

Liberal Democrats Montgomeryshire



Annual General Meeting

Monday 28th November at 7pm Online
via Zoom

AGENDA

1. Apologies
2. Minutes of previous AGM
3. Adoption of model local party constitution for parties taking on members from neighbouring constituencies
4. Chair's Report
5. Local Party Accounts and Budget
6. Report from Powys Council Group
7. Elections
 - a. Chair
 - b. Vice-Chair
 - c. Secretary
 - d. Treasurer
 - e. Membership Secretary
 - f. Honorary President
 - g. Six (6) Ordinary Members
8. Closing Remarks

Committee Roles

There are a number of different roles that you can get involved in, and which are described below.

The Officers (Chair, Vice Chair, Secretary, Treasurer, and Membership Secretary) are elected at the AGM, along with six Ordinary Members and four SERC representatives.

Co-ordinators (outlined later) will be chosen at the first Executive Committee meeting of the year.

There is training and support for all roles, as well as a great Executive Committee to work alongside you.

Please do get in touch if you would like any more information or to have a chat with our existing committee members.

Chair

The Chair's role in their Local Party is to provide guidance and leadership to the Executive Committee. It is one of the key roles in any Local Party.

- Chair meetings.
- Ensure legal and financial compliance alongside the Treasurer.
- Ensure that the Local Party is run according to the constitutions, including candidate selection.
- Provide leadership in fulfilling the action plan.
- Handle complaints and be involved in any disciplinary matters, should they arise.

- Develop a good working relationship with the Council Group Leader and other Local Parties.

Vice-Chair

The Vice Chair can be a kind of 'Minister Without Portfolio', available to take on some tasks not obviously someone else's responsibility. It works equally well as a leadership and an advisory role.

- Chair meetings fairly and effectively, and take the place of the Chair, when the chair is unavailable.
- Advise the Chair; for example acting as a sounding board.
- Help the Chair when they have difficulties; for example offering to take on some tasks when the Chair has too many; or advocating the Chair's perspective on matters during meetings; or speaking in support of the Chair when necessary.

Secretary

The Secretary role is important, because good administration is key - both to running the Local Party, and to ensuring that the party functions effectively and in accordance with the constitutions.

- Arrange and minute Executive Committee meetings.
- Arrange the Local Party AGM.
- Ensure decisions are consistent with constitutional requirements.
- Make arrangements for Local Party elections and selections.

- Efficient handling of general administration, including correspondence, and keeping records of Local Party officers up to date.

Treasurer

- Prepare a budget for the year.
- Prepare reports for Executive Committee Meetings.
- Submit monthly donation reports to the national party in accordance with PPERA rules.
- Complete end of year accounts, and submit them to Party HQ.
- Ahead of elections, work with the campaign team and the Agent to agree budgets for the Agent to stick to during the campaign. The Agent is responsible for campaign spending during the campaign.
- Be responsible for any banking requirements.
- Process payroll and pensions for Local Party employees.

Membership Officer

Managing your Local Party's membership is a big task, but is also a highly rewarding one. It suits well organised people with great personal skills.

- Maintain membership records.
- Check Lighthouse on a regular basis to identify new members in your Local Party area.
- Work with the Membership and Events Committee, to organise activities to recruit and retain members.
- Ensure regular contact with members.

- Be the Local Party's lead person for recruiting new members.
- Report to the Local Party Executive Committee Meetings.

Ordinary Member x 6

Each Local Party has people elected to their Executive Committee as Ordinary Members, who do not hold specific roles. Being an Executive Committee member enables you to help guide the Local Party in the best possible direction. It's ideal for somebody who wants to be involved, but who may not want to be an Officer.

- Attend and participate in regular meetings, evaluating agenda items and voting on them.
- Scrutinise suggestions and decisions made by others.
- Offer your time to assist with tasks.
- Be an approachable face in your Local Party, for other members who want to be more involved.
- Communicate the work of the Executive Committee to interested parties.

Co-ordinator Roles

The following additional roles will be decided at the first Executive Committee meeting of the year from those elected to the committee:

- Data Coordinator
- Campaigns Coordinator
- Diversity Coordinator
- Press & Social Media Coordinator
- Fundraising Coordinator

- Youth & Student Coordinator

Standing Committees

The new standing orders will establish the following Standing Committees. These are open to all members who wish to be involved. They will support the work of the executive.

Campaigns Committee

- Responsible for annual campaign plan and 5 year campaign plan.
- Coordinate literature, canvassing and surveying.
- Form the core election campaign team.

Membership & Events Committee

- Responsible for annual and 5 year recruitment plan.
- Coordinate members' communications, events and training.
- Welcome new members.

Candidates Committee

- Approve and select candidates for Westminster, Senedd, Powys Council and other elections.
- Advertise and encourage members to become candidates.

(Extract from the Constitution of Montgomeryshire Liberal Democrats)

6. Election of Officers, Executive Committee and Senedd Electoral Regional Committee Representatives

- a) The Officers, Ordinary Members, and Senedd Electoral Regional Committee (SERC) Representatives shall be elected by and from members of the Local Party at the time of the Annual General Meeting. If an election is contested, there shall be a ballot.

- b) The term of office of Officers and Ordinary Members shall be from the first day of January following their election until the following 31st December. They shall be eligible for re-election, save that the Chair shall not serve for more than three consecutive terms, and shall not be eligible for re-election as Chair for two terms after leaving Office.

- c) Nominations for election shall be invited in the notice summoning the Annual General Meeting, and shall close at the Annual General Meeting, but not before the reception of the Chair's, Treasurer's and Conference Representatives' reports. They must be proposed and seconded, and (except in the case of nominations made at the AGM) shall be in writing signed by the proposer, seconder and candidate.

- d) Where elections are contested, ballot papers shall be distributed at the AGM, and must be returned to the Returning Officer at the AGM.
- e) No person may be elected to hold more than one Office, or may be elected to be both an Officer and an Ordinary Member. Elections for Officers shall be counted in the order listed in Section 5.a, and for Ordinary Members after Officers. Any votes cast for candidates already elected to Office shall be transferred according to the voters' subsequent preferences.
- f) All contested elections under this constitution shall be by secret ballot by the Single Transferable Vote method, in accordance with election rules made under the Party Constitution.
- g) The Executive Committee shall appoint some disinterested person to act as Returning Officer. The Returning Officer shall be responsible for the receipt of nominations and for the preparation and distribution of ballot papers, their receipt and counting on return, and the declaration of the results.
- h) Accidental failure to despatch notice of the Annual General Meeting or a ballot paper in due time or at all to a person entitled to vote shall not invalidate an election or be treated as an irregularity, unless a substantial number of persons entitled to vote have not received notices or ballot papers at all, or have received them too late to make it practicable to attend the meeting or return the ballot paper in due time by first-class post.

- i) An unsuccessful candidate who alleges that there has been (or may have been) an irregularity in the election may, within one calendar month after the declaration of the result, ask for an investigation by the Welsh Party in accordance with the Party Constitution. Subject to any order made after such an investigation, no irregularity shall invalidate an election.
- j) The Returning Officer may extend the time and/or method for distribution and return of ballot papers where there are special circumstances making it necessary to do so.

Written reports, Constitution and Minutes

The AGM booklet, nomination form reports and other information can all be found on our AGM documents web-page:

www.montlibdems.org.uk/agm-docs

(Please note that reports will not be available until a few days before the AGM)

Alternatively you can request an email or posted copy from Cynthia Jones, Secretary:

Email: secretary@montlibdems.org.uk

Telephone: 07951092240

Post: 3 Park St, Newtown, Powys, SY16 1EE

Where to find out more:

Don't forget to keep informed with what we are doing via the following channels. We use our WhatsApp and Facebook groups, which are open to members, to debate topical issues and keep you informed as members on what is going on. To get help with accessing either of the below please email us at **info@montlibdems.org.uk**.

Website: www.montlibdems.org.uk

E-newsletter: sign up on the website above

Facebook:

- Montgomeryshire Liberal Democrats Facebook *Page* (public)
- Montgomeryshire Liberal Democrats Virtual HQ *Group* (members only)

Twitter: @montlibdems

WhatsApp: We have an active WhatsApp group where we discuss topical issues as well as providing updates on events.

Printed, published and promoted by Montgomeryshire Liberal Democrats at 3 Park Street, Newtown SY16 1EE