**The Green Party Executive role description – all members.**

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| **Introduction** |
| The Green Party is here to create a just, equitable and sustainable society. We focus our efforts primarily, though not exclusively, through the electoral system. This policy process produces an organic and evolving document known as Policies for a Sustainable Society that reflects current priorities and principles. Our PSS changes twice a year as a result of our democratic process – the Spring and Autumn conferences of the Green Party are the supreme policy making body.  The Green Party Executive (GPEx) is responsible for the overall and day-to-day direction of the Party, ensuring a framework to deliver the Political Strategy and promote the enactment of our Philosophical Basis & Policies for a Sustainable Society (PfSS) through electoral success and other campaigning routes.  The position on GPEx is one that can offer considerable satisfaction, challenges and experiences, and it should not be forgotten that the role can be quite onerous and requires a significant time commitment.  In addition to the role specific duties, this document sets out the general duties of a GPEx member. |
| **Collective responsibility** |
| All GPEx members are collectively responsible for the decisions and governance of the organisation. This does not mean that all GPEx members have to agree on every matter on which they make a decision, but all have a duty to actively participate in the decision-making process.  The Green Party is an unincorporated membership body. The GPEx is effectively its Management Committee. If the Management Committee enters into any contractual or other arrangements they must do so by contracting in their capacity as Management Committee members.  As a result, they are "jointly and severally responsible" for the affairs of the organisation.  It is therefore possible for them to be held personally responsible to settle any debts or other liabilities that may occur.  Provided that Management Committee members act honestly and reasonably they will usually be entitled to have any debts or other liabilities met out of the assets of the organisation.  Each GPEx member should be aware of, and understand, their individual and collective responsibilities, and should not be overly reliant on one or more individuals in any particular aspect of the governance of the organisation. For example, all GPEx members should be able to read the financial accounts and other data to a level that they can ask questions and comprehend answers of a general nature.  GPEx sits alongside the Green Party Regional Council (GPRC) which is there to support and advise and members of GPEx are expected to work with the GPRC including their identified ‘friend’ in the fulfilment of their role. |
| **Decision making** |
| All GPEx members will provide leadership to the organisation and will contribute to its overall governance and direction. The GPEx members play an integral role in decision making in order to develop the organisation’s aims, objectives and goals, in accordance with the constitution and standing orders. This includes decisions on budgets and recruitment.  Every effort shall be made to reach decisions by consensus. In the absence of consensus, decisions shall be made by voting on proposals. The Chair may call an indicative vote which is not binding, a "straw poll", to ascertain the level of support for possible decisions. |
| **Partnership working** |
| GPEx members need to work in partnership with the chief executive and the secretary to ensure that decisions are acted upon and the organisation is managed effectively. All GPEx members should fully understand the difference between the role they play in governing, and developing the direction of the organisation and that of the senior management team in applying that direction to the day-to-day operations of the organisation.  Line management arrangements must be respected at all times.  Job shares: Coordinator roles are open to job share arrangements. All such arrangements must operate in line with Party governance documents and individuals are required to agree a way of working together that enables them to fulfil the role together. Voting on GPEx is one per role. |
| **Overall responsibility** |
| GPEx members have an important role in planning for elections and increasing the Party’s influence locally, nationally and further afield through the electoral system and other processes.  GPEx members are responsible for providing appropriate oversight, governance and leadership to the organisation in the pursuit of its strategies to fulfil its objects.  GPEx members should scrutinise the performance of the management staff team through the Chief Executive in meeting agreed goals and objectives and monitor the reporting of performance in key areas. They should satisfy themselves as to the integrity of financial and other information, and that financial and other quality controls and systems of risk management are robust and defensible. GPEx members are responsible for determining appropriate levels of remuneration of staff and have a role in appointing and in succession planning. |
| **Main duties and responsibilities: Strategy** |
| GPEx members have a responsibility for strategy. This includes:   * building on the Political Strategy as developed by GPRC, create plans for implementation * establishing clear objectives and plans to deliver the strategy and regularly review performance against those objectives and plans, taking advice from the committees * contributing to constructive debate regarding the strategic development of the organisation and any other material and significant issues facing the organisation * safeguarding the good name and reputation of the organisation * building and maintaining close relations between the organisation’s various constituencies and stakeholder groups to promote the effective operation of the organisation’s activities * agreeing an effective communication strategy that includes the needs of staff, members and other stakeholders * representing the organisation at functions, meetings, in line with the organisation’s agreed media strategy * promoting the organisation and its work to fulfil its objects * developing and promoting the organisation’s values and philosophical basis, setting the tone through leadership, behaviour and performance. |
| **Main duties and responsibilities: Compliance and finance** |
| GPEx members have a role ensuring that the organisation complies with internal and external requirements and manages its finances well. This includes:   * ensuring that the organisation complies with its governing documents, and any other applicable laws, legislation and regulations i * ensuring that the organisation upholds high standards of safeguarding * ensuring the effective and efficient administration of the organisation and its resources, striving for good practice in governance and to optimise the impact and the delivery of the organisation’s objects * maintaining the fiduciary responsibilities invested in the position, undertaking such duties in a way that adds to members’ confidence and trust * ensuring that financial controls are robust and that the executive is kept fully informed through timely and relevant information identifying and assessing risks and opportunities for the organisation, determining which are appropriate or desirable, and establishing effective risk management mechanisms in order to monitor these * ensuring that those working on behalf of the organisation, including third parties, fundraisers, etc. abide by the standards which the organisation sets. * participating in the appointment of the chief executive and other staff, as appropriate * with the assistance of the secretary, promoting the highest standards of corporate governance * taking appropriate professional advice in all matters where there may be a material risk to the organisation, or where the GPEx members may be in breach of their duties * upholding the values of the organisation by example, and ensuring that the organisation promotes equality and diversity for all its stakeholders. |
| **Main duties and responsibilities: Performance monitoring** |
| GPEx members have a role in ensuring that the organisation meets it objectives. This includes:   * overseeing the work delivered by the chief executive and the senior management team, where appropriate and holding to account * ensuring a fully effective and appropriate system for the recruitment, appointment and monitoring of the chief executive officer and, where applicable, other members of the senior management team * paying due regard to ensure that any key performance indicators are in alignment with the ethos of the organisation and the culture it promotes. |
| **GPEx activities** |
| General activities include:   * upholding the highest standards of integrity and probity, adhering to the Seven Principles of Public Life: selflessness, integrity, objectivity, accountability, openness, honesty, and leadership * participating fully in the work of the GPEx, ensuring collective responsibility * convening, attending and possibly chairing committees * participating in a GPEx induction, any training and other evaluation identified as an individual and as part of the GPEx * maintaining the organisation’s commitment to GPEx diversity, renewal and succession management in line with the organisation’s governing documents and/or current good practice * engaging in regular feedback sessions with the chair and attending any additional training or development highlighted as a result * maintaining absolute confidentiality about all aspects of the organisation’s business, bearing in mind any overriding legal obligations. |
| **Person specification (all GPEx members)** |
| The following characteristics, knowledge and experiences (or commitment to gaining them) would be advantageous:   * a commitment to the values and philosophical basis of the Party * a high level of understanding and interest in the issues the Party seeks to address/represent * ability to comprehend financial reports and take decisions based on a range of factors * experience of committee work * highly developed interpersonal and communication skills * good teamworking skills * ability to understand complex strategic issues, critically assess, analyse and resolve difficult problems * sound, independent judgement, courage, common sense and diplomacy * politically astute, with the ability to grasp relevant issues and understand relationships between interested parties * clear understanding, and acceptance, of the legal duties, liabilities and responsibilities of GPEx members * sound knowledge of governance * sufficient time and commitment to fulfil the role * resilience * ability to listen to and welcome alternative opinions and experiences * flexibility in thinking * a desire to implement the highest standards of governance. |

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| **Role description review** | |
| ***This role description is reviewed every two years.*** | |
| *Last Review Date:* | ***May 2020*** |