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| **GPEX CHAIR** |
| **SPECIFIC RESPONSIBILITIES OF THE GPEX CHAIR**  |
| **GPEx Administration:** The GPEx Chair is responsible for: * arranging the induction of GPEx members in advance of the first meeting in the annual cycle ensuring the smooth and effective administration of GPEx, with timely production and publication of agendas, papers and minutes
* chairing GPEx meetings
* maintenance of the GPEx Handbook so that its contents are up‐to‐date in advance of the annual GPEx ballot, and ensuring that all GPEX members are given a copy on election
* ensuring that the GPEx job descriptions are updated in advance of the annual GPEx ballot
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| **Appointments**: Currently, GPEx has two officer roles ‐ GPEx Secretary and Treasurer. The GPEx Chair is responsible for ensuring that these, and any other GPEx officers are appointed at the first meeting of each new Executive. The GPEx Chair is responsible for ensuring the co‐option to vacant posts on GPEx and advising the Electoral Returning Officer of posts for election in the Annual Ballot. The Executive shall elect from among its elected members a deputy chair, to assist the chair in his/her duties, and to act in the role of the chair at any me when the chair is unable to do so  |
| **Political Parties, Elections and Referendums Act:** Ensuring that the Green Party complies with the requirements of the Act.  |
| **Coordinating GPEx Coordinators:** The GPEx Chair plays an important role in coordinating the work of other GPEx Coordinators, to ensure that the Party's strategies and long‐term objectives are met. This will include regular feedback sessions with Coordinators, highlighting any areas for development.  |
| **Strategic Development:** The GPEx Chair is responsible for ensuring that GPEx maintains and develops the Party's 5‐year rolling strategies.  |
| **Finance:** The GPEx Chair is a signatory to the Green Party's bank accounts and, along with other GPEx Coordinators, assists the Greenquest Administrator in authorising Greenquest loans.  |
| **GPEx Committee Responsibilities:** The GPEx Chair is a member of the following GPEx commi ees, but does not convene any of them: * ●  Political Committee (PolCom)
* ●  Administration & Finance Committee (AFCOM)
* ●  Donations Scrutiny Committee
* ●  Elections Committee
* ●  Campaign Communication Committee
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| **Relationships With Staff:** The GPEx Chair is the line manager for the Chief Executive Officer and therefore has management responsibilities towards the staff that the CEO manages.  |
| **Relationships With Other Parts of the Green Party:** The GPEx Chair attends each meeting of the Green Party Regional Council (GPRC) to report on the work of the Executive. The GPEx Chair represents GPEx and the national Green Party as a whole to other parts of the Green Party. The GPEx Chair works with the Complaints Manager and the Chair of the Disciplinary Committee to process complaints as laid out in the Standing Orders for Party Discipline for the Green Party of England and Wales. Advises the House of Lords selection Committee on the number of nominees to be selected. Advise MPs/MEPs who may be considering entering into agreements with other political parties.  |
| **Relationships Outside the Green Party:** Usually, the Party Leader and Party Deputy Leader represent the Green Party at meetings with external bodies. From time to time, the GPEx Chair may need to attend such meetings.  |
| **Miscellaneous:** The GPEx Chair has the following miscellaneous responsibilities: * Authorising Executive Coordinators', including Leader(s) & Deputy(ies) expenses
* Approving and countersigning cheques on behalf of the Party
* Maintaining GPEx protocols (with the Management Coordinator)
* In the event of the suspension or resignation of both the Leader and Deputy Leader(s), or of both of two Co‐Leaders, the Chair of GPEx shall have the position of Acting Leader until a new election has taken place (section 8 of the Constitution)
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| **Skills, Knowledge and Experience REQUIRED**  |
| Experience of chairing meetings of large groups of people who do not always agree. Ability to structure the business of meetings in such a way as to develop practical resolution to issues and formulation of decisions. Excellent communication & person management skills. Knowledge of project management and finance is useful but not essential. Tact and patience Willingness to set aside personal views in meetings in order to ensure the collective view of GPEx is expressed, both within and outside meetings. Understanding that any public statements, whether internally or externally, will be viewed as a statement of GPEx. |

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| **JOB description review**  |
| This job description is reviewed in advance of each postal ballot.  |
| **Last Review Date:**  | 25/05/2016  |