

**SUFFOLK COASTAL CONSTITUENCY LABOUR PARTY**

**ROLE DESCRIPTIONS  
FOR ROLE HOLDERS OF  
THE EXECUTIVE COMMITTEE**



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# GLOSSARY

<b>AGM</b>	Annual General Meeting
<b>BAME</b>	Black, Asian, and Minority Ethnic
<b>BLP</b>	Branch Labour Party
<b>CLP</b>	Constituency Labour Party
<b>EC</b>	Executive Committee
<b>IT</b>	Information technology
<b>LGBTQ</b>	Lesbian, Gay, Bisexual, Transexual, Questioning
<b>LWN</b>	Labour Women's Network
<b>MP</b>	Member of Parliament
<b>NPF</b>	National Policy Forum
<b>SERA</b>	Socialist Environment and Resources Association
<b>TULO</b>	Trade Union and Labour Party Liaison Organisation
<b>Achieve</b>	Labour's e-learning platform
<b>Contact Creator</b>	Labour's voter communication database
<b>Doorstep App</b>	Labour's online canvassing tool linked to Contact Creator
<b>Insight</b>	Labour's campaign targeting tool
<b>Labour Connects</b>	Labour's platform for creating customised campaign material
<b>MemberCentre</b>	Labour's membership database
<b>Organise</b>	Labour's platform for communicating with members
<b>Reach</b>	Labour's platform for creating targeted Facebook campaigns

# EXECUTIVE COMMITTEE

Members of the CLP elect officers to oversee the day-to-day running of the local party, and co-ordinators with specific organisational roles. Each of the CLP's four local branches also elects a delegate. Together, these people make up the CLP's Executive Committee (EC). These officers should work together to create an annual development plan for the constituency that ensures the party is a dynamic and campaigning force in the community. The officers also play a key role in liaising with the party branches and their officers.

There are also several functional officer posts (co-ordinators) that are essential for the party's development.

All officers and co-ordinators of the EC are elected at the CLP's Annual General Meeting (AGM), which usually takes place in March. Branch delegates are elected at their respective branch AGMs. They all serve for 12 months.

## VOTING MEMBERS OF THE EC

- Chair
- Vice Chair
- Treasurer
- Secretary
- Membership Officer
- Women's Officer
- Equality & Diversity Officer
- TULO Officer
- Policy Officer
- Youth Officer
- Communications, Social Media & IT Officer
- Four branch delegates

At least three of the first six positions above must be held by women, and at least seven of all the voting members of the EC must be women.

## NON-VOTING MEMBERS OF THE EC

- Campaign Co-ordinator

- Political Education Co-ordinator
- Community Involvement Co-ordinator
- Environment Co-ordinator
- International Co-ordinator
- Fundraising Co-ordinator
- Contact Creator Local Administrator
- Minute Secretary

As far as possible, there must also gender balance among the non-voting members of the EC.

# CLP 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 newcomers 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.

## USEFUL LINKS AND CONTACTS

As Chair, members and officers will look to you for leadership when constitutional matters arise. Issues of this nature often occur around the time of selection procedures; local, devolved or parliamentary. Remember, you can always refer an issue to your Regional Office or contact the Labour Party Governance and Legal Unit.

Keep up to date with the latest campaigns and access resources by visiting the Campaign Hub frequently or contact the Campaign Technology team on 03450922299 (option 3), as well as checking our online training offer and subscribing to training emails. For useful guides and resources on membership engagement and how to use MemberCentre to full effect, visit the Local Guides section, and if you need support or advice, you can contact your national or regional office.

[Data protection, CLP finance and elections](#)

[Download the Rule Book](#)

[Online training module for CLP Chairs](#)

[Visit the Activist Hub for useful resources for role holders](#)

[Check out Labour's online training offer](#)

[Log in to Achieve, Labour's e-learning platform](#)

[Useful resources and contacts](#)

<https://labour.org.uk/activist-hub/local-party-resources/local-party-guides/local-roleholder-descriptions/clp-chair/>

# CLP VICE CHAIR

The Vice Chair form part of the Executive Committee. Along with the other officers, the Vice Chair also contributes to the strategic direction and development of the CLP.

Meetings cannot go ahead without a Chair! So the main responsibility of the Vice Chair is to stand in for the CLP Chair when they're not available: chairing meetings, making sure they're run in a fair and open way, and ensuring everyone is listened to and has their say. Just like CLP Chairs, Vice Chairs need to be well organised, great communicators and to have the ability to make sure meetings stay on track.

In some CLPs the Vice Chair role is shared among other EC officers.

## USEFUL LINKS AND CONTACTS

Keep up to date with the latest campaigns and access resources by visiting the Campaign Hub frequently or contact the Campaign Technology team on 03450922299 (option 3), as well as checking our online training offer and subscribing to training emails.

Access lots of useful resources for role holders at the Labour Party's Activist Hub.

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

[Visit to the Campaign Hub](#)

[Visit the Activist Hub for useful resources for role holders](#)

[Check out Labour's online training offer](#)

[Log in to Achieve, Labour's e-learning platform](#)

[Useful resources and contacts](#)



# 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. Email them at [legal\\_queries@labour.org.uk](mailto:legal_queries@labour.org.uk) and they will be happy to assist.

## 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 at [legal\\_queries@labour.org.uk](mailto:legal_queries@labour.org.uk). 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 than £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 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 a 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 at [legal\\_queries@labour.org.uk](mailto:legal_queries@labour.org.uk) 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.

## USEFUL LINKS AND CONTACTS

As well as the Governance and Legal Team, there are many other contacts and resources to assist you in your role. Keep up to date with our latest campaigns by visiting the Campaign Hub or contact the Campaign Technology team on 03450922299 (option 3), as well as checking our online training offer and subscribing to training emails. You can also purchase and download membership recruitment and campaign materials from the Campaign Shop.

For useful guides and resources on membership engagement and how to use MemberCentre to full effect, visit the Local Guides section, and if you need support or advice, you can contact your national or regional office.

[Contact the Governance & Legal Team](#)

[Visit the CLP Finance Section](#)

[Visit the Activist Hub for useful resources for role holders](#)

[Check out Labour's online training offer](#)

[Log in to Achieve, Labour's e-learning platform](#)

[Visit Labour's Campaign Shop](#)

[Useful resources and contacts](#)

<https://labour.org.uk/activist-hub/local-party-resources/local-party-guides/local-roleholder-descriptions/clp-treasurer-role-description/>



# CLP 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 provide 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 where appropriate to ensure they are confident and supported 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, date and venue for meetings in good time. You will have a lot of functional business to go through at your meetings, but please make sure that they are interesting and welcoming.

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.

## USEFUL LINKS AND CONTACTS

Keep up to date with our latest campaigns by visiting the Campaign Hub or contact the Campaign Technology team on 03450922299 (option 3), as well as checking our online training offer and subscribing to training emails. You can also purchase and download membership recruitment and campaign materials from the Campaign Shop.

For useful guides and resources on membership engagement and how to use MemberCentre to full effect, visit the Local Guides section, and if you need support or advice, you can contact your national or regional office.

[Log in to MemberCentre](#)

[Log in to Organise](#)

[Read the full MemberCentre guide](#)

[Visit the Activist Hub for useful resources for role holders](#)

[Check out Labour's online training offer](#)

[Log in to Achieve, Labour's e-learning platform](#)

[Visit Labour's Campaign Shop](#)

[Useful resources and contacts](#)

<https://labour.org.uk/activist-hub/local-party-resources/local-party-guides/local-roleholder-descriptions/clp-secretary/>

# CLP 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.

## USEFUL LINKS AND CONTACTS

Keep up to date with our latest campaigns by visiting the Campaign Hub or contact the Campaign Technology team on 03450922299 (option 3), as well as checking our online training offer and subscribing to training emails. You can also purchase and download membership recruitment and campaign materials from the Campaign Shop.

For useful guides and resources on membership engagement and how to use MemberCentre to full effect, visit the Local Guides section, and if you need support or advice, you can contact your national or regional office.

[Log in to MemberCentre](#)

[Log in to Organise](#)

[Read the full MemberCentre Guide](#)

[Visit the Activist Hub for useful resources for role holders](#)

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<https://labour.org.uk/activist-hub/local-party-resources/local-party-guides/local-roleholder-descriptions/membership-officer/>

# CLP 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 contacting 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 can 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, and should be aware when a new member joins so you can get in touch to introduce yourself and welcome them to the CLP. Your CLP Secretary will be able to provide you with a list of women members, and you should ask them to let you know when a new woman joins your CLP.

## **USEFUL LINKS AND CONTACTS**

The Labour Women's Network (LWN) is a membership organisation providing expert training to Labour women considering seeking selection, as well as campaigning for 50:50 representation at every level of the Labour Party. You can visit their website and contact them using the details below. If you have any questions about the role of Women's Officer please contact the Labour Party's National Women's and Equalities Officer.

Keep up to date with our latest campaigns by visiting the Campaign Hub or contact the Campaign Technology team on 03450922299 (option 3), as well as checking our online training offer and subscribing to training emails. You can also purchase and download membership recruitment and campaign materials from the Campaign Shop.

For useful guides and resources on membership engagement and how to use MemberCentre to full effect, visit the Local Guides section, and if you need support or advice, you can contact your national or regional office.

[Visit the LWN website](#)

[Contact the LWN](#)

[Contact the National Women's and Equalities Officer](#)

[Visit the Activist Hub for useful resources for role holders](#)

[Check out Labour's online training offer](#)

[Log in to Achieve, Labour's e-learning platform](#)

[Visit Labour's Campaign Shop](#)

[Useful resources and contacts](#)

<https://labour.org.uk/activist-hub/local-party-resources/local-party-guides/local-roleholder-descriptions/womens-officer/>

# CLP EQUALITY & DIVERSITY OFFICER

In Suffolk Coastal CLP the CLP Equality & Diversity Officer combines the roles of CLP Disability Officer, CLP BAME Officer, and CLP LGBT Officer.

The CLP Equality & Diversity Officer is the key representative of disabled, BAME, and LGBT members within the CLP, and works to ensure that these 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, BAME, and LGBT voters.

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

## KEY RESPONSIBILITIES AND TASKS

- Making sure that disabled, BAME, and LGBT members are included in all of the party's activities and that meetings are relevant and accessible to disabled, BAME, and LGBT members.
- Welcoming new disabled, BAME, and LGBT members to your CLP; encourage your CLP to issue an equalities monitoring form so disabled, BAME, and LGBT members can self-identify.
- Reaching out to disabled people, the BAME community and the LGBT community through local campaigns, and working with disability, BAME, and LGBT organisations in the constituency to engage disabled, BAME, and LGBT voters, highlight issues, and get a better deal for disabled, BAME, and LGBT people.
- Bringing disabled members together to empower each other and gain the knowledge and skills they need get involved.
- Bringing BAME members together to empower each other and gain the knowledge and skills they need get involved.
- Bringing LGBT members together to empower each other and gain the knowledge and skills they need get involved.
- Running events for disabled, BAME, and LGBT members, including training, policy development and social events.

- Working to recruit more disabled, BAME, and LGBT members into the Labour party and helping to make sure that those members make the jump from member to activist.
- Listening to the views of disabled people, the BAME community and the LGBT community 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, BAME, and LGBT communities 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).
- Acting as a CLP link to BAME Labour, the party's national affiliate representing BAME party members (their contact details can be found below).
- Acting as a CLP link to LGBT Labour, the party's national affiliate representing LGBT 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 disabled, BAME, and LGBT members and building campaigns with the disabled, BAME, and LGBT communities 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, BAME, and LGBT members, advising on things such as accessible venues and printed materials, and that disabled, BAME, and LGBT 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, BAME, and LGBT 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, those affected by disability, and with BAME and LGBT voters 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.

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.

You could get in touch with local LGBT charities and voluntary organisations to work out how the local party could have a presence in events in the community.

## MEETINGS

As Equality & Diversity Officer, it is your role to ensure disabled, BAME, and LGBT members can 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, BAME, and LGBT members in the CLP.

### **At each CLP meeting, you should:**

- Actively encourage disabled, BAME, and LGBT members to get involved in meetings and contribute to discussions.
- Ensure feedback regarding access and inclusion from disabled, BAME, and LGBT 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 disabled, BAME or LGBT members attending a meeting for the first time.

## USEFUL LINKS AND CONTACTS

Disability Labour are the national affiliate group to the Labour Party that exists to represent and support the interests of disabled Labour Party members and supporters. BAME Labour are the national affiliate group to the Labour Party that exists to represent and support the interests of black and ethnic minority Labour Party members and supporters. LGBT Labour are the affiliated group the represents and supports the interests of LGBT Labour Party members and supporters. You can visit their website and contact them using the details below. If you have any questions about the role of CLP Equality & Diversity Officer you can also get in touch with the National Women and Equalities Officer.

Keep up to date with our latest campaigns by visiting the Campaign Hub or contact the Campaign Technology team on 03450922299 (option 3), as well as checking our online training offer and subscribing to training emails. You can also purchase and download membership recruitment and campaign materials from the Campaign Shop.

For useful guides and resources on membership engagement and how to use MemberCentre to full effect, visit the Local Guides section, and if you need support or advice, you can contact your national or regional office.

[Visit the Disability Labour website](#)

[Contact Disability Labour](#)

[Visit the BAME Labour website](#)

[Contact BAME Labour](#)

[Visit the LGBT Labour website](#)

[Contact LGBT Labour](#)

[Visit the Campaign Hub](#)

[Visit Labour's Campaign Shop](#)

[Visit the Activist Hub for useful resources for role holders](#)

[Check out Labour's online training offer](#)

[Log in to Achieve, Labour's e-learning platform](#)

[Other useful resources and contacts](#)

# CLP TULO OFFICER

TULO stands for Trade Union and Labour Party Liaison Organisation. 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. A useful guide on how to map union connections is included in the TULO guide linked below.

## USEFUL LINKS AND CONTACTS

The National Trade Union & Labour Party Liaison Organisation (TULO) have produced a comprehensive guide to the relationship between the party and the unions as well as the CLP TULO role more specifically. This, and lots of other resources are available on our Activist Hub.

TULO produce a regular bulletin for TULO reps – to be added to the list email [info@unionstogether.org.uk](mailto:info@unionstogether.org.uk).

Watch the webinar guide to being a successful TULO Rep.

TULO have free 'Join a Union' flyers which they can send you – email [info@unionstogether.org.uk](mailto:info@unionstogether.org.uk)

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

[Download the TULO Guide](#)

[Contact Unions Together](#)

[Webinar guide to being a successful TULO Rep](#)

[Visit the Activist Hub for useful resources for role holders](#)

[Check out Labour's online training offer](#)

[Log in to Achieve, Labour's e-learning platform](#)

[Useful resources and contacts](#)

<https://labour.org.uk/activist-hub/local-party-resources/local-party-guides/local-roleholder-descriptions/clp-tulo-officer-role-description/>

# 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.

## 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](mailto:policydevelopment@labour.org.uk)

Access lots of useful resources for role holders at the Labour Party's Activist Hub.

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

[Guidelines and code of conduct](#)

[Visit the National Policy Forum](#)

[Visit to the Campaign Hub](#)

[Contact the Policy Development Team](#)

[Visit the Activist Hub for useful resources for role holders](#)

[Check out Labour's online training offer](#)

[Log in to Achieve, Labour's e-learning platform](#)

[Useful resources and contacts](#)

<https://labour.org.uk/activist-hub/local-party-resources/local-party-guides/local-roleholder-descriptions/clp-policy-officer-role-description/>



# CLP YOUTH OFFICER

The role of Youth Officer in a local Labour Party is more important than it's ever been. Their job is to welcome young members into the local Labour Party, help them feel engaged by putting on interesting events and socials, and turn them into active members who campaign for change in the community and to get Labour elected. Youth Officers are also responsible for making sure that the voices of young members are heard and respected within a local Labour Party.

A good Youth Officer needs to be friendly and approachable, as well as organised – they should be able to take a lead on events and campaign sessions for young members. They also need to be good listeners, able to understand and represent the views of young members to the Executive of the local Labour Party. With a bigger youth membership than ever before, this job is both challenging and rewarding.

This guide will tell you everything you need know about how to become a Youth Officer, how to reach out to young members and run successful events, how to turn young members into active campaigners, and what resources and support you can access to help you do the best possible.

## HOW CAN I BECOME THE YOUTH OFFICER FOR MY LOCAL LABOUR PARTY?

You can join the Labour Party from the age of 14. All Labour Party members under the age of 27 are 'young members', and automatically members of Young Labour, the youth wing of the Labour Party. Every local Labour Party, often referred to as 'Constituency Labour Party' (or CLP for short) should have a Youth Officer who is a young member, i.e. under 27 years old.

You should first speak to your CLP Secretary – you can find their name and contact details on your Labour Party membership card – to find out if your CLP already has a Youth Officer. If they don't, offer to put yourself forward! If there is already a Youth Officer, you should get to know them and find out more about what they do. This means that when the position next becomes vacant you'll have a better understanding of the role. Usually positions in the CLP such as Youth Officer and others will be elected at an Annual General Meeting (AGM) held once a year.

If you want to put yourself forward for Youth Officer, make sure you speak to your CLP Secretary to find out when and how to nominate yourself. If more than one person puts themselves forward, there may be an election –this means you may

be asked to say a few words about why you think you'd be good at the job and what you'd like to do.

[Download the CLP Youth Officer Guide](#)

[Visit the Activist Hub for useful resources for role holders](#)

[Check out Labour's online training offer](#)

[Log in to Achieve, Labour's e-learning platform](#)

[Useful resources and contacts](#)

<https://labour.org.uk/activist-hub/local-party-resources/local-party-guides/local-roleholder-descriptions/clp-youth-officer/>

# CLP COMMUNICATIONS, SOCIAL MEDIA & IT OFFICER

This is a hybrid position combining the roles of Social Media Co-ordinator, Press Officer and IT Co-ordinator.

The CLP Communications, Social Media & IT Officer plays an important role in ensuring the CLP has a positive, informative and inclusive presence online, as well as working with their regional or national office to increase the profile of the CLP and candidates, and their campaigns in local media. They will ensure that their local Labour Party is using technology to engage with members, supporters and the public and to further their campaign goals. Working closely with other CLP Officers, this role has the opportunity to make a real, positive impact on local campaigns, to improve Labour's electoral chances in that CLP and its local authority or authorities, and to empower members and supporters to get involved with digital campaigns.

This role is suited to someone with a good understanding of social media and local press, and great copywriting and networking skills, as well an eye for an interesting story and a great picture. A broad understanding of computers and the internet will also be helpful.

## KEY RESPONSIBILITIES AND TASKS

### Press and broadcast

- Identify potential local stories that the media might be interested in, and communicate them to your Labour MP or candidates, or your region or nation's communications team.
- With the express consent of candidates, work with them and your regional or national office to put out statements on their behalf, and pitch candidates as a voice to broadcast media.
- Work with your region or nation's communications team to initiate, draft and pitch press releases, photo shoots, op eds and public letters to publications.
- Help candidates practice party 'key messaging' and broadcast interview technique.
- **CLPs should not put out statements to the media in the name of the party or the regional/national party, but should work with their**

**Regional/National Communications Team to identify potential stories and communicate them to the media.**

**Social media**

- Manage the CLP Facebook, Twitter, Instagram and YouTube accounts, or set up channels if the CLP doesn't already have them.
- Create compelling social media content which communicates Labour's message at a local level and CLP activity, including videos, photos and graphics. You can use Campaign Creator to ensure content is on brand and consistent with national messaging.
- Work with other CLP Officers to manage and maintain the CLP's website, ensuring all content is up to date and engaging.
- Complement the CLP's campaign strategy by mobilising members and supporters to get out on the doorstep through social media.
- Play a key role in ensuring the CLP's social media is welcoming, respectful and friendly, by moderating comments on Facebook posts or in Facebook groups.

**IT**

- Audit the platforms which are available to the CLP (e.g website, social media, 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 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

We know that more and more, voters form opinions, consume media and engage with politics online, so it's increasingly important that local parties have a positive presence online and in their local media to promote their campaigns and their work in local communities. While digital campaigns don't replace face-to-face campaigning, a rich variety of activity online and in local media will enhance the CLP's on-the-ground campaigns and encourage more people to get involved in campaigning.

If you only do one thing online, having a CLP Facebook page can have the most impact as we know that around 78% of the electorate are on Facebook, versus around 40% on Twitter. A Facebook page is a great way to share positive stories about your CLP and candidate, from campaign sessions you've done to places your candidate has visited. When drafting press releases, think about how these could work on social media too – and remember to get lots of good photos you can use.

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. Part of your role 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 work with CLP members to pick up on advice and training needs which can be passed on to the relevant staff teams.

**Any social media pages should be properly moderated, and the debate kept respectful and free from abuse at all times, and as Communications and Social Media Officer, it's part of your job to ensure this happens.**

**You will not necessarily be responsible for administering access to Labour Party platforms and you will need to liaise with other role holders, such as the CLP Secretary or Contact Creator Local Administrator, to do this.**

## THE LABOUR PARTY'S SOCIAL MEDIA CODE OF CONDUCT

The Labour Party has a code of conduct for use of Social Media, which all members are expected to abide by as a condition of their membership. Communications and Social Media Officers have a vital role to play in ensuring this is adhered to, and that the Labour Party's presence online is always respectful and inclusive.

This includes:

- Engaging with social media users
- Encouraging positive debate
- Moderating content on pages and in comments
- Managing the CLP Facebook group (if there is one) and ensuring the conversation stays productive
- Reporting any unacceptable comments or social media activity to the Governance and Legal Unit, where necessary

## USEFUL LINKS AND CONTACTS

Keep up to date with our latest campaigns by visiting the Campaign Hub or contact the Campaign Technology team on 03450922299 (option 3).

If you have any queries about conduct online, or need to report anything you see, contact the Governance and Legal Team at [legal\\_queries@labour.org.uk](mailto:legal_queries@labour.org.uk).

You'll find lots of resources for role holders in the Activist Hub.

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

See our Privacy Policy here: <https://labour.org.uk/privacy-policy/> (Note this may change from time to time).

[Labour's Social Media Code of Conduct](#)

[Contact the Governance and Legal Team](#)

[Visit the Activist Hub for useful resources for role holders](#)

[Check out Labour's online training offer](#)

[Log in to Achieve, Labour's e-learning platform](#)

[Useful resources and contacts](#)

[Keep up to date with Labour Party campaigning tools](#)

[See the Labour Party's Privacy Policy](#)

<https://labour.org.uk/activist-hub/local-party-resources/local-party-guides/local-roleholder-descriptions/clp-communications-social-media-officer/>

<https://labour.org.uk/activist-hub/local-party-resources/local-party-guides/local-roleholder-descriptions/clp-it-co-ordinator/>



# CLP 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 and Campaign Creator and NationBuilder.
- Identifying talent in others, and 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 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 Membership Officer 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, 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 falling 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.

**Labour Connects:** You can download and purchase a host of customisable campaign materials via Labour Connects, including out cards, direct mail, and newsletters. To log in, you'll just need your Labour Login details.

**Reach:** Reach is Labour's online platform for generating paid-for advertising campaigns on Facebook. Liaise with your Contact Creator Local Admin to begin developing compelling social media campaigns targeted at the voters you need to reach.

## USEFUL LINKS AND CONTACTS

Keep up to date with our latest campaigns by visiting the Campaign Hub or contact the Campaign Technology team on 03450922299 (option 3), as well as checking our online training offer and subscribing to training emails. You can also purchase and download membership recruitment and campaign materials from the Campaign Shop.

For useful guides and resources on membership engagement and how to use MemberCentre to full effect, visit the Local Guides section, and if you need support or advice, you can contact your national or regional office or the Labour Party Governance and Legal Unit.

[Log in to Contact Creator](#)

[Log in to Labour Connects](#)

[Log in to Reach](#)

[Visit Labour's Campaign Shop](#)

[Useful resources and contacts](#)

<https://labour.org.uk/activist-hub/local-party-resources/local-party-guides/local-roleholder-descriptions/campaign-co-ordinator/>

# CLP POLITICAL EDUCATION CO-ORDINATOR

As Political Education Co-ordinator, it is your responsibility to offer members opportunities for political education, through interesting, informative and dynamic political discussions. It is your job, working closely with your CLP Policy Officer and other members of your EC, to help members to engage with Labour Party policy, and ensure that the campaigning work of the constituency reaches out and informs the wider community about Labour's message and the importance of participation in politics.

This role suits someone with an active interest in various aspects of politics, a sound knowledge of current Labour Party policies, procedures and the party's history, good organisational and communication skills, and a commitment to empowering people through political education.

A strong CLP Political Education Co-ordinator will help to provide a programme of relevant, interesting political education events and activities throughout the year. These events may be co-ordinated with CLP meetings, branch meetings, fundraising and/or campaigning activities, or have a purely educational purpose.

## KEY RESPONSIBILITIES AND TASKS

- Organise and facilitate regular political education events and discussions.
- Secure guest speakers (both from within and outside of the party) to help inform policy debate.
- Look out for political education opportunities in the local community, such as film, theatre, or book clubs.
- Keep yourself and others informed about current party policies, procedures and strategies, as well as wider political matters.
- Publicise political education activities and events within the CLP and work with neighbouring CLPs to develop a programme that local members will be interested in.
- Work with other Executive Committee members to develop public political education events.
- Encourage take up of training opportunities within your CLP, raising awareness of face-to-face and online training organised by the national party and regions such as regional conferences, webinars, and the E-learning platform, Achieve.

## ACTIVITY

This role is varied and exciting, requiring dedication, and you can make a real difference to your CLP and the wider Party through this position. You should ensure you're working with members in your CLP to help provide the sort of activities that local members want to see.

At the heart of your activity should be the aim of delivering a rich programme of effective political education throughout the year, working closely with your fellow CLP Officers. This will help to empower members, supporters, and the wider community with the up to date tools and accurate knowledge needed to become politically informed and active, as well as ensuring that everyone gets the most out of their membership.

The sorts of events, activities and features that work well include talks from high-profile guest speakers, consultation meetings, panel discussions, dedicated political education sections in your CLP newsletter, frequent educational posts on social media, and interactive workshops, as well as less formal educational opportunities such as film, theatre, or musical events. It is also essential that you ensure that both CLP and branch meetings have time dedicated to policy discussion and development.

By keeping members informed about current Labour Party policies and current political issues, you can assist in developing campaign materials and building people's confidence when campaigning for the Party.

As Political Education Co-ordinator, it is part of your role to pro-actively make contact with experts, organisations and campaigns, locally and nationally (and even internationally!), to help fill your CLP calendar with engaging, inspiring and informative political education events.

## USEFUL LINKS AND CONTACTS

You can find lots of ideas and inspiration for your political education sessions at the Campaign Hub and the National Policy Forum.

Access lots of useful resources for role holders at the Labour Party's Activist Hub.

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

[Visit the National Policy Forum](#)

[Visit the Campaign Hub](#)

[Visit the Activist Hub for useful resources for role holders](#)

[Check out Labour's online training offer](#)

[Log in to Achieve, Labour's e-learning platform](#)

[Useful resources and contacts](#)

<https://labour.org.uk/activist-hub/local-party-resources/local-party-guides/local-roleholder-descriptions/clp-political-education-officer/>



# CLP COMMUNITY INVOLVEMENT CO-ORDINATOR

As your CLP's Community Involvement Co-ordinator, you will act as a link between your CLP and the wider community. You will help to advance the aims and values of the Labour Party and create a feeling of collective power, helping your CLP to make a real difference to the lives of people in your community, even while Labour is in opposition.

This role suits someone with an active interest in community organising and campaigning, who is pro-active, dedicated and has effective communication and team working skills.

A strong CLP Community Involvement Co-ordinator will help to develop relationships between their local party and community, identify key issues in their constituency, and work with community leaders and local people to develop and lead winnable campaigns.

## KEY RESPONSIBILITIES AND TASKS

- Work with Labour's Community Organisers in your region to run community organising campaigns.
- Work with other CLP members and your EC (especially the CLP Campaigns Co-ordinator and branches) to help arrange campaigns on issues that matter to people in your constituency.
- Identify and liaise with community groups and leaders.
- Listen to people in the community to find out what issues they care about and bringing these back to the CLP Executive Committee.
- Work with others to develop campaigns on winnable issues.
- Publicise, promote and keep the community updated on these campaigns.
- Use digital tools as well as more traditional methods to build teams and spread campaign messages.
- Support existing local campaigns and enhance Labour's visibility within the community using innovative means.
- Share knowledge and best practice with people locally who don't currently have campaigning or community organising skills.

## ACTIVITY

At the heart of your activity should be finding out the issues that matter and turning big local problems into community-led, unifying local campaigns. This means listening to what people in your area are concerned about and helping local people lead a campaign to change it. Rather than imposing from the top, it's vital that we build people power all around us.

Think about attending branch meetings within your constituency to find out what, if any, issues have been reported, or you could organise community meetings to kick off conversations and find out what issues local people care about, what local organisations they're involved in and who they see as community leaders; they might be part of existing organisations, charities, social clubs, sports clubs, faith institutions, tenants and residents associations or trade unions that could help power your campaigns. It's also a good idea to find out whether there are any existing campaigns happening in the area that the CLP could help to support. Once you've built relationships you could ask them to help develop and lead campaigns in the local area.

Then set your team a task of having conversations about the issues people care about across your local area. Think about going out door knocking or holding street stalls to gather local people's opinions.

This should enable you to find winnable campaign issues to work on, for example saving a local services, involving others in the process, reaching out to community leaders, facilitating change from the grassroots and speaking with a diverse range of passionate people. It's also important to pass on your skills, best practice and knowledge so that as many people as possible become empowered to effect positive change in their communities.

As Community Involvement Co-ordinator, you are in a key position to deepen and strengthen your CLP's involvement within your constituency and help achieve real change by bringing our people-powered movement to life.

## USEFUL LINKS AND CONTACTS

Get in touch with our Community Organising team at <mailto:communityorganising@labour.org.uk>.

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.

[Find out more about community organising](#)

[Contact the Community Organising Team](#)

[Visit the Campaign Hub](#)

[Visit the Activist Hub for useful resources for role holders](#)

[Check out Labour's online training offer](#)

[Log in to Achieve, Labour's e-learning platform](#)

[Useful resources and contacts](#)

<https://labour.org.uk/activist-hub/local-party-resources/local-party-guides/local-roleholder-descriptions/clp-community-involvement-co-ordinator-2/>



# CLP ENVIRONMENT CO-ORDINATOR

Environmental issues need to underpin much of our CLP's activities. In Suffolk Coastal particularly, the conflicts between energy developments and the environment are a source of huge local tensions. As the CLP Environment Co-ordinator, you will help organise political debate on important environmental and green issues, and help inform local party policy.

The role will suit someone with a keen interest in environmental issues, energy policy, and the green economy. You will need good organisational and communication skills, and a commitment to empowering people through political debate.

## KEY RESPONSIBILITIES AND TASKS

- Organise and facilitate regular events and discussions on environmental and green issues.
- Secure guest speakers (both from within and outside of the party) to help inform policy debate and educate the membership.
- Identify opportunities in the local community, such as film, theatre, or book clubs, which raise awareness of environmental issues.
- Keep yourself and others informed about current Labour Party policies on energy, the environment, climate change, farming and rural affairs, as well as international environmental initiatives.
- Identify opportunities for campaigning on environmental issues.
- Establish links with local and national campaign groups whose activities align with Labour Party environmental interests.

## ACTIVITY

In this role you will be confronting some of the most challenging issues facing our lives and communities. You can make a real difference to the political engagement of your CLP's membership through this position by empowering members, supporters, and the wider community with the knowledge they need to become informed and active advocates for green policies, as well as ensuring that everyone gets the most out of their membership.

At the heart of your activity should be the aim of helping to deliver a rich programme of political education and debate on environmental issues, working closely with the CLP Policy Officer and Political Education Co-ordinator. This could include talks from high-profile guest speakers, panel discussions, providing content for your CLP newsletter, and posts on social media.

Your work will help to shape local party policy on climate change, energy, air quality, and the green economy. You'll want to make sure your CLP is affiliated to SERA, the only environmental group affiliated to the Labour Party, which campaigns for the party to adopt ambitious environmental policies.

You can also help to get environmental issues onto the agendas of local branch meetings by facilitating discussions with members and offering to provide guest speakers.

## USEFUL LINKS AND CONTACTS

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.

[Visit SERA website](#)

[Contact SERA](#)

[Visit the National Policy Forum](#)

[Visit the Campaign Hub](#)

[Visit the Activist Hub for useful resources for role holders](#)

[Check out Labour's online training offer](#)

[Log in to Achieve, Labour's e-learning platform](#)

[Useful resources and contacts](#)

# CLP INTERNATIONAL CO-ORDINATOR

The Labour Party is essentially internationalist in outlook and has a proud history of fostering links with organisations that campaign for the rights of oppressed peoples around the world. As International Co-ordinator, working closely with your CLP Political Education Co-ordinator, it is your responsibility to offer members opportunities for dynamic political discussions on issues of human rights, and political struggle around the world.

This role suits someone with an active interest in world affairs and human rights, a sound knowledge of Labour Party foreign policy, who has good organisational and communication skills, and a commitment to empowering people through political debate.

## KEY RESPONSIBILITIES AND TASKS

- Organise and facilitate regular events and discussions on international affairs.
- Secure guest speakers (both from within and outside of the party) to help inform policy debate and educate the membership.
- Identify opportunities in the local community, such as film, theatre, or book clubs, which raise awareness of international issues.
- Keep yourself and others informed about current party policies on foreign affairs, as well as wider international political matters.
- Identify opportunities for campaigning on international issues.
- Foster links with advocacy groups campaigning on issues of human rights and political struggles of people around the world.

## ACTIVITY

This role is varied and exciting, requiring dedication, and you can make a real difference to the political engagement of your CLP's membership through this position. You should ensure you're working with members in your CLP to help provide the sort of discussions and activities that local members want to see. Your work will help to empower members, supporters, and the wider community with the knowledge needed to become informed and active on wider political issues, as well as ensuring that everyone gets the most out of their membership.

At the heart of your activity should be the aim of helping to deliver a rich programme of political education and debate on international affairs, working closely with the CLP Political Education Co-ordinator. This could include talks from high-profile guest speakers, panel discussions, providing content for your CLP newsletter, and posts on social media. You should also consider less formal educational opportunities such as film, theatre, or musical events.

You can also help to get international affairs onto the agendas of local branch meetings by facilitating discussions with members and offering to provide guest speakers.

As International Co-ordinator, it is part of your role to pro-actively make contact with experts, organisations and campaigns, locally, nationally, and internationally. You will also identify ways in which the CLP can support their work through fundraising, campaigning, and other expressions of solidarity.

## USEFUL LINKS AND CONTACTS

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.

[Visit the Campaign Hub](#)

[Visit the Activist Hub for useful resources for role holders](#)

[Check out Labour's online training offer](#)

[Log in to Achieve, Labour's e-learning platform](#)

[Useful resources and contacts](#)

# CLP FUNDRAISING CO-ORDINATOR

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 sub-team, 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.

## USEFUL LINKS AND CONTACTS

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).

Access lots of useful resources for role holders at the Labour Party's Activist Hub.

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

[Download the CLP Fundraising Guide](#)

[Visit the Campaign Hub](#)

[Visit the Activist Hub for useful resources for role holders](#)

[Check out Labour's online training offer](#)

[Log in to Achieve, Labour's e-learning platform](#)

[Useful resources and contacts](#)

<https://labour.org.uk/activist-hub/local-party-resources/local-party-guides/local-roleholder-descriptions/clp-fundraising-co-ordinator/>

# CLP CONTACT CREATOR LOCAL ADMINISTRATOR

Contact Creator is Labour's online platform for collecting and analyzing voter information. As the Contact Creator Local Administrator for your CLP you have a key role to play in maximizing the effectiveness of campaigning in local and national elections by ensuring CLP Officers and election candidates have access to the most up to date electoral data.

This role suits an organised, methodical and patient person with good analytical and problem-solving skills. You'll be comfortable using a variety of basic software tools and be expected to acquire a good working knowledge of the Contact Creator platform.

## KEY RESPONSIBILITIES AND TASKS

- Ensure each branch in the CLP has enough Contact Creator users to maintain an effective data collection team.
- Create new accounts and manage existing accounts for Contact Creator users in the CLP.
- Make sure Contact Creator users' training needs are met.
- Organise voter information into units suitable for canvassing sessions (road groups).
- Work with the CLP Campaign Co-ordinator, Digital & Social Media Co-ordinator, and election candidates to make sure they have the voter information they need to develop effective election campaigns.
- Work with the CLP Campaign Co-ordinator and Communications & Social Media Co-ordinator to develop targeted online campaigns.
- Recruit and train board runners who can manage canvassing sessions and record voter information.
- Use Insight, Labour's online campaign targeting tool. to help the CLP Campaign Co-ordinator plan canvassing sessions and target key voters.
- Obtain marked registers from the local Electoral Registration Officer after every election and organise a team to enter the data into Contact Creator.
- Obtain regular updates of the Absent Voter lists from the local Electoral Registration Officer and arrange for the data to be entered into Contact Creator.

- Update polling station data before every election.
- Liaise with Contact Creator Local Administrators in neighbouring CLPs to ensure the CLP has access to voter information in District Council wards and County Council divisions which cross constituency boundaries.

## ACTIVITY

Accurate, up to date voter information is crucial in running effective, targeted election campaigns. You'll want to make sure that CLP is using Contact Creator in every canvassing session to capture as much useful voter information as possible.

Try to identify opportunities for collecting voter information from every interaction the party has with the public. Petitions on key local issues are a good way of identifying people who are care about, for example, education, health or jobs. Collect the contact details of people who attend social events or councillor surgeries and use the information to follow up with a personalised letter or email.

Think about using the Doorstep App to run paperless canvassing sessions. Work with the CLP IT Co-ordinator to make sure the CLP has the equipment and the skills to use this method of canvassing.

Finally, you'll want to stay up to date with new developments in technology from the Labour Party which can enhance and improve election canvassing in your CLP.

## USEFUL LINKS AND CONTACTS

Contact the Campaign Technology team on 0345 092 2299 (option 3), as well as checking our online training offer and subscribe to training emails.

Keep up to date with Labour Party campaigning tools.

Find out about online training sessions and sign up for our E-learning platform, Achieve.

Access lots of useful resources for role holders at the Labour Party's Activist Hub.

See our Privacy Policy here: <https://labour.org.uk/privacy-policy/> (Note this may change from time to time).

[Log in to Contact Creator](#)

[Log in to Insight](#)

[Log in to the Doorstep App](#)

[Contact the Campaign Technology Team](#)

[Keep up to date with Labour Party campaigning tools](#)

[See the Labour Party's Privacy Policy](#)

[Visit the Activist Hub for useful resources for role holders](#)

[Check out Labour's online training offer](#)

[Log in to Achieve, Labour's e-learning platform](#)

[Useful resources and contacts](#)



# CLP MINUTE SECRETARY

The CLP Minute Secretary plays a crucial role in the smooth running of meetings by taking minutes and creating an accurate record of proceedings.

This role will suit someone with a very good eye for detail and sharp hearing. You'll need access to a computer with internet access and be comfortable using word processing software. You'll also need to be able to use email to pass on the minutes to the CLP Secretary.

## KEY RESPONSIBILITIES AND TASKS

- Take the minutes in Executive Committee meetings, General Committee meetings, and all-member meetings (including the CLP AGM).
- Type up the minutes in a suitable digital format as soon as possible after the meeting.
- Email the minutes to the CLP Secretary.

## ACTIVITY

Minutes of meetings are extremely important because they are the definitive record of what business was discussed and what decisions were reached. Whenever someone questions what was said or what was decided in a previous meeting, it will be your minutes that will be referred to for the answer.

You'll attend all of the meetings of the CLP, some of which may be held online, and support the CLP Secretary in making sure there is an accurate record of party business for every meeting. This role is a great opportunity to keep abreast of everything that's happening in the CLP.

## USEFUL LINKS AND CONTACTS

Access lots of useful resources for role holders at the Labour Party's Activist Hub.

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

[Visit the Activist Hub for useful resources for role holders](#)

[Check out Labour's online training offer](#)

[Log in to Achieve, Labour's e-learning platform](#)

[Useful resources and contacts](#)



Prepared by Steve Smedley

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