

# **Labour International Executive Committee (LIEC)**

## **Secretary job role**

### **Who are we?**

Labour International (LI) is the constituency party for UK Labour Party members living abroad.

Labour International (LI) has seen considerable changes in the last 5 years: a massive increase of membership from 700 to over 3,000 members and an increase of branches from 7 to 25 branches. The structure of LIEC has also changed from a small executive of 6 members to one of 14 members and also co-opted non-voting members. This has resulted in an explosion of member and branch activism.

The LIEC is the administrative body of LIEC. The officers act in a voluntary capacity and are elected by LI members every two years. The principle role of the LIEC is to ensure that LI runs smoothly and effectively.

We also have a delegate-based General Committee (GC) that is responsible for determining LI policy.

### **What will be your role?**

This is a key volunteer role and offers an opportunity to be at centre stage of transforming LI into an active and connected CLP, campaigning to promote Labour Party policies and a Labour Party victory in General Elections.

A strong and dynamic CLP Secretary can ensure an outward-looking and vibrant local Labour Party. The secretary is the lynch pin, the glue that keeps the CLP together and in touch with all arms of the Labour Party and external organisations.

As Labour International (LI) Secretary you will act as a Labour Party figurehead for LI and it will be you who makes your party a strong, vibrant, welcoming and effective unit.

### **Your main aims are:**

- Contributing to LI becoming an outward looking CLP by ensuring that LI members are up-to-date with LI and LP business, so that they can work together for a Labour Victory
- Working to ensure that LI is welcoming and friendly to new members, well organised and an open and fair place where members feel involved and have a stake in the direction of the CLP.
- Ensuring that LI members have the information they need to campaign effectively for Labour a Labour Victory.
- Promoting the Labour Party to external organisations.
- Supporting members to develop a rich variety of activity throughout the year so

that Labour International (LI) will have a strong presence in the party.

- Ensuring the LI works within the LP Rules and Operational Guidelines.
- Together with LI equality officers taking steps to ensure that young, women, BAME, LGBT and disabled members are adequately represented and supported.
- With the LIEC, working to ensure that members of LI are not subjected to harassment or abuse within LI and the LP, including at branch and group meetings and online.
- Ensuring that LI members are aware of the [guidelines and code of conduct](#) .

### **Some ideas of what your role could include:**

Working with other LIEC officers, and talking to LI members, you can decide the priorities of how this role should be developed and what is needed for the smooth running of LI. Here are some ideas of what this might involve:

- Being the main point of contact and developing and maintaining an effective communication link with the national Labour Party (LP) designated contact people.
- Together with the LI Communications and Social Media Officer, and as a member of the LI communications working group, maintaining and using digital/online and traditional communication systems and strategies, so that LI members are well informed about party activity.
- Working with the LIEC to develop election campaigns for a Labour Victory.
- Ensuring that in that important information is cascaded down to branch level, and that training opportunities are also offered to branch officers.
- Working with the assistant LI Secretary to put together notices, agendas and minutes for LIEC and GC meetings, and circulate them to branches in good time according the LI Rules and Standing Orders.
- Ensuring that motions submitted by branches to the General Committee are included on agendas and that resolutions passed at GC meetings are sent to the appropriate committees/LP officers.
- Working with other officers to put together a 12-month development plan.
- Writing yearly reports on LI activities and LI election campaigns, and a report for the LI AGM.
- Helping to organise elections for the LIEC Officer posts.
- Using your access to MemberCentre to ensure that the LI membership information is up-to date, and that Branch Secretaries and Branch Membership Secretaries worldwide also have access to MemberCentre
- Working with the Data Protection officer, ensuring that the requirements of GDPR are adhered to.
- Ensuring the LI Rules and Standing Orders are up to date and comply with Labour Party rules and operational guidelines.
- Together with LI equality officers taking steps to ensure that young, women, BAME, LGBT and disabled members are adequately represented and supported.
- Together with LIEC officers ensuring that members of LI are not subjected to harassment or abuse within LI and the LP, including at branch and group meetings and online.
- Ensuring that members are aware of the LP [guidelines and code of conduct](#).

**It could also include:**

- Working with LIEC officers where appropriate to ensure they are confident and supported in their roles.
- Encouraging branches to have political discussions and lively debates at meetings.
- Fundraising – making sure your CLP has the money it needs to campaign
- Developing contact with other CLP's in order to campaign for a Labour Victory.
- Being part of LIEC working groups on specific areas of LI organisation.
- Being an active member of the LP CLP Secretary's group.
- Writing articles for the LI newsletter.

For more information about your role: <https://labour.org.uk/?s=CLP+secretary+job+role>

## **What skills/knowledge should you have?**

- You will need regular personal access to the internet.
- Good communication skills.
- Administrative, organisational and interpersonal skills.
- Able to use, or are willing to learn how to use LI communication tools such as email, word documents, Slack and social media.
- Ability to prioritise work effectively under tight deadlines.
- A knowledge of the party organisation at branch, CLP and national level, and the LP and LI Rules and Standing Orders.
- Regular personal access to the internet and social media, and are able to use or willing to learn to use online technology tools, including social media and online videoconferencing.

## **What you can bring to the job**

- Friendly and approachable
- Enjoy working collaboratively as part of a team including information-sharing.
- A willingness to learn from others and also take the initiative
- An ability to change, adapt and work proactively.
- The ability to motivate and persuade
- The ability to delegate and develop and create a team.
- Have enthusiasm and commitment
- An organised individual who can work as part of a team, share information and a willingness to learn from others
- Be able to take the initiative and the ability to offer new ideas
- Have leadership skills but also the ability to delegate.

## **Lines of Communication**

You will be a voting member of the Labour International Executive Committee (LIEC) and will work closely with the LIEC and General Committee.

You will be a member of the LI secretariat.

## **How much time will all this take?**

This is a very busy and time-consuming role. You will need to be available at weekends to attend LIEC, GC and some All Members Meeting meetings.

You are likely to be extra busy during local and general election times.

## **How to apply**

Elections for all LIEC roles take place in odd-numbered years. By-elections may be held at other times if there are vacancies.

Labour international members are notified when nominations are open, and provided with a nominations form to fill in and submit.

To be nominated as a candidate you need to write a personal statement of up to 200 words stating the skills you can bring and pointing out how you would develop this role.

You also need to be nominated by two other LI members or one branch. The name, email address and membership number of each candidate and nominator must be provided with the application.

## **This role is open to job share**

### **Useful links:**

Labour International website <https://www.labourinternational.net/>

GLU - [legal\\_queries@labour.org.uk](mailto:legal_queries@labour.org.uk)

Rulebook - <https://labour.org.uk/wp-content/uploads/2020/04/rulebook-2020.pdf>

January 2021