

POOLE CONSERVATIVE ASSOCIATION JOB DESCRIPTIONS

The part of the Constitution that summarises the overall duties of the Officers' states:

"The Officers of the Association shall have day to day responsibility for the management and administration of the Association but shall report to and implement any decision of the Executive Council. The actions of the Officers shall not be inconsistent with any decision of the Executive Council or the objects of the Association" (Schedule 7, 5.8)

Chairman

The main areas of the role of the Chairman are highlighted below however the post-holder will soon become aware that there are many other facets to the job.

- Providing a positive outlook and support to fellow Officers and staff of the Association and, as the Lead Person, guide them in their various roles.
- Be aware of the Rules of the Party and be responsible for the Association operating within the rules.
- Avoid the temptation to criticise the Party or its Leadership, other Parties are dedicated to this cause. If it is decided to speak to the Press, be brief as possible and keep to the point you wish to make. Limit what is said to the Press regarding unhelpful stories.
- Take day to day decisions and lead by example.
- Chair Association Committees.
- Maintain good relationships with Conservative Councillors, MP, MEP.
- Keep the MP informed of opinion within the Association, passing on praise or concerns where necessary. Protect and defend the MP to the Association.
- Represent the Association at Area and National Meetings as Party Spokesman.
- Develop an Action Plan/Strategy for the year.
- Provide campaign and subscription support to the wider Party.

Seek to create a climate within the Association where all feel involved. A skilled Chairman will be at the centre of a creative and constructive environment with more emphasis on activity rather than administrative detail. Encourage joint activity and hold feedback sessions to develop good practice.

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Deputy Chairman Fundraising

The main areas of the role of the Deputy Chairman Fundraising are highlighted below however the post-holder will soon become aware that there are many other facets to the job.

- Liaising with Branch Fundraising Chairmen or Fundraising Team, set up a programme of events, copies of which will be available and on display in the office
- In conjunction with office staff, compile lists of venues and suppliers, sponsorship and advertising together with invitation lists and donors.
- It is anticipated that at least one fundraising event at least per month should be achieved by either the Association or Branch Committee. Branch Committees should be encouraged to organise local events themselves and liaise with Dep Chair Fundraising and produce set of accounts.
- The post-holder is required to agree the completed document of 'estimated costs' before an event goes ahead, particularly when deposits are required.
- Produce set of accounts for the Association fundraising events for Treasurer.

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Deputy Chairman Membership

The main areas of the role of the Deputy Chairman Membership are highlighted below however the post-holder will soon become aware that there are many other facets to the job.

- Engage with Branch Chairmen to keep branches strong. Develop new branches where applicable
- Set realistic membership targets for each branch
- Request regular updates on membership numbers for each branch on a monthly basis
- Encourage by example and engage with Branch Chairmen to promote membership to friends and colleagues.
- Target lapsed members and follow up
- Increase membership by: organising doorstep campaigns to pledges, street stalls, direct email campaigns or media campaigns, telephone campaigns

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Deputy Chairman Political

The main areas of the role of the Deputy Chairman Political are highlighted below however the post-holder will soon become aware that there are many other facets to the job.

- To work with the Agent and Campaigning Team to co-ordinate all campaigning activities of the Association including seeking members and new members for the Conservative Councillor Candidate Selection process.
- Work with Agent to use the Association's resources within the budget agreed by the Treasurer for maximum political impact – To include: Web site, generating funds to fight elections, Donors, use of Volunteers
- To instigate a programmes of surveying constituents and new residents for voting intentions.
- Work with Agent to produce Conservative newsletters and campaigns on local issues.
- To work with Agent to instigate regular contact with local media.
- Work with Agent and Conservative Council Group to implement campaigning strategy within budget agreed by Treasurer for local elections and by-elections.
- With Agent, brief and train members and Conservative Councillor Candidates in preparation for elections.
- Find and brief suitable volunteers to serve as Conservative representatives on School Governing bodies and other local panels.

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Treasurer

The main areas of the role of the Treasurer are highlighted below however the post-holder will soon become aware that there are many other facets to the job.

- Prepare a balanced Budget yearly for the Association, monitor and control income and expenditure monthly and, if necessary, alert the Association Officers of the need to increase fundraising and decrease expenditure.
- **Salaries:** Produce monthly cheques and salary slip for staff employed by PCA. Submit pension payment to NEST each month for those staff in pension provision. Submit to HMRC quarterly payments for NI and TAX for staff via Post Office
- Submit tax on interest by 30th September each year.
- Prepare and sign Association cheques for payment. Two agreed signatories on the HSBC list may prepare and sign Association cheques as your deputy.
- Prepare a 3 year financial plan for replacement of major items of equipment.
- Provide quarterly accounts and financial information for the Association
- Present annual audited accounts at the AGM and financial reports at the Executive and answer questions.
- Ensure good financial planning which will mean the Association will have sufficient funds to fight effective election campaigns.

POOLE CONSERVATIVE ASSOCIATION
ANNUAL GENERAL MEETING SATURDAY 24 March, 2018
NOMINATION FORM

Officer posts for election

President
Chairman
Deputy Chairman (Fundraising)
Deputy Chairman (Membership)
Deputy Chairman (Political)
Treasurer

I hereby nominate _____

Proposer

Signature _____

Print name _____

Address _____

Secunder

Signature _____

Print name _____

Address _____

Candidate's consent to nomination

Signature _____

Print name _____

Address _____

Proposer, secunder and candidate must have been paid up members of the Association on 31st December 2017.

Nominations to reach the President by noon on Friday 2nd March 8t PCA 38 Sandbanks Road, Poole, Dorset BH14 8BX