ROLES OF THE EXECUTIVE COMMITTEE

Updated by Simon Jardine on 20-Oct-2026 based on information from the Liberal Democrats Federal Party web site at,
https://www.libdems.org.uk/members/training/lpos

This document provides details of the different ways members can become more involved in the local party as a member of the Brighton & Hove Lib Dems Executive Committee: as a Constitutional Officer, as an Ordinary Member with a specific role, or as an Ordinary Member without a specific role.

Constitutional Officers

1. Chair
2. Treasurer
3. Secretary
4. Data Officer
5. Membership Development Officer
6. Vice Chair

Ordinary Member Roles

7. Diversity Officer
8. Media Officer
9. Election Agent
10. Fundraising Office
11. Executive Committee Member

CONSTITUTIONAL OFFICERS

1. Local Party Chair

What's the role?

Time: 6 - 8 hours per week

The Chair's role in their local party is to provide guidance and leadership to the local party executive. It is one of the key roles in any local party.

The Chair ensures the local party is working to an agreed vision and development plan. The Chair is accountable for ensuring the local party meets legal and party requirements and is, along with the Treasurer, one of the two signatories on the local party accounts.

Key tasks

The role of Chair can vary considerably, depending on the size of the local party, level of activity, skill set of officer team and the culture and tradition of your team.

In smaller local parties, the Chair may carry out a fair amount of the work themselves; in larger parties, the role may be more of an enabler, facilitator, manager or leader of an officer team. Nevertheless, there are some common responsibilities.

- Chair the Local Party Executive meetings.
- Take responsibility, with the Treasurer, to make sure that there is compliance with legal requirements, including GDPR.
- Ensure that the Local Party is run according to the local party and national constitution.
- Ensure that candidate selection takes place and is carried out according to the rules in the Local Party constitution.
- Ensure that the Local Party has an action programme and is working to fulfil it.
- Ensure that all Executive members have the opportunity and are encouraged to be involved in delivering the Local Party's objectives.
- Handle complaints and be involved in any disciplinary matters, should they arise.
- Actively develop other members of your local party, with a view to them becoming officers in future.
- Develop a good working relationship with the Council Group Leader.

Help & support

- You can join the Liberal Democrats Local Party Officers Facebook Group, to make contact and share best practice with other officers.
- To make contact with Lib Dem campaigners around the country, find out what they are doing and swap ideas, join the Lib Dem Campaigners group on Facebook.
- To find out how the Liberal Democrats use digital technology for their campaigns, join the Lib Dem Digital Campaigning Forum, also on Facebook.

Skills & attributes

Being a Chair can be hard work, it can be fun, and it can be hugely rewarding. The key skills you will need to use are:

- Organisation
- Influencing
- People management

- Mediation
- Public speaking
- Leadership

How to apply

It is a constitutional requirement for each local party to have a Chair.
Chairs are elected each year at your local party's AGM. Any member of your local party can stand to be the Chair.
You can hold the post for a maximum of three consecutive years.

2. Local Party Treasurer

What's the role?

Time: around 2 hours per week (dependent on the electoral cycle)
The Treasurer's role is to have strategic ownership of expenditure and income, such as preparing budgets and financial targets for discussion by others and advising on the implications of spending decisions.
The treasurer is also responsible for the practical side of managing the local party's finances, such as paying in bills, managing the payroll (if your local party has staff), and producing financial reports.
This page contains practical guidance on the standard tasks that each treasurer should be doing, along with resources and instructional videos to help you in your role.

Key tasks

The Treasurer is one of the key roles of any local party. Along with the Chair, you are one of two signatories on the local party, and have direct responsibility and accountability for its activities.

- Prepare a budget for the year.
- Prepare reports for monthly or bi-monthly Executive Meetings, regarding account, income and expenditure.
- Submit monthly donation reports to the national party in accordance with PPERA rules.
- Complete end of year accounts, and submit them to Party HQ.
- Ahead of elections, work with the campaign team and the Agent to agree budgets for the Agent to stick to during the campaign. The Agent is responsible for campaign spending during the campaign.
- Be responsible for any banking requirements.
- Processing payroll and pensions for any Local Party employees.

Help & support

- Join the Local Party Officers Facebook Group.
- Learn more about the party's preferred accountancy software, Xero.
- For more advice, contact the HQ Compliance Department on 020 7022 0988
- Download a template budget spreadsheet for managing your local party's finances.
- Access the latest reporting templates from the Compliance team here.
- You can find fundraising resources here.

Skills & attributes

- Capable of handling figures.
- Have experience of handling budgets and controlling finances.
- Strong attention to detail.
- Able to understand regulations.

How to apply

It is a constitutional requirement for each local party to have a Treasurer.
Treasurers are elected each year at your local party's AGM.
Any member of your local party can stand to be the Treasurer.

3. Local Party Secretary

What's the role?

Time: 10+ hours per month
The role of local party Secretary is to ensure that the party functions effectively and in accordance with the local, regional, national and federal party constitutions. The Secretary ensures that the processes and rules laid out in the constitution are enacted, and that the decisions made by the local party's executive committee are constitutional.

Key tasks

The Secretary role is important because good administration is key to running the local party and ensuring that the party is ready at election times. Being organised year-round means you'll stay organised when it matters most.

- Arrange executive meetings, including circulating the agenda.
- Minute executive meetings and ensure an accurate record of them is kept, especially the decisions and agreed actions.
- Arrange the local party AGM.
- Ensure decisions are consistent with constitutional requirements.
- Make arrangements for election or selection of local executive officers and party candidates, and ensure that these are done in line with proper procedure.
- Efficient handling of general administration, including correspondence with Lib Dem HQ, and keeping records of local party officers up to date.
- Work with the local party Chair to produce a work plan, and supporting the Chair to chase actions.

Help & support

- Join the Local Party Officers Facebook Group.
- Read the Model Constitution for Local Parties, to see in detail what you would be responsible for.

Skills & attributes

Being a good Secretary would suit somebody with a passion for administration who enjoys being part of a team. Some of the key skills and attributes you will need are:

- IT literacy.
- Administrative skills.

- Written skills
- Patience and persistence.
- Objectivity.

How to apply

The Secretary is a role on the local party executive.
On the local party executive, the role is elected each year at your local party's AGM.
Any member of the party can stand to be Secretary.

4. Local Party Data Officer

What's the role?

Time: 2- 3 hours per week
Data Officers typically have logins to at least one of up to three databases which the party uses.
In context of campaigns and elections, the Data Officer supports the local party and candidates to use data effectively and intelligently, to run targeted campaigns.

Key tasks

The Data Officer is the person with overall responsibility for the use and maintenance of data at a local party level.

- Manage your local party's campaign data, using Connect.
- Manage your local party's membership data, using Lighthouse.
- Manage email lists.
- Manipulate and use data for local campaigns, and produce data as required.
- Ensure that data is processed in accordance with the party data protection rules.
- Collect marked registers and oversee the data work involved after each election.

Help & support

- You can join the Liberal Democrats Local Party Officers Facebook group, to make contact and share best practice with other officers.
- For peer-to-peer help with learning and using Connect, join the Connect Users Facebook group.
- Connect training resources on the Lib Dem Tech Blog.
- Fleet training resources on the Lib Dem Tech Blog.
- Lighthouse training resources on the Lib Dem Tech Blog.

Skills & attributes

Being a Data Officer gives you great influence, and it can enable you to make a big difference to the success of your local party. A good Data Officer would be somebody who:

- Is a confident user of software.
- Has excellent attention to detail.
- Is analytical and observant.
- Enjoys using data to solve problems.
- Can understand and enforce regulations.

How to apply
The Data Officer is a position on the local party Executive Committee.
As a part of the local party's Executive Committee, the role is elected each year at the local party AGM.
All local party members are eligible to stand.

5. Local Party Membership Officer

What's the role?
Time: 3 - 4 hours per week
You are the main point of contact for most members, making sure that they are involved with the Lib Dem community where you live.
You will arrange events for them to attend and get them involved with campaigning.
You've also got the important job of keeping your members up to date with their payments, and are the local party lead on recruiting more members.

Key tasks
Managing your local party's membership is a big task, but is also a highly rewarding one. It suits well organised people with great personal skills.

- Ensure all membership data from Lighthouse is reconciled with Connect and matched to an electoral roll record where possible.
- Check Lighthouse on a regular basis to identify new members in your local party area.
- Send an initial contact email from your local party to all new members when they join, with details of how to get involved.
- Ensure personal contact (phone/doorstep) is attempted with all new members and details about them are recorded on Connect.
- Communicate regularly with your members by email and post (and maintain accurate contact details to enable this).
- Aim for all members to be personally contacted on at least an annual basis, and record the data on this interaction.
- Encourage local members to get involved in campaigning on both a local and national level.
- Organise a programme of social events to inspire members to get involved.
- Monitor lapsing members each quarter and ensure personal contact is made with lapsing members.
- Update Lighthouse with details of local party officers on an annual basis after the AGM.
- Be the local party's lead person for recruiting new members.
- Report to the local party Executive Meetings.

Help & support

- If you are a membership officer and you would access to a shared folder of resources, you can request it by emailing help@libdems.org.uk.
- Join the Local Party Officers Facebook group.
- For peer-to-peer help with learning and using Connect, join the Connect Users Facebook group.

- To find out how the Liberal Democrats use digital technology for their campaigns, join the Lib Dem Digital Campaigning Forum Facebook group.
- Membership Officers also have access to the Liberal Democrat Membership Officers and Portal Users group, also on Facebook.

Skills & attributes

Being a great membership secretary means you'll need a few key skills and attributes:

- A good all-round communicator.
- Someone with strong attention to detail and good administrative skills.
- A good event organiser.
- Someone who is friendly and approachable, with good all-round people skills.

How to apply

The Membership officer is a role on the local party executive.
As a part of the Local Party Executive, the role is elected each year at your local party's AGM.
Any member of the party can stand to be Membership officer.
In England and Wales it is referred to as Membership Development Officer (or 'MDO'), and in Scotland it is referred to as Membership Secretary.

6. Local Party Vice Chair

What's the role?

Time: 1 -5 hours per week
The Vice Chair is a position that has strategic value to any party. It involves you in the heart of your local party and is good experience for those who may want to become Chair in the future.
The interpretation of the role of Vice Chair allows more flexibility than some of the office roles, such as Data Officer or Treasurer. As such, rather than a definitive list of key tasks or skills, here are some recommended suitabilities that local parties should look for when electing their Vice Chair.

Key tasks

The Vice Chair can be a kind of 'Minister Without Portfolio', available to take on some tasks not obviously someone else's responsibility. It works equally well as a leadership and an advisory role.

- Chairing the meetings fairly and effectively when the Chair is unavailable.
- Taking the place of the Chair in acting on behalf of the local party, for example in responding to a media enquiry, or in contacting members of the Executive Committee to get a quick decision on an urgent matter.
- Advising the Chair, for example acting as a sounding board.
- Helping the Chair when they have difficulties, for example offering to take on some tasks when the Chair has too many; or advocating the Chair's perspective on matters during meetings; or speaking in support of the Chair when necessary.
- Undertaking specific tasks. This is a matter of local discretion. It will take into account the objectives of the local party, as well as the Vice Chair's particular skills and experience. Some local parties choose to structure themselves in a way that the Vice Chair also sits on various committees, but that is a decision within the gift of each local party and extraneous to the Constitution.

Help & support

- You can join the Liberal Democrats Local Party Officers Facebook Group.
- To make contact with Lib Dem campaigners around the country, find out what they are doing and swap ideas, join the Lib Dem Campaigners group on Facebook.

Skills & attributes

Members who are interested in being on the Executive Committee of their local party, and who recognise themselves in this list, could consider standing for Vice Chair. That person's strengths should include:

- The ability to work productively in a team.
- Adaptability, and a preparedness to take on unexpected new roles and responsibilities when the Chair is unavailable.
- The ability to identify issues that require actions, and to facilitate decision-making.
- A chairing style which balances the need to be inclusive, and ensuring everyone's views are heard, with the need to avoid significant overruns of time or a descent into excessive detail.
- Sufficient personal influence within the local party to ensure officers are working towards the agreed strategy.
- The soft skills which help meetings emerge from potential conflicts or arguments.
- An understanding of the importance of acting within due process, and an awareness of those processes.
- The ability to speak on behalf of the local party with clarity and judgement.

How to apply

The Vice Chair is a position on your Executive Committee.
Sitting on the Executive Committee of the local party, the role is elected at your AGM each year.
Any member of the local party can stand to be Vice Chair.

ORDINARY MEMBER ROLES

7. Local Party Diversity Officer

What's the role?

Time: 2 - 3 hours per week

The Diversity Officer needs to be someone in the local party that has a passion for people and is supposed to bring in diversity to the party with the aim of making the local party more relatable to the community.

This is a very fun role as you get to learn about your local community and the many different groups that give it its diversity. You will be educated about these groups, but also prepared to learn about their concerns, so that you can help the exec group take them into consideration when discussing and deciding the local manifesto or different policies.

This role can also be a great help to your local party's fundraising and campaigning activities, as well as your Membership Officer when it comes to organising events. Be open and diverse in your thoughts, and never make an assumption about any of the groups in your community.

Key tasks

The Diversity Officer needs someone who can reach out to different groups within the community, and who is happy to go to many events to meet new and different people.

- Make a list of the groups in your community, including all of the charities in your area.
- Make contact with all of these groups, and arrange to go to their events and meet their management team.
- Help these local groups organise their events, and volunteer to help staff them.
- Set up a diversity calendar, containing important cultural events and dates.
- Make a social media message plan, to make sure you are putting the right messages out on the right days.
- Share details of diversity events in your area on your social media pages.
- Invite these groups to attend your local party events, so that they can educate your members.

Help & support

- Liberal Democrats approach to Diversity
- Lord Alderdice's report on Race, Ethnic Minorities and the Culture of the Liberal Democrats
- The Liberal Democrats Campaign for Race Equality
- Find out more about the Disability Lib Dems group on their website.
- The Liberal Democrats Diversity team on Twitter
- Liberal Democrat Women are a group within the party who provide support and training for women, and who work to eliminate inequality based on gender.
- You can visit the Liberal Democrat Campaign for Gender Balance Facebook page here.
- Visit the LGBT+ Lib Dems website, and follow them on Twitter.

Skills & attributes

- Research skills to be able to identify and find information on the local groups and learn about them.
- Interpersonal skills, so you can make a good impression when you meet new people.

- Being outgoing and enjoy talking to people and attending events.
- Organisational skills, as you will open the door for receiving emails from these groups.
- Event planning, so you can help with their events or arrange events for your local party for certain "diversity days".
- Social media skills so you can help your social media and campaigning teams with content on "diversity days".

How to apply

This is an optional role within local parties.
If you'd like to become the Diversity Officer for your local party, then speak to your Chair about it.
Your Chair could propose a motion at the next Executive Committee meeting to create the post of Diversity Officer, and co-opt you into the role until the next AGM.
Then at your next AGM, it can be opened up to all local party members as an elected position.

8. Local Party Media Officer

What's the role?

Time: 3 hours per week
The Media Officer communicates the local party's activities and achievements to the community.
This helps develop the party's reputation, but crucially it tells voters what the local Liberal Democrats team is campaigning for.
This means that when you canvass your voters, they may already have heard of your activities.

Key tasks

Channels for communication are the local party website, the social media channels of the local party and any of its prominent members, such as councillors, and the local and regional press in your area.

- Control and deliver a strategy for communicating with the public along all of these channels.
- Communicate any and all achievements as effectively as possible to members of the public in your area, across multiple communication channels.
- Work with the local party to generate ideas and opportunities for media stories.
- Get the work that you're doing published in the local media by writing and issuing press releases.
- Inform the press of events that they can report about, by writing and sending operational notes.
- Build and maintain good working relationships with local and regional media.

Help & support

- You can join the Liberal Democrats Local Party Officers Facebook Group, to make contact and share best practice with other officers.
- To engage with the party's digital campaigners, join the Lib Dem Digital Campaigning Forum, on Facebook.
- Follow the Lib Dem Press team on Twitter.

Skills & attributes

The Media Officer is becoming an increasingly important role, as so many voters now choose to consume their information digitally. This role would suit somebody who:

- Has a strong understanding of multiple forms of communication.
- Has excellent written skills.
- Understands how information is consumed by members of the public.
- Understands how the media likes to present information.
- Has an eye for a story.
- Works well under pressure.

How to apply

This is an optional role within local parties.
If you'd like to become the media officer for your local party, then speak to your Chair about it.
Your Chair could propose a motion at the next Executive Committee meeting to create the post of media officer, and co-opt you into the role until the next AGM.
Then at your next AGM, it can be opened up to all local party members as an elected position, the same as the other officer roles.

9. Election Agent

What's the role?

Time: even in seats with little campaigning, agents are still needed. This may be as little as an hour or two a week for the duration of the camaign and afterwards. But where we are fighting an intensive campaign, much more time is required.
A key role in every campaign, Agents are legally responsible for the actions and published claims of their candidates. They must approve all campaign communications. They must authorise and pay all election bills. And they must ensure that candidates and campaigners are aware of the law and comply with it.
Some agents are also the campaign manager and so need to understand how to lead effective campaigns. In other places, a different person is the campaign manager and the agent's role is narrowed to ensuring that all necessary legal steps are followed.
Being an Agent is an important and rewarding role which places you at the heart of our active democracy, but it must be taken seriously. While the party actively encourages volunteers to come forwards to be agents, we recommend that you only do so if you have a reasonable experience of campaigns, have an organised approach and are able to manage a campaign and keep it within the law.

Key tasks

When you are learning what it takes to be an agent, starting off with a lower-profile and lower-pressure contest often makes sense. This could be a local council by-election, or a non-target seat at a general election.

- Understand the law and Electoral Commission regulations. Agents have to know the rules inside out.
- Agents have to ensure that candidates know the rules, so will spend time with them training them in what they are and are not allowed to do.

- Candidate management: during a live campaign, you'll spend your time supporting your candidate(s) and keeping them on track.
- Keep a level head under pressure and turn for help or advice to appropriate sources, such as the election law helpline which the party provides during elections.
- Download a copy of the General Election Agents Manual. Refer to this at all stages of your campaign. Watch out for updates to this manual which may happen at any time, even during a live campaign.

Help & support

- Download your copy of the 2019 General Election Agents Manual.
- Read the guidance from Compliance on submitting your spending return for the 2019 General Election.
- Read advice about being an agent on the ALDC website.
- Join the Local Party Officers Facebook Group.
- For more advice, contact the HQ Compliance Department on 020 7022 0988.

Skills & attributes

- Knowledge of election law and an ability to apply it.
- Patience with others, to ensure that you are training your candidates properly.
- Comfortable filling in forms and other detailed administrative tasks.
- Comfortable managing finances, especially for more intensive campaigns where this can run into tens of thousands of pounds.

How to apply

You should register your interest with the Executive Committee.
As the Agent is a particularly important role, with legal and financial implications, you should try to come to either the Autumn or Spring party conference, and attend the agents training.

10. Local Party Fundraising Officer

What's the role?

Time: 2 - 4 hours per week
Imagine the last election if you'd had twice the funds to fight it. Uplifting income is crucial for one of those outstanding results everyone talks about. It enables more resource and better quality output, and takes professional skills to make a bigger impact, match your opponent and optimise your result. Imagine the last election if you'd had twice the funds to fight it.
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Key tasks

Getting a basic fundraising framework set up will strengthen your local party's prospects in the short- and long-terms. You'll also make new contacts, be involved in interesting events and will become an indispensable part of your local team.

- Champion the fundraising drive and goal.

- Bring together and motivate a small team.
- Steer and coach the candidate(s), so they can help generate money too.
- Identify or garner potential donors. Steward relationships with those donors.
- Oversee fundraising appeals and asks.
- Complete goals and stimulate new ideas.

Help & support

- Read the fundraising guidance
- Attend fundraising training events at conference

Skills & attributes

- Well organised and likes getting things done.
- Able to inspire others.
- Not afraid of asking for money.
- Can organise events.
- Knows about marketing and sales.
- Understands the power of social media.
- Is positive and persuasive.

How to apply

This is a voluntary role in your local party.
If you are interested, then you could discuss it with your Treasurer and Chair.

11. Local Party Executive Committee Member

What's the role?

Time: frequent meetings, with ad hoc work in between
Each local party has people elected to their Executive Committee as Ordinary Members, who do not hold specific roles. These are people who help by having a say in how the local party is run, and by taking on ad hoc roles and helping with special projects.

Key tasks

Being a committee member enables you to help guide the party in the best possible direction, and you can do it without taking on a specific functional role.

- Attend and participate in regular meetings, evaluating agenda items and voting on them.
- Scrutinise suggestions and decisions made by others.
- Offer your time to assist with tasks.
- Be an approachable face in your local party, for other members who want to be more involved.
- Communicating the work of the committee to interested parties.

Help & support

You can join the Liberal Democrats Local Party Officers Facebook Group, to make contact and share best practice with other officers.

Skills & attributes

This role suits someone who is generally quite competent, and who likes to look at the bigger picture of their local party. **It's ideal for somebody who wants to be involved, but who may not want an official position.**

- An ability to evaluate plans.
- Being good at providing feedback.
- Being a good listener - you'll have to attend several meetings per year.
- An ability to get your views across concisely.
- An ability to be impartial when assessing problems and solutions.
- Strategic thinking.
- An ability to understand a wide variety of documents, such as reports, minutes and budgets.

How to apply

Ordinary Members of the Executive are elected at your local party's AGM.
Your local party's AGM usually takes place between October and December.
Any local party member can stand for the Executive Committee.