group (DEG) meetings.

Diversity Champions are people who are passionate about improving diversity in the Lib Dems and in politics. In this role it helps to have an understanding of some of the challenges that people from under-represented groups experience and barriers to their political participation. Successful RDCs would be comfortable communicating with people from all backgrounds, as well as to have good organisation skills and a drive to get things done.

**NOTE: No person may hold more than one office, or be both an Officer and an Ordinary Member of the Regional Executive. Elections for Officers shall be counted in the order listed and for Ordinary Members after Officers. Any votes cast for candidates already elected to office shall be transferred to the voter's subsequent preferences.**



## Regional Executive Role Descriptions