



CORE TEAM ROLES – JUNE 2021

This is an overview of the key roles in HGP. It does not limit who can do what in the party, or detract from the way that we work collaboratively as a team, but there is a need to have identified 'leads' for each area of our activity.

Our constitution and national party rules require us to elect an Executive Committee, which must include:

- Co-ordinator
- Local Party Contact
- Treasurer
- Election Agent/Nominating Officer

However, in practice we have a much wider range of core activities, and at the AGM we will be looking to appoint the leads for each of these.

These are all volunteer roles, and we do not ask people to give more time than they can manage. With effective team working and communication, we can ensure that the demands on people's time are spread evenly.

Co-ordinator/local party contact

The co-ordinator's main duties are to:

- Provide organisational leadership to Hackney Green Party.
- Contribute to the development of local party strategy.
- Ensure volunteers in elected and appointed roles are supported to fulfil their roles.
- Identify training needs and co-ordinate training (including training delivered by London and national Green Party).
- Act as point of contact for any employed staff.
- Act as point of contact for the London and national parties.

Treasurer

The treasurer is responsible for the local party's finances. They should:

- Ensure that appropriate financial controls are in place so that the funds are used as the members direct.
- Keep track of the local party's donations and financial transactions, and produce annual accounts for the members to scrutinise at the AGM.

- Be recorded as the registered treasurer with the Electoral Commission and as such be responsible for HGP's compliance with the Political Parties Elections and Referendums Act 2000 (PPERA).
- Ensure the local party's compliance with VAT law and report all VAT activity quarterly to the central party.
- Monitor local and general election expenditure and keep receipts.
- Work with the election agent to produce election expenses returns.

The treasurer works with the core team on fundraising initiatives, but is not primarily responsible for fundraising.

Election Agent/Nominating Officer

The election agent has responsibility for the legal and administrative aspects of elections, including:

- Acting as the local 'nominating officer' who receives electoral registers and other information from Hackney electoral services.
- Acting as the election agent for HGP candidates in local and general elections. This is an official position with legally defined responsibilities, such as completing candidates' nomination forms, attending the vote count and submitting expenses returns.
- Ensuring compliance with electoral law and fundraising/expenses rules.

In practice the role also involves:

- Running HGP's internal selection processes, e.g. for general election or target council ward candidates.
- Keeping a database of previous election results and data.

Target ward organisers (x2)

We need an election campaign organiser for each of our target wards in Dalston and Hackney Downs. The overall responsibilities are to:

- Work with the co-ordinator, candidates and paid staff member to develop a strategy and timetable for election campaigns.
- Ensure implementation of the strategy and timetable, by facilitating and coordinating the work of the individuals who lead each area of activity (see the Snowflake Model below).
- Help to organise action days, including phonebanking before and follow-up with volunteers afterwards.
- Work closely with the candidates to ensure they are supported in carrying out public facing work (e.g. doorknocking, public events and media appearances) and have the free time to do this.

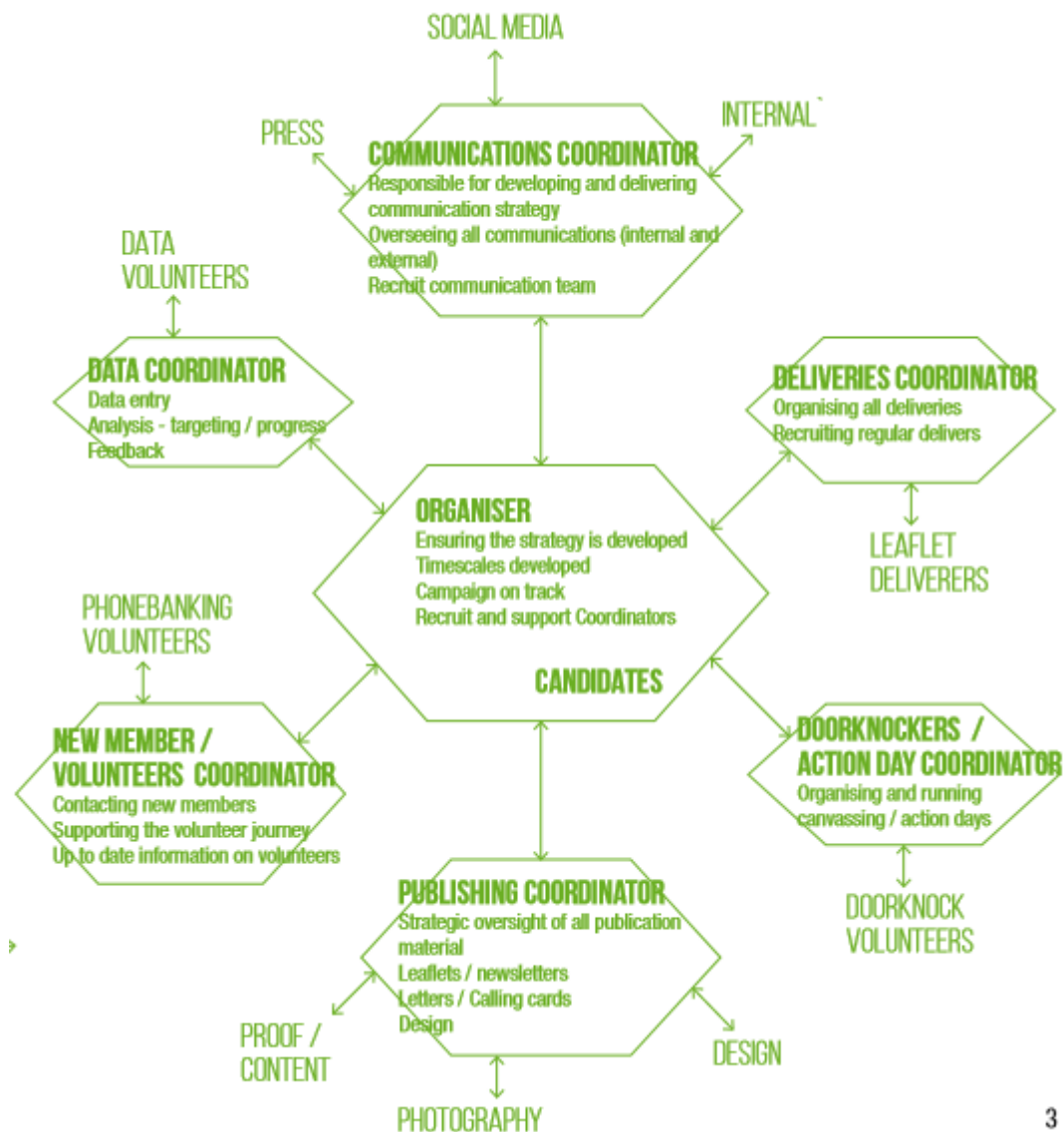
We are also aiming to recruit, for each ward, a **doorknocking co-ordinator** and a **leafleting co-ordinator**. The roles will oversee the day-to-day aspects of this work, such as:

- Doorknocking: Organising walk sheets, leading doorknocking sessions (including running the board), keeping track of progress across the ward, and handing over completed surveys to the data officer.

- Leafleting: helping to bag up leaflets (at Zoe/Alastair's house), keeping track of delivery rounds on a spreadsheet, communicating with delivery volunteers to ensure rounds are covered, recruiting and retaining volunteers.

They will also work with the ward organiser to organise and run action days, so that this responsibility does not fall to one individual or the candidates themselves.

We aim to follow the Snowflake Model, an example of which looks like this (although the details of how we implement it may not be the same):



Publications co-ordinator

This person will lead on the production of publications (e.g. newsletters, calling cards, surveys, street letters) for delivery to Hackney residents, primarily in our target wards. They will need to:

- Work with organisers to ensure publications are ready in accordance with agreed timetables and budgets for election strategy.
- Work with candidates to identify suitable news and topics for inclusion in publications.
- Lead a publications team, including volunteer content writers, photographers, designers and proofreaders, to produce publications.
- Ensure all publications are signed off by the election agent before printing.
- Arrange printing of material.

Data co-ordinator

The data co-ordinator is a vital role that ensures we maintain current information on voters in our target wards. This includes:

- Keeping our database of Dalston and Hackney Downs voters up to date on Nationbuilder, using electoral roll updates from the Council.
- Ensuring we identify target voters within these wards, using data from marked registers.
- Working with the target ward organisers/doorknocking coordinators to produce doorknocking walk sheets and keep track of progress.
- Running a system to handle data gathered from doorknocking. This will include co-ordinating volunteers to input data manually (through data parties and/or in their own time), but potential automated/paperless ways of working should also be considered.

Wider responsibilities include:

- Being HGP's Data Protection Officer registered with the Information Commissioner's Office.
- Managing the HGP Google Drive, to ensure our documents are well organised and accessible.
- Ensure the functionality of Nationbuilder and the HGP website.

Membership officer

The membership officer will:

- Maintain the Nationbuilder database of HGP members and supporters, including updates from the national party's membership office (via Action Network) and ensuring members are tagged correctly.
- Contact new members and volunteers, and/or identify ward reps to do this.
- Organise social events.

Internal communications co-ordinator

Currently this role includes:

- Leading on communications with HGP members and supporters (e.g. through Greenvine, other emails, WhatsApp group), with the aim of increasing engagement levels.
- Keeping the website up to date.
- Managing the skills form for new members.

Social media co-ordinator

Responsible for overseeing our social media channels (currently Facebook, Twitter and Instagram) and social media strategy. Day-to-day responsibility for each channel could be delegated to volunteers.

Press officer

Responsible for producing press releases about HGP activity, drafting letters to newspapers on behalf of HGP and/or the candidates, responding to or forwarding press enquiries, and archiving relevant articles about HGP.

Secretary/meetings chair

Chair HGP business meetings, including circulating agendas in advance.
Maintain an archive of meeting minutes on the HGP Google Drive.

Scrutiny co-ordinator

Lead the Hackney Council scrutiny group.
Work with target ward candidates to identify local issues and support them in public-facing campaign work on these.
Help to develop HGP's and the candidates' knowledge and understanding of how the Council works, so that they are prepared to take office in May 2022.

Policy co-ordinator

Responsible for convening the Policy & Ideas working group, which is a forum to discuss policy areas relevant to HGP's work and develop our local party policies.

External contacts and policy areas

There are a number of external groups that we have links with through individual members. These contact points are important, and we can continue with them (and develop new links) without needing to formally designate roles.