Welwyn Hatfield Green Party committee roles and responsibilities

**Chair**

The Chair/Coordinator plays a crucial role in ensuring the smooth functioning of the local party. This position oversees party activities, ensures that decisions are carried out effectively, and supports other officers in fulfilling their responsibilities. The Chair/Coordinator also helps foster strong communication within the local party, organizing regular gatherings, events, and using appropriate communication channels.

Additionally, this role ensures the local party meets all legal and organizational requirements, working closely with other key officers like the Secretary, Treasurer and Election Agent. The Chair/Coordinator acts as the main point of contact with other local parties, regional bodies, and national Green Party staff (such as Field Organisers).

**Secretary**

The Secretary works closely with the local party Co-ordinator and Membership Officer to keep the party’s members informed of official meetings. The Secretary is also responsible for minuting meetings.

**Treasurer**

The Treasurer oversees the local party’s finances and gives a report at each monthly meeting. They also deliver a comprehensive set of accounts – outlining the past year’s financial activity – at the AGM. The Treasurer keeps up to date on the latest legislation and guidance on fundraising, donation and tax requirements, and works closely with the Nominating Officer (Election Agent) and candidates to ensure election spending and donation rules are followed.

**Membership**

The Membership Officer is responsible for developing the local party’s engagement levels and welcomes new members when they join. A report is delivered by the officer at each monthly meeting. They also maintain the list of local members, volunteers and supporters, and respond to any questions about membership that the local party may receive.

**Social Media/Website/Press**

From sharing relevant news stories to actioning digital campaigns during elections, the Social Media Officer oversees the local party’s digital communications strategy. The Website Officer oversees the upkeep of the local party’s website and works closely with Social Media officers and Press officers to distribute relevant, engaging and timely content across platforms.

**Election Agent**

The Nominating Officer (sometimes referred to as the Elections Officer/Agent), is responsible for managing, checking and submitting all paperwork for elections. They also make sure that the local party follows all the rules associated with running an election campaign.