



Plaid Werdd
Green Party

Elected Officer Role Profiles

CARDIFF AND THE VALE GREEN PARTY

Local Party Chair/ Coordinator

Our local party chair is the driving force behind the local party, keeping it healthy and active. The chairperson runs all formal party meetings including the officers meetings and AGM. They coordinate the running of the local party between meetings by overseeing and working with officers to deliver agreed actions. Many different types of Green Party member fulfil this role successfully, but they are usually well organised and good at motivating people.

Responsibilities

- Make arrangements for and run all formal Cardiff Green Party meetings are in line with Green Party constitution.
- Ensure that there are communications regarding meetings agendas, minutes and actions.
- Make arrangements for, and oversee officer reporting.
- Updating a local party online calendar of meetings. Give 2 weeks notice of meetings.
- Monitor the delivery of actions between meetings.
- Arrange for deputy, delegate and guest chairs as appropriate.
- Be the contact point between the local and national party.
- Respond to enquiries from members and the public (This could be delegated to another officer or volunteer)
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- Represent the local party at WGP Council (writing the local party report to Council and attending Council meetings usually four times per year - this can be delegated to other officers)

Local Party Secretary

If you have a talent for listening, recording and communicating information this is a key role to lead on ensuring the effective running of our party. The local party chair secretary takes minutes of formal meetings and sees that these are agreed and communicated effectively.

Responsibilities

- Recording minutes including actions and outcomes agreed at officer meetings, AGM and members meetings. The campaign teams will minute their own meetings and report to officers.
- Circulating minutes for agreement and managing approval of minutes.
- Assists the chair by managing communications regarding meetings agendas, minutes and actions.
- Ensuring that the minutes are stored for reference in an accessible location and available either on the website or to members on request.

Local Party Treasurer

To run successful election campaigns, we need to manage our finances effectively and comply with our legal obligations. The Treasurer plays a key role in enabling the party to function and grow. The local party chair treasurer is responsible for managing the finances of our local party - accounting, payments, reporting, and monitoring funds in line with agreed budgets. Treasurers usually are well organised, pay attention to detail and are comfortable with spreadsheets.

Responsibilities

- Help develop an annual budget to support agreed activity plans
- Monitor and report on income and expenditure, including quarterly reports to GPEW
- Pay bills and expenses claims
- Report on and ensure compliance with election spending rules.
- Reporting to officers and providing information to help inform budget management.

ERO / Nominations Officer

This is an exciting role for those who want to run a fair and transparent candidate selection process to give a platform for success to our future leaders in Welsh politics. Our electoral returns officer (ERO) runs internal elections and selections processes. The nominations officer has a key role in managing candidate paperwork for elections. The ERO and nominations officer is a combined role at Cardiff Green Party. They ensure that the party engages with electoral officials in compliance with electoral procedures and that information regarding elections and candidates is communicated.

Responsibilities

- The ERO manages the local party's internal elections and candidate selection processes in line with our policies and constitution.
- Engaging with electoral officials.
- Returning candidate and election forms in line with electoral requirements
- Communications to candidates where input is required and information should be disseminated.
- Has nominating authority on behalf of the party (the nominating authority may be different for each election i.e. council/parliament/Senedd).

Local Party Membership Officer

The Membership Officer role is particularly satisfying for an outgoing person who enjoys getting to know people and employing their diverse skills to further the party's aims. The local party membership officer manages engagement with new and existing members. Most effective Membership Secretaries are comfortable talking with people in person or by phone.

Responsibilities

- Ensuring that new members are welcomed by phone
- Monitoring and reporting on memberships, and managing member data via Action Network.
- Following up with in grace members.
- Working with the chair to make arrangements for membership meetings and member events.
- Manage supporter and volunteer data, directing resources appropriately to the campaign teams

Equalities and Diversity Officer

We want to be inspired by a leader for equality, inclusivity and diversity to help drive our aspirations to be a more diverse and more inclusive local party. This officer will liaise with the Wales Green Party team on equality campaigns and party development, and lead on corresponding action in Cardiff. This role is perfect for someone who strives on building up collaborative relationships and is passionate about ensuring that everyone is fairly represented in Welsh politics.

Responsibilities

- Engaging with national campaigns to promote equality, diversity and inclusivity at a local level.
- Providing strategic recommendations for greater representation of minority backgrounds and protected characteristics within the local party and leading on implementation.
- Connect with other local organisations to promote collaboration and sharing of best practice.
- Provide checking and assurance of decision-making processes to promote inclusivity within the local party.
- Review communications, and literature where required to ensure appropriate and inclusive messaging.

Comms Officer

Our communications officer is at the heart of ensuring that our policies, activities and values are communicated effectively to the outside world. The communications officer manages our external messaging across digital and print media. The role involves coordination of content across all platforms including social media accounts, leaflets and printed media. If you have a talent for written communications, graphics and digital content this could be the role for you.

Responsibilities

- Drafting and issuing press releases. These will also be uploaded to the website.
- Creating (or supporting volunteers to create) leaflets, visuals and messaging content for digital and print media.
- Managing Cardiff Green Party social media accounts (or delegating to and overseeing a social media officer)
- Providing advice, guidance and material for candidate accounts.
- Responding to media enquiries
- Amplifying and as necessary localising communications material provided by GPEW.
- Reviewing and advising on all public written material.
- Organising proactive messaging strategies
- Coordinating reactive messaging on key issues arising.
- Overseeing brand compliance and tone of messaging/writing style.

Elections Officer

This role is ideal for those with a data analysis mindset and appetite to use this skills to help shape the strategy to get hard-working Green candidates elected. The Elections Officer is responsible for keeping the party up to speed with external events that shape the political environment (including by-elections) as well as advising the local party on the Green Party's Target to Win method and other matters relating to election campaigns.

Responsibilities

- Intelligence gathering and sharing of elections-related news outside of the party such as news of boundary changes and by-elections. Reporting this information to party officers.
- Keeping local party data on previous election campaigns, such as election results and count tallies and discussing them with officers/the wider local party when needed.
- Being aware of Target to Win and taking the lead in the process of selecting target wards through use of the Target Ward Selection Tool.
- Liaising with the WGP Field Officer and Elections Officer on local party election matters.
- Working with Campaign Managers and campaign teams, advising them when needed.
- Advising on elections strategy.