



Nominations for 2026 Frome and East Somerset Executive Committee

Please complete this form to nominate a member for a role in the Frome and East Somerset local party for 2026.

Nominations must be submitted no later than 5pm on Sunday 7th December by returning completed forms to Simon Taylor simonhtaylor@me.com. Scanned or pasted-in signatures are acceptable.

The following roles are needed:

- Chair
- Treasurer
- Secretary
- Membership Development Officer
- Elections Officer
- Data Officer
- Fundraising Officer
- Diversity Champion
- 2 Executive Committee Member

Nominee	Role for which nominated: Full name: Membership number	Signature:
Proposer	Full name: Membership number	Signature:
Seconder	Full name: Membership number	Signature:

Further information is available from David Sheridan and Helen Woodhouse (Co-Chairs) at (David Sheridan) Sheridan.david@gmail.com or (Helen Woodhouse) hskw_archaeology@hotmail.com

ROLES OF LOCAL PARTY OFFICERS

- 1) The role of the **Chair** is to:
 - a) Chair Local Party, general and executive meetings
 - b) Act as the point of communication with HQ and the region
 - c) Ensure compliance (along with the Treasurer) with PPERA
 - d) If another member is not so appointed, ensure compliance with data protection law
 - e) Ensure compliance to party constitution
 - f) Manage the local development plan and ensure it is fulfilled
 - g) Oversee Parliamentary candidate selection with the support of the Elections Officer
 - h) Ensure that the Local Party maintains the standards and practice expected
- 2) The role of the **Treasurer** is to:
 - a) Prepare and monitor the yearly budget
 - b) Submit PPERA reports
 - c) Oversee fundraising targets
 - d) Liaise with election agents
 - e) Keep accounts ready for audit
- 3) The role of the **Secretary** is to:
 - a) Produce agendas and minutes for meetings
 - b) Manage the diary of events to avoid clashes
 - c) Inform the Chief Executive of the Federal Party and the secretary of the Regional Party of executive officer appointments and other matters required by this constitution apart from finance
 - d) Consult the Local Party constitution
 - e) Other administrative tasks
- 4) The role of the **Membership Development Officer** is to:
 - a) Organise and run recruitment campaigns
 - b) Follow up 'At Risk' members
 - c) Ensure there is a range of events, social and political (in co-operation with the Secretary)
 - d) Encourage members to move on to Direct Debit payments
 - e) Secure accurate records of local party membership in the Federal Party's central membership system
 - f) Check regularly for new members, welcome them and organize new member interviews
 - g) Inform the Executive Committee of new members, in accordance with Section 4.4 of this Constitution
 - h) Produce a regular members' newsletter (work with others)
- 5) The role of the **Elections Officer** is to:
 - a) Ensure the Local Party has top-line electoral objectives agreed for at least five years ahead to guide campaigning activity
 - b) Ensure the Local Party has an agreed annual campaign plan, and supporting budget in consultation with the Treasurer

- c) Form and oversee the smooth running of a constituency campaign team charged with delivering the agreed campaign plan within the agreed budget
 - d) Ensure the Local Party obtains the marked registers after every election and that the data is entered into the party's system for recording electoral data
 - e) Provide support to the Chair in the selection of Parliamentary candidates
- 6) The role of the **Data Officer** is to:
- a) Ensure that the local party's membership data on the party's systems is accurate and up to date.
 - b) Ensure that member and non-member contact information is correctly stored to enable emails to be sent from the party's broadcast email system to email lists.
 - c) Manipulate and use data for local campaigns and as requested by local party officers and produce data as required.
 - d) Ensure that marked registers are collected after each election the data is entered into the party's system for recording electoral data.
 - e) Ensure compliance of the Local Party with data protection law and that data is processed in accordance with the party data protection rules.
- 7) The role of the **Fundraising Officer** is to:
- a) Act as a champion for the fundraising drive and goal.
 - b) Bring together and motivate a small team to deliver fundraising events.
 - c) Identify or garner potential donors. Steward relationships with those donors.
 - d) Oversee fundraising appeals and asks.
 - e) Complete agreed goals and stimulate new ideas.
- 8) The role of the **Diversity Champion** is to:
- a) Develop an understanding of the diverse communities in the area of the Local Party
 - b) Identify under-representation of those communities within the Local Party and the executive/officer roles
 - c) Work with the Local Party executive to devise and promote a strategy to engage members of under-represented groups, to encourage them to join the party and to support them to become active in the management and decision-making processes of the Local and wider Party
 - d) Develop links with community groups
- 9) Being an **Executive 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.
- a) Attend and participate in regular meetings, evaluating agenda items and voting on them.
 - b) Scrutinise suggestions and decisions made by others.
 - c) Offer your time to assist with tasks.
 - d) Be an approachable face in your local party, for other members who want to be more involved.
 - e) Communicating the work of the committee to interested parties.