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| publications Coordinator | |
| **KEY PURPOSE** | |
| The role exists to represent the members and to further the achievement of the Green Party’s objectives generally and specifically through ensuring a strategic approach to Green Party publications which accords with the party's broader strategy. | |
| **ACCOUNTABILITY** | |
| As the GPEx is responsible and liable for the governance and functioning of the organisation, members are accountable in varying degrees to a variety of stakeholders, including: members, GPRC, and each other.  Furthermore, the GPEx members should take a lead on building public trust and confidence in the Party’s work through demonstrating good practice and good governance, taking into consideration the wider implications of the decisions you make, and to communicate widely the reasons behind such decisions or actions. | |
| **ROLE SPECIFIC DUTIES** | |
| Support the development of publications during local and nation elections, ensuring Green Party publications accord with the house style, electoral law and other legal requirements.  Work closely with the External Communications, Internal Communications and Campaigns Coordinators to ensure integration between media and publications approaches.  The Publications Coordinator is the GPEx representative to the Green World Editorial Board and is the lead for supporting the use of Green World as a communication tool for the party.  **Committee Responsibilities:** The Publications Coordinator is a member of Campaigns and Communications Committee, Digital Committee, Members’ Website Development Committee, and the Party Branding & Logo Committee  **Relationships With Staff:** The Publications Coordinator has appropriate contact with Party Office staff.  **Relationships Outside the Green Party:** The Publications Coordinator has limited contact with external organisations. | |
| **ROLE SPECIFIC SKILLS, KNOWLEDGE, AND EXPERIENCE** | |
| A good understanding of Green Party policy.  A good background in policy development. | |
| **ADDITIONAL INFORMATION** | |
| **Constitutional definition (Section 13 (i) of Policy Development Committee:**  13(i) There shall be a Green Party Policy Development Committee (hereinafter referred to as the PDC) which should be convened by the Policy Development Co-ordinator and which shall be responsible for providing for consideration by the Party the best available policy options consistent with the Philosophical Basis. The Policy Development Committee shall include five members elected by ballot of the entire membership, usually at the same time as the ballot for the membership of the Executive is held. Up to an additional five non-voting members may be co-opted by the elected Committee. This co-option shall take place after an annual skills audit carried out immediately following the election of the elected members, and will take account of   * the views of Equality and Diversity Committee * the views of relevant special interest groups within the party * the views of the Association of Green Councillors,   and should ensure that at least two members of the Committee have direct experience of serving as a principal authority councillor.  The PDC shall be responsible for enabling, co-ordinating and promoting policy formulation for the Green party. The PDC shall submit a written report to each Conference.  **For further information on the role of Policy Development Committee, please see section 13 of the Green Party Constitution, and Standing Orders for the Conduct of Conference, in particular Appendix A.** | |
| **BEHAVIOURAL STANDARDS** | |
| All members of GPEx are expected to adhere to the Code of Conduct and operate in a way that upholds the Values of the Party and supports the Philosophical Basis on which it is built. | |
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| **Role description review** | |
| ***This role description is reviewed at the end of the first year of each 2 year term.*** | |
| *Last Review Date:* | ***May 2020*** |