

Labour International Executive Committee LIEC)

Vice Chair (Membership)

Job Role

Who are we?

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. Never has the role of the Vice-chair (membership) been so important.

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.

An enthusiastic and committed Vice Chair (Membership) can ensure a local party continues to grow, remaining vibrant, diverse and inclusive. This role suits an organised person who is committed to developing local membership and activity.

You and your team will play a key role in ensuring the CLP is a welcoming and supportive environment for both new and existing members. You should encourage members to attend meetings and campaign events, to get involved and take action on issues that matter to them, regardless of their interests, experience and skills.

Together with the Regional Coordinators you will work as a team and be the direct liaison between the LIEC and other branches to ensure your CLP is an effective unit and all members get as much as they possibly can out of their membership. You'll also take the lead on the LI membership working group.

You will have access to MemberCentre, Labour's online membership database, to access and update information about your CLP. You will receive the fortnightly Membership Action Report, which gives you a regular update on your CLP's membership.

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.
- Continuing the work of branch building across LI, including support to branch committees to ensure that they support their members to feel confident and well informed about LP policies, and are fully equipped to play an active role in LI and the wider LP.
- Helping branches recruit and retain LI members.
- Ensuring that the membership database is up-to-date and accurate and that the LIEC are kept informed of membership numbers, including the numbers that have joined, those that have left and those that have resigned from the Party.
- Ensuring that all members, wherever they live, have an equal opportunity to get involved in their local branches and groups, including being able to attend Branch and other LI meetings, either face-to-face or by online videoconferencing.
- Ensuring that membership is at the heart of all CLP activity.
- Working with LI equality officers to ensure that young, women, BAME, LGBT and disabled members are adequately represented and supported.
- Working together 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:

- Keeping the LI membership database up-to-date and ensuring that members are allocated to the appropriate branches.
- Together with regional coordinators, supporting branch committees to develop and grow their branches, including recruitment and retention of new members, and monitoring/reviewing the development and organisation of branches.
- Making sure that the membership working group meets regularly and provides regular reports to the LIEC, and that notices, agendas and

minutes are circulating. You will also produce an end of year report for the LI AGM.

- Using MemberCentre, making sure that members who have fallen into arrears with their membership payments are contacted.
- Supporting the regional organisers to ensure that important information is cascaded down to branch level, and that any training opportunities are also offered to branch officers.
- Working with regional organisers, keeping in touch with branch membership secretaries to ensure member engagement work is being carried out, and that new members are being welcomed by their Branch.
- Chairing LIEC and General Committee Meetings in the absence of the LI Chair.
- Together with LI equality officers helping to identify and develop resources that can be targeted at the needs of youth, women, BAME, LGBT and disabled members.
- 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.
- Writing articles for the LI newsletter.

It could also include:

- Helping the regional organisers to organise one-to-ones with new Branch Membership Secretaries, to inform them of their roles and responsibilities.
- Working with the regional organisers and members to plan new and creative ways to increase membership participation and new methods of recruitment.

For more information about your job role visit: <https://labour.org.uk/activist-hub/local-party-resources/local-party-guides/local-roleholder-descriptions/membership-officer/>

What skills/knowledge should you have?

- Regular personal access to the internet.
- Knowledge of how to use, or are willing to learn, the most common tools used by LI e.g. social media platforms, email systems and membership database, slack.
- You will need to be organised and are able to prioritise your work effectively.
- A working knowledge of the party organisation at branch, CLP and national level, and the LP and LI Rules and Standing Orders
- Administrative, organisational and interpersonal skills.

What you can bring to the job

- Good communication skills; friendly and approachable
- Be willing to work collaboratively as part of a team, to share information and a willingness to learn from others.
- 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

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 and the regional coordinators.

How much time will all this take?

This is a 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. This post is open to job share.

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

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

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