

Be an effective CLP Secretary

A strong and dynamic CLP Secretary can ensure an outward-looking and vibrant local Labour Party. This role suits an organised individual who can work as part of a team, show initiative and able to juggle many responsibilities.

As Secretary you will act as a Labour Party figurehead in your constituency and it will be in your gift to make your party a strong, vibrant, welcoming and effective unit.

Key tasks for your term of office

1. Work with other officers to put together a CLP development plan, covering specific targets for community organising and capacity building.
www.members.labour.org.uk/refoundinglabourandyou
2. Set up effective digital and traditional communication systems.
www.members.labour.org.uk/digitalcampaigns
3. Maintaining accurate contact details through MemberCentre and providing membership information to other officers as required.

Leadership

The Secretary should work with other members of the executive team to make sure that the CLP is;

- An open and fair place where members feel involved and have a stake in the direction of the CLP.
- Welcoming and friendly to new people.
- Well organised.
- An active, campaigning local movement where local members are encouraged to get involved as much as they possibly can.
- And has a strong and consistent communications strategy, making sure that all of your members are well informed on party activity.

Activity

A rich variety of activity throughout the year will not only ensure that the party will have a strong presence in your area, but will also make sure that everybody gets the most out of their membership.

All officers of the CLP have a duty to provide opportunities for others to become involved, and to make sure community events and activities are organised to reach out into and involve people in the local community.

You should aim to have a range of different campaigning activities, social events, coffee mornings and policy discussions. You should try to bring guest speakers along to events, as well as, making sure every member has met your MP or candidate.

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Meetings

You should work along with your CLP Chair to arrange the time, date and venue for meetings in good time. You will have some functional business to go through at your meetings, but please make sure that the meetings are interesting, welcoming to new people and held in a friendly manner.

It is important to have political discussions and lively debates at meetings. However, it is also the Secretary's responsibility to ensure that meetings and discussions relate to the following key functions of the CLP:

- Campaigning - campaigning for change in the local community and campaigning to get our candidates elected at elections
- Membership work - welcoming new members, recruiting new members, retaining and developing existing members and finding new supporters (this includes setting up a Supporters Network for more information on this please visit www.members.labour.org.uk/refoundinglabourandyou)
- Fundraising - making sure your CLP has the money it needs to campaign by confirming a programme of social events, as well as, other fund raising activity. You will need to work closely with the CLP Secretary and Treasurer to do this (often CLPs have a Fundraising Officer or social event team that can help deliver this programme).
- Policy discussion - that is interesting and engaging. Please visit www.yourbritain.org.uk/news

As Secretary you should ensure that comprehensive minutes are recorded and circulated afterwards. You may also wish to distribute any copies of any relevant correspondence in alongside your minutes.

Useful links and training

Know the rule book. Remember, you can always refer an issue to your Regional Office and call them for advice and help or the Labour Party Compliance Unit on 0207 783 1506 or visit www.members.labour.org.uk/legal_and_compliance_downloads

On many occasions CLP Secretaries can often act as the Procedures Officer for local government selections, guidance can be found at www.members.labour.org.uk/local-government-hub

The Labour Party has a huge range of training and best practice examples available. So if you would like to know more about being a CLP Secretary, community organising, reaching out to new members or campaign planning go to www.members.labour.org.uk/training-academy