

# Manx Labour Party Officer Handbook

## V1 - 04/2023

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# Introduction

## Who this document is for, why it was written and how to use it

This document was originally created by Samuel Hamer in his capacity as the Chair of the Manx Labour Party and exists in its first iteration to try and explain what each Officer role entails before people put forward nominations or vote for officers on the run up to the 2023 AGM.

I am writing it because **the Constitution is sparse on specifics** by design (allowing for Officers to adapt) and **I believe such a document will be invaluable** for maintaining overall good order going forward.

I must acknowledge that I have my own beliefs and biases on the subject though, so please **see this initial version as an indication of how I would like the offership to run** over the next year should I be elected back into my position.

I hope that future iterations of this document can become a group project involving other Officers but have been unable to talk to all of them during this initial creation.

**It is written with a member wanting to put their name forward in mind** but I do hope it can be of some use to any member of the party who wants to know exactly what they are voting for and act as a guide for any existing Officers.

*Quotes from the Constitution are in purple italics*

**Reading just the bold should give you the general gist**

The document itself is split into 3 sections:-

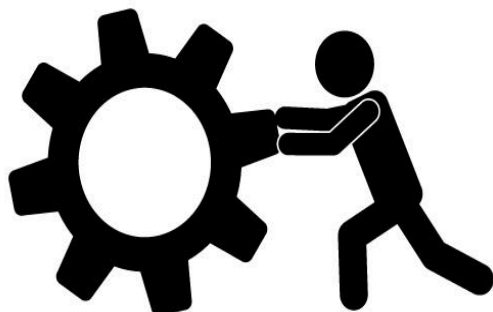
**The first section applies to all Officers and covers the basics** of what an Officer is, how to become an Officer and what they are meant to do according to the Constitution.

**The second section goes through each of the Officer roles in turn**, explains what would be expected of you and how many hours a week you are likely to spend on those tasks. The hours per week is a finger in the air guess based on discussions I have had with other Officers and should be seen as an average across the year. Some roles (such as the Election Officer) are busy during elections but less so the rest of the time and **some roles (such as the Media Officer) I do not believe could be done by one person alone so would suggest making an Office.** (explained in the first section)

**In the last section I have added some additional guidance for those taking on other non-Officer roles** in the party. While it might one day be worth splitting this into another document, I think it makes the most sense putting these on the end of this document for now.

## Section One - Overall Guidance for Party Officers

### What is an Officer



*5A - The administration of the Party will be carried out by officers.*

While party decisions are made by the membership as a whole the day to day administration of party business is carried out by the Officership. **Any task that is considered essential for the running of a political party has an Officer responsible for it.** Each Officer role is explicitly mentioned in our Constitution and comes with a direct mandate from the membership to do the job for them on their behalf.

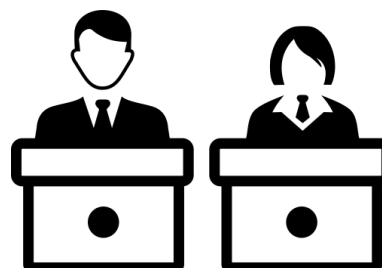
While there are big differences between the Officer roles, it is important to remember that **every position exists primarily to facilitate the membership** in their political organisation and should be used primarily to help them enact their will in that regard.

### How to become one

*6D - All Party Officers will be elected at the AGM or at an Extraordinary General Meeting (EGM).*

*15C - The Election of Party Officers will be by secret ballot [...]*

Officers are appointed after an election at either an AGM or EGM.



In both instances, the process of coming forward for an officer position will start the same way. **The Party Secretary will inform the membership that the role needs filling and ask for nominations**, setting a deadline for responses and a date for an election should one take place.

To be considered for the role **you will need to be a member of the party yourself and have both a proposer and a seconder** from within the membership (this can be yourself).

If no one else comes forward for the role you request is uncontested and you will immediately take up that position.

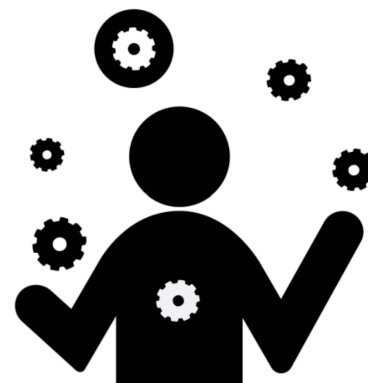
**If it is contested, each candidate will be given the opportunity to make a small statement** to be sent out to the membership and **a secret ballot of the membership will take place** for the position.

If you win the election, or if you have been uncontested, let me be the first to congratulate you on your new role and thank you in advance for the work you will be doing for the Labour movement.

## Taking on two officer roles

*6C - No officer shall be allowed to take more than one of the following roles:- Party Secretary, Party Chair, Party Leader, Party Treasurer.*

**There is no limitation to the number of officer roles you are allowed to hold** other than that the Party Secretary, Party Chair, Party Leader and Party Treasurer cannot be the same. If you have the time to do more and are willing to, please do consider taking another role.



## Sharing the role

*6B - Between one and three people can share an officer role.*

**The Constitution allows the sharing of an officership role between multiple people.** While there is no clear instruction on this process at time of writing, in my time at the party this has occurred only when an election is contested and the candidates all decide they would rather split the role between them rather than hold a vote.



If you end up wishing to share the role, do consider a process to follow if you were to disagree and consider how tasks will be split. This setup can work very well if you are able to reach agreement, but it can just as easily result in a situation where the work of the role does not get done.

## Creating an Office

*6F - An officer may ask other members to help them in their role but they are ultimately responsible for those members actions when acting in that capacity.*

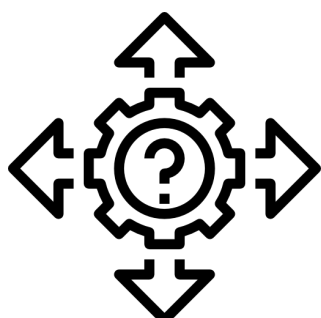
**Another thing you might consider if there is too much work for you to do alone is to set up an Office** with other party members and do it as a team. If you find you need to do this as an officer it is important to remember that **you are ultimately responsible for anything that the team does** on behalf of the office. So it would be a good idea to check their work at least to begin with.



## Determining the will of the membership

*11A - The direction of the Party should be set through resolutions and policy established on decisions approved by the membership.*

**What the membership wishes to be done and how they want it done is determined through the Constitution, Resolutions and**

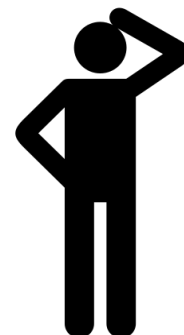


**meeting Decisions.** Changing the Constitution and making Resolutions require a whole membership vote but Decisions can be made at any party meeting with a quorum or (if there is not time for a meeting) the Steering Group.

**You may refuse to follow a Decision as an officer if you believe it contradicts a Resolution and can refuse to follow a Resolution if it is in breach of the Constitution.** If either should occur please inform the Chair as soon as possible who will attempt to get clarity from the membership.

## What if I get stuck?

Should you find yourself in an officer role and are unsure exactly what to do your first port of call should be to **check the exact wording of the Constitution** where it establishes your office. In the (probably likely) event that this does not give you sufficient guidance you should **contact the Party Chair for advice** either directly or in the **officers monthly drop in meeting which is held on the 2nd Tuesday of every month.**



## The end of the year



*6G - All officers leave their posts at the AGM and return after either an uncontested or successful election.*

It is a founding principle of our party that all authority is temporary and that democracy and legitimacy are inherently linked. For this reason **all officers are automatically removed from their posts at the beginning of the AGM and must be re-elected** if they wish to remain.

Existing Officers are not automatically nominated so to keep the role you would be required to put your name forward again when the Secretary asks for nominations.

## Section Two - Guidance for Specific Officers

### Party Leader - 3 hours a week



***Party Leader** - the official representative of the party, has responsibility for leading the direction of the party and acting as its public face. Acting as the principal media contact is one of the Leader's primary functions. They can make remarks and release statements on behalf of the party for matters where the membership have already made their intentions and opinions known. For issues that are yet undiscussed this must be taken to the Steering Group who will seek to consult the membership if no decision can be made and a timely decision is required.*

### Managing our Legislative Agenda

**While the membership votes on policies and beliefs, how that actually materialises at a legislative level is a job for our elected representatives**, and as the Leader is required to lead the direction of the party, this is something **you would be expected to facilitate**.

This in practice would mean uniting and managing the elected representatives within the party, ensuring they are communicating with each other and collectively working to push our legislative agenda across the different levels of Government.

As an Island used to independents and as a big tent party we give our elected representatives a lot of autonomy as long as none of them explicitly go against the will of the membership. For this reason it is important to note that **while you would be responsible for this process, a strict top down approach without consensus is unlikely to work**.

### Being the Public Face

As you would be the public face of the party you **need to be able to occasionally attend interviews, release press statements and publicly act on behalf of the party** when needed. It is expected you would do this with the help of the Media Officer. It would also be important to be clear when you are voicing your own opinions within a political setting and not that of the party.

### Keeping the Vice Leader Informed

**The Vice Leader exists to offer guidance and to take over** in the eventuality the Leader is unable to continue their role. For this reason **you will need to keep them informed** on what is going on within the party and should make use of their expertise.

### Keeping the Party Chair Informed

**The Chair's role is to help organise the other officers** and is responsible for overall good order. Because of this **it is important they are kept in the loop** when it comes to what the party is doing legislatively so that they can ensure we are not working against each other.

## Keeping To the Will of the Membership

As the Leader you would have a lot of power to act on behalf of the membership. **It is important to remember** however that **the remit is not for dictating** or setting our direction, that is a job for the whole membership to decide on.

**The remit is to lead us there, by strategizing and working with our elected representatives** and other party officers towards our shared goals.

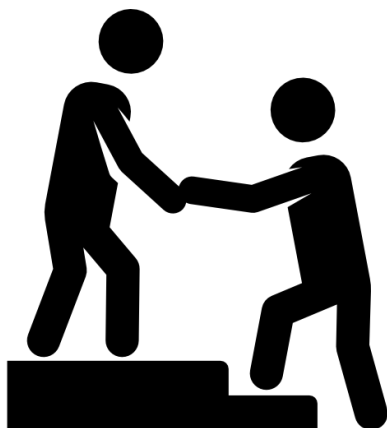
As the **Steering Group exists to act on behalf of the membership** when there is no time to hold a vote or a public meeting, and as you would automatically be a member of the Steering Group as Leader, **you would be expected to keep them in the loop and seek guidance** when unsure if what you are doing is the will of the membership or not.

## Other things...

- You would be in control of the [leader@manxlabourparty.com](mailto:leader@manxlabourparty.com) email address and should use it in any official party communications. These communications will be accessible by any future holder of the role.
- You would have admin rights on our Facebook and Twitter accounts and may use it to speak on behalf of the party when needed.
- You would be in control of the private Elected Members chat on Facebook.
- You will be an admin of the Membership forum and expected to help add or remove members when appropriate.
- You would be a member of the Executive of the Party registered with the Isle of Man Government.
- You would not be allowed to also act as Party Chair, Party Secretary or Party Treasurer in this role.



## Party Vice Leader - 1 hour a week



*Party Vice Leader- the Vice Leader exists for instances where the Leader is unable to fulfil their role and becomes Party Leader following a majority vote of the Steering Group. They are kept informed of all party business by the Party Leader and support and give guidance to the Party Leader.*

### Keeping Informed

As the Party Vice Leader you would need to **ensure you are kept informed of party and electoral matters** in the eventuality the Party Leader is unable to fulfil their duties. In such an eventuality a Steering Group vote would be held to make you Party Leader until an EGM can occur.

In practice this would mean frequent communication with both the Party Leader and the Party Chair.

### Giving Guidance

Being elected to this position would mean you have the trust of the membership enough for you to take leadership of the party if needed, because of this **you are also expected to act as a trusted advisor to the Party Leader** and guide them in their role.

## Party Chair - 3 hours a week



**Party Chair** - responsible for the day to day running of party business, keeping general good order, and ensuring the membership is heard. They act as a mediator between officers during disputes and have the prerogative to chair any party meeting they attend. They can make remarks and release statements on behalf of the party for matters where the membership have already made their intentions and opinions known. For issues that are yet undiscussed this must be taken to the Steering Group who will seek to consult the membership if no decision can be made and a timely decision is required.

### Liaising with the Leader

**The Leader has a mandate from the membership to lead the direction of the party**, so it will be **important to keep in contact with them throughout** to ensure you are all on the same page.

### Running the Steering Group

**The Steering Group has the important role of representing the membership** at times when a full meeting is not possible. As Chair **you would need to make sure that a facility exists for them to communicate and vote at short notice** as well as ensure their decisions are being passed to and respected by the officers.

### Managing the Officers

It is also the responsibility of the Party Chair to **make sure that other officers have what they need in order to fulfil their roles** and to ensure they are all following the will of the membership.

As long as everything is running smoothly, you would be a team working together without need for any additional management. **Each officer has their own mandate and a job to do, so you can be very hands off.**

### Officer Mediation

As well as overall management, the Party Chair is also **expected to act as a mediator when officers disagree with each other**. There is not a full process for this but you would be expected to act with integrity and leave any personal feelings at the door should this be needed.

### Chairing Meetings

Our Constitution gives the Party Chair the right to chair any party meeting they attend traditionally this has been their responsibility. As the party grows and more meetings are required, it will become impossible for you to chair all of them so this can be handed off to others. It is important to note that **you are not actually required to Chair meetings at all if you do not wish to, but you should ensure someone else does in your absence.**

## Running the Voting Process

As it is the responsibility of the Party Chair to ensure the membership is heard, you would also be **responsible for running the voting process on Motions and meeting Decisions** in this role and ensuring it is fair and keeping with the Constitution. **The Party Secretary is expected to help** in this process but ultimately you would be responsible.

## Keeping the Vice Chair Informed

**The Vice Chair exists to offer guidance and to take over** in the eventuality the Chair is unable to continue their role. For this reason **you will need to keep them informed** on what is going on within the party and should make use of their expertise.

## Representing the Party

As Party Chair there could be occasions where you would be **expected to speak on behalf of the membership**, you would be one of three officers who have the right to release press statements on their behalf because of this but it is **expected you would do this with the help of the Media Officer**. **When the will of the membership is unclear** on anything you wish to comment on **you must run this by the Steering Group**.

## Other things...

- You would be in control of the [chair@manxlabourparty.com](mailto:chair@manxlabourparty.com) email address and should use it to communicate with the membership. ALWAYS BCC people in group emails, never put them in To or CC.
- You would have access to and be expected to help manage the official members list so you can copy email addresses from it. Do not contact anyone who is marked as not to contact and flag members with that if they request it.
- You would have access to and be expected to help manage the official resolutions list.
- You would be an admin of the Membership forum and expected to help add or remove members when appropriate.
- You would have admin rights on our Facebook and Twitter accounts and may use it to speak on behalf of the party when needed.
- You would be an admin of the Steering Group chats
- You would be an admin of the Officership chat
- You would be an admin of our document storage and expected to keep your section in good order.
- You would be a member of the Executive of the Party registered with the Isle of Man Government.
- You would not be allowed to also act as Party Leader, Party Secretary or Party Treasurer in this role.

## Party Vice Chair - 1 hour a week

The constitution defines the remit of the role as



*Party Vice Chair - the Vice Chair exists for instances where the Chair is unable to fulfil their role and becomes Party Chair following a majority vote of the Steering Group. They are kept informed of all party business by the Party Chair and support and give guidance to the Party Chair.*

### Keeping Informed

As the Party Vice Chair **you would need to ensure you are kept informed of party matters** in the eventuality the Party Chair is unable to fulfil their duties. In such an eventuality a Steering Group vote would be held to make you Party Chair until an EGM can occur.

In practice this would mean frequent communication with both the Party Leader and the Party Chair.

### Giving Guidance

Being elected to this position would mean you have the trust of the membership enough for you to take on as chair of the party if needed, because of this you are also **expected to act as a trusted advisor to the Party Chair** and guide them in their role.

## Party Secretary - 2 hours a week



***Party Secretary** - responsible for keeping and advising on party rules and the constitution as well holding the official record of the party. Their duties also include ensuring all members are kept up to date with the actions and decisions of the party and makes sure the minutes are kept and distributed as part of that role.*

### Organising party meetings

The only recurrent meeting we have scheduled currently is on the first Thursday or Wednesday of the month and usually at the South Douglas Old Friends Association. **The schedule would ultimately be your responsibility though and can be changed if you think it would better serve the membership.**

### Keeping a record of decisions made by or on behalf of the membership

The Party Secretary is **responsible for keeping the official record of the party** and so is **expected to make notes, type up minutes and make sure that they are signed and stored.**

**When it comes to other party paperwork** or correspondence you would have to **use your discretion** on whether you think it could be useful to officers or members in the future to keep a record of it.

### Informing members

In practice, informing members would be a case of **making sure everyone knows of any meetings or motions, telling them of any events or decisions that have been made on their behalf and getting meeting minutes typed up and sent to the membership.**

**Minutes should be sent out before they are signed** into the official record so those who attended can dispute any irregularities and those who did not attend know what happened.

Nearly all interactions members have with the party, including voting, website contact, agenda items and overall questions have traditionally come through the secretary, so **you would often be responsible for acting as the members go-between for other officers** when needed.

### Helping the Party Chair Run the Voting Process

As it is the responsibility of the Secretary to ensure the membership are kept informed, you would also be **expected to help the Party Chair run the voting process** on Motions and meeting Decisions. In practice this would be ensuring voting results are taken at meetings and helping them communicate.

### Advising on Party Rules

You would be **expected to eventually have an understanding on how the party works** and what its rules are so that you might advise the rest of the membership. This is mostly

contained within the Constitution. You should **be honest if you do not know the answer or when there is no clear answer in our records** of what to do. Our past records are sketchy at best.

### Other things...

- You would have access to and be expected to help manage the official members list so you can copy email addresses from it. Do not contact anyone who is marked as not to contact and flag members with that if they request it.
- You would have access to and be expected to help manage the official resolutions list.
- You are in control of the [secretary@manxlabourparty.com](mailto:secretary@manxlabourparty.com) email address and should use it to communicate with the membership. ALWAYS BCC them in mass emails, never put them in To or CC.
- You will be responsible for the Red minute book.
- You would be an admin of the Membership forum and expected to help add or remove members when appropriate.
- You would receive contact us messages through the website.
- You would be an admin of our document storage and expected to keep your section in good order.
- You would be responsible for keeping our copy of the Constitution with the Government up to date.
- You would be a member of the Executive of the Party as Registered with the Isle of Man Government.
- You would not be allowed to also act as Party Leader, Party Chair or Party Treasurer in this role.

## Party Treasurer - 1 hour a week



*Party Treasurer- responsible for keeping the budget balanced and accurate, they are also expected to ensure members feel welcome, lead any recruitment initiatives and collect membership dues. They are also responsible for the list of members and who is and is not in good standing.*

### Keeping the Budget

The most important responsibility for the Party Treasurer is to **ensure the Party's finances are kept in good order**. This means any incomings and outgoings would be managed and documented through you. This process has not been totally formalised at the time of writing but for the most part people would make donations and pay dues to you and you would be kept informed of membership decisions costing money when they are made.

### Collecting Dues

You would also be **responsible for collecting dues** from the membership every year in April and keeping track of whether or not they are in good standing. You may **use your own discretion on how late you allow members to pay their fees** and still be counted as in good standing but generally speaking this leniency has been around a month.

### Making Members feel Welcome

As the party has grown in recent years the need for an officer to **take on the responsibility for members feeling welcome** has become apparent. This was added to the role of Party Treasurer and so would be part of your responsibility. In practice this would be a case of welcoming them when they join and answering any questions they might have as well as asking if and why any chose to not renew their memberships.

### Arranging Our Audit

**We are obligated through our Constitution to have an independent Audit every year.** This process is one that you should arrange with a reputable auditor of your choosing and the selection approved at the AGM.

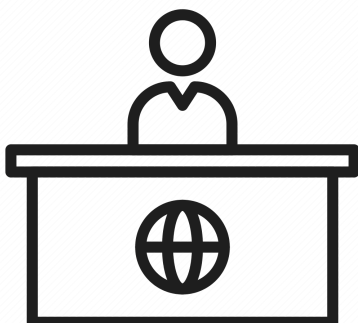
### Other things...

- You would be ultimately responsible for our official members list and can copy email addresses from it. Do not contact anyone who is marked as not to contact and flag members with that if they request it.
- You are in control of the [treasurer@manxlabourparty.com](mailto:treasurer@manxlabourparty.com) email address and should use it to communicate with the membership. ALWAYS BCC them in mass emails, never put them in To or CC.
- You would be an admin of the Membership forum and expected to help add or remove members when appropriate.
- You would be an admin of our document storage and expected to keep your section in good order.
- You would have access to the party bank and Paypal accounts.

- You would receive new membership applications through the website.
- You would be a member of the Executive of the Party registered with the Isle of Man Government.
- You would not be allowed to also act as Party Leader, Party Chair or Party Secretary in this role.



## Media Officer - 4 hours a week



***Media Officer** - responsible for communicating on the party's behalf with the media and the general public usually after close liaison with the Leader. They are ultimately responsible for any of the social media accounts run by the party, our website and our overall web presence. The key aim of their role is to get the party's message out and to monitor how we are perceived by the public. Like the Chair and the Leader, they can make remarks and release statements on behalf of the party for matters where the membership have already made their intentions and opinions known. For issues that are yet undiscussed this must be taken to the Steering Group who will seek to consult the membership if no decision can be made and a timely decision is required.*

### Being the Media Contact

As Media Officer you would be **expected to be the core media contact for the party** and to try and keep a good working relationship with local journalists and influencers. You would also be **required to answer press queries and arrange interviews** with relevant representatives should that be asked for.

### Creating our Media Strategy with the Party Leader

As the officer responsible for communicating on the party's behalf you would be **expected to keep in close contact with the Party Leader** in their capacity as the face of the party and ensure your framing and overall media strategy is consistent with the overall vision.

### Liaising with Elected Members

Whether through the Party Leader or directly you would be **expected to liaise with our elected members** as well to **ensure their good work on behalf of the party is being communicated** publicly and that our media strategy does not end up at odds with our legislative strategy.

### Getting the message out

You would also be **responsible for getting the party's message out** into the public sphere and **providing our progressive perspective on whatever the narrative of the day is**. This can involve a fair amount of writing and engagement so **it is advised you set up an office as described in section one** or ask for help from other officers through the Party Chair or directly.

### Helping Design and Produce Public Handouts

Another part of getting our name and what we believe in out to the public is through the use of posters, flyers, stickers and banners. While **being a designer is not a requirement for the role** you would be **expected to get involved in the process of creating such materials** and ensure they fit into our messaging as a whole.

### Managing Our Social Media

Being the Media Officer would also make you **the overall admin of any social media accounts** and our public website. While some other officers will have the ability to post on these as the party, **you are ultimately responsible for our presence on these platforms**.

### Other things...

- You would be an admin of our document storage and expected to keep your section in good order.
- You would have admin rights on our Facebook and Twitter accounts and may use it to speak on behalf of the party when needed.
- You would be in control of the [media@manxlabourparty.com](mailto:media@manxlabourparty.com) email address and should use it in any official party communications. These communications will be accessible by any future holder of the role.

## Policy Officer - 2 hours a week



*Policy Officer - responsible for facilitating the creation of, cataloguing and communicating public policies as well as ensuring they are an accurate reflection of the will of the membership. They are responsible for the creation of party policy documents and are expected to assist with the creation of candidate manifestos.*

### Facilitating Policy Creation

The core role of the Policy Officer is to **help the membership in creating the party's political policies**. This for the most part will be a case of **arranging meetings and discussions with the membership** around different policy areas, determining what our positions are and coming up with policies that reflect this.

### Managing Policy Catalogue

As the party is likely to have many policies in various stages of development, you would be **expected to manage a catalogue** of them and where they are up to. It is important to remember that while the framing of the policy could change between documents we produce to the public the wording within our database **should be specific and unambiguous**.

### Creating Manifestos and Policy Documents

Periodically and with every election where the party fields a candidate you would be **responsible for overseeing the creation of manifestos and policy documents**. These can contain all or a selection of the party's policies depending on what the candidate or party wishes to draw attention to at the time.

### Other things...

- You would be an admin of our document storage and expected to keep your section in good order.
- You would be expected to keep the policy section on our website updated with any policies that are active and have been decided on.
- You would be in control of the [policy@manxlabourparty.com](mailto:policy@manxlabourparty.com) email address and should use it in any official party communications. These communications will be accessible by any future holder of the role.

## Election Officer - 1 hour a week



***Election Officer** - responsible for keeping track of elections and by-elections both nationally and locally, keeping up to date with any election legislation and setting overall electoral strategies. In any campaign for public office they act as the default campaign manager.*

### Monitoring the political landscape

The Election Officer has the job of doing all they can to get our candidates elected into Government roles. Because of this the first and most important role you would have is ensuring you know when elections are taking place, when and who might be standing in them.

### Creating electoral strategies

You would also be expected to devise long term strategies with the rest of the officership and elected members to get more party candidates into elected positions and to keep them there. While candidates would be expected to concentrate on their own elections, you would be expected to be the one keeping an eye on the bigger picture.

### Acting as the campaign manager

While most candidates in my experience have wanted a close friend or relative to help them run their campaign you would be **expected to take on the role of campaign manager if no one comes forward**. Within that role you would be ensuring they get **help creating manifestos and posters**, providing any **canvassing support** you are able and (if possible) ensuring they have **help on election day**.

Even in situations where the candidate does have someone to help them, it would be your job to **keep in contact with their campaign and offer any support in policy matters and manifesto creation**.

### Advising Elected Officials

Once a candidate is in your job would not be over, as they are likely to have to stand in future elections. For this reason you are **expected to advise our elected members and the Party Leader on how their actions or positions might affect electability** of themselves or future party candidates.

### Other things...

- You would be an admin of our document storage and expected to keep your section in good order.
- You would be in control of the [elections@manxlabourparty.com](mailto:elections@manxlabourparty.com) email address and should use it in any official party communications. These communications will be accessible by any future holder of the role.

## Education Officer - 1 hour a week



*Education Officer - Responsible for establishing an outreach and training and education program for Manx youth such that they understand the Manx system of government, the electoral process and their rights and responsibilities of citizenship.*

### Establishing outreach for Manx Youth

This is a new role created this year that has **not really been formalised** within the party other than we know we have a need for outreach. Taking on this role would **require a lot of ideas on how this role could take shape, an ability to create processes and being comfortable with taking ownership and responsibility.**

## Section Three - Other elected Positions

### Member of the Steering Group - 1 hour a week

*4A - There will be a Steering Group to provide governance and make time sensitive decisions on behalf of the Party when the full membership cannot be consulted.*

Members of the Steering Group can be added or removed at any party meeting with a quorum. Members of the group are added to Steering Group chats and are meant to collectively determine the will of the membership when there is not enough time for a full vote to be held. All members of the Steering Group are removed at the beginning of the AGM.

### Working Group Coordinator - 1 hour a week

*17A - The membership will have the power to appoint a Working Group Coordinator from within the membership to set up a group to work towards a specific aim. They may accept and manage volunteers from the membership towards that aim however they see fit as long as it conforms to the overall rules and aims of the party.*

Working Group Coordinators are appointed by the membership on the creation of a Working Group and can be removed or replaced at any party meeting with a quorum. They have the freedom to manage their Working Group however they see fit towards its stated aim but are expected to keep the Steering Group informed of progress via the Chair.

### Think Tank Coordinator - 1 hour a week

*18A - The membership will have the power to appoint a Think Tank Coordinator from within the membership to set up a group to find solutions for a specific issue or to create policy suggestions. They may accept and manage volunteers from the membership towards that aim however they see fit as long as it conforms to the overall rules and aims of the party.*

Think Tank Coordinators are appointed by the membership on the creation of a Think Tank and can be removed or replaced at any party meeting with a quorum. They have the freedom to manage their Think Tank however they see fit towards its stated aim but are expected to keep the Steering Group informed of progress via the Chair.

### Party Spokesperson - 1 hour a week

*7A - The membership will have the power to appoint Party Spokespersons from within the party to represent their interests and speak on their behalf both inside and outside the party on a specific topic or policy area.*

A Party Spokesperson is voted in using the same mechanisms as party officers and have the remit to speak on behalf of the party on their specific topic or policy area. Much like an officer, one Spokesperson role can be shared with multiple people.

### AGM Chair - 4 hours total

*12G - The AGM Chair is responsible for ensuring that the Standing Orders are followed to the best of their ability.*

The AGM Chair is voted into their role in January every year to organise and chair the AGM in May. They may ask any members to help them in this capacity but they are ultimately responsible for ensuring a smooth Annual General Meeting occurs. They are automatically removed from their role as soon as the AGM ends.

## AGM Voting Officer - 2 hours total

*15C - The Election of Party Officers will be by secret ballot with the teller and voting officer to supervise such.*

The AGM Voting Officer is voted into their role in January every year to ensure the validity of the AGM voting process in May. In the case of the current Secretary being a candidate in any election they are required to monitor the process from start to finish. They are automatically removed from their role as the elections are over on the day.

## AMG Voting Teller - 1 hour total

*15C - The Election of Party Officers will be by secret ballot with the teller and voting officer to supervise such.*

The AMG Voting Teller is voted into their role in January every year to help count and validate the ballots as part of the AGM officer elections. They are automatically removed from their role as the elections are over on the day.