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| Policy Development 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 supporting the development of Policy through members and Conference. The role holder will convene the Policy Development Committee. |
| **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 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** |
| **Policy Development:** Ensuring that policy development is informed by sources of policy thinking/ development both within and outside the Green Party and the wider Green movement.Ensuring that the Policy Development Committee:* manages the process of policy reviews.
* provides feedback on policy motions to conference
* provides support for the policy process at conference, including the accreditation of relevant policy motions.

Providing guidance to members on policy development and adoption, linking members to staff as appropriate.Ensuring that appropriate fora are available for policy development within the party in support of a flow of thinking between local to national level.**Policy Materials and Publications:** Ensuring thatpolicy materials and developed and that national party publications accurately reflect party policy.**Policy Research:** Ensuring thatpolicy research is carried out and working with staff as appropriate to the individual’s expertise.**Policy Community:** Recruiting and coordinating a Policy Community, particularly through Policy Working Groups.**Committee Responsibilities:** The Policy Development Coordinator convenes the Policy Development Committee and is also a member of Political Committee.**Relationships With Other Parts of the Green Party:** Providing support for elected members on policy matters.Ensuring that the online Policies for a Sustainable Society and Record of Policy Statements are up to date.**Relationships Outside the Green Party:** Liaison withcharities, research organisations, think tanks and campaign groups to help inform wider policy community. |
| **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*** |