

Management Committee Elections

2020

Background

ALDC's Management Committee is made up of the following members, elected every two years by ALDC members.

Officers

President
Chair
Vice-Chair (2 positions)
Secretary
Treasurer

Members

Ordinary Members (8 positions)
English Representative (1 position)
Scottish Representative (1 position)
Welsh Representative (1 position)

In addition, there is a staff representative, currently filled by rotation. ALDC's Chief Executive attends meetings of the Committee.

Responsibilities

The Management Committee is responsible for:

- setting the strategy of the Association and monitoring that the strategy is delivered
- setting the budget of the Association and monitoring that this is delivered
- agreeing the policies and procedures of the Association
- agreeing any policy positions, including motions and amendments to Conference
- ensuring that risks are monitored and that the Association acts within the law
- acting as the formal employer of the staff team

Some of these responsibilities are carried out in detail by five Sub-Committees, namely: the Officers Group, which meets monthly, and four other Sub-Committees, which meet quarterly:

- Policy Sub-Committee (our input into the Party's policy making process)
- Campaigns Sub-Committee (our campaigning)
- Membership and Fundraising Sub-Committee (our membership and fundraising)
- Governance Sub-Committee (risk management, internal policies and procedures.

Meetings

The Management Committee meets formally five times a year. This is held on a weekend day (normally a Saturday).

In the past all meetings have been physical meetings in either Birmingham, Manchester or at the Kickstart venue in Staffordshire. Our present aim is to hold a mixture of physical meetings and meetings by video conference.

Physical meetings are timed to allow people to attend in a single day – normally a formal meeting in the morning from 11am, then a more workshop session in the afternoon until 3.00pm. Video meetings are usually three hours.

Most Management Committee members also serve on at least one Sub-Committee. These normally meet every 3 months by video conference during the working day (at lunch time).

Management Committee members are expected to attend and help at other events as appropriate, depending on people's different circumstances. This might include helping on the stand at Conference, attending the AGM, attending regional conferences, attending Kickstart or the Local Government Conference etc. Management Committee members may be asked to sit on appeal panels in the event of a staffing appeal.

Our English, Scottish and Welsh reps are directly elected by members in those countries. We would expect the reps to help us maintain good links with the English, Scottish and Welsh parties respectively. This can be done in different ways but would normally include some attendance at, and reporting to, meetings in each state party.

Additional Responsibilities of Officers

In addition to the above, the Officers of the Association also meet monthly by video conference to help guide the work of ALDC in between meetings of the Management Committee. There is a very high level of expectation that Officers will have a good attendance at key ALDC events like Federal Conference, the AGM, and the Local Government Conference. Officers will also be called on from time to time to represent ALDC at meetings, for example with other parts of the Party. Officers would be expected to Chair an appeal panel should one need to be formed, and will normally take part in appointment panels for new members of staff.

President

The President, although largely an honorary position, is the final point of appeal for issues of dispute within the Association. In practice the President provides a useful figurehead role for liaison with the rest of the Party, and at key member events.

Chair

The Chair of ALDC will Chair meetings of the AGM, the Management Committee and the monthly Officers Group. This will involve work preparing the agenda with the Chief Executive.

The Chair is the line manager of the Chief Executive, and there is a high level of expectation that the Chair will attend key ALDC events. The Chair will often be the first port of call to represent ALDC externally, for example our current chair is the representative of ALDC on the Federal Campaigns and Elections Committee.

2 x Vice-Chairs

The Vice-Chairs will deputise in the absence of the Chair. The Vice-Chairs each take on a 'lead' responsibility, e.g. each chairing a Sub-Committee.

Secretary

The Secretary works with the Chair and Chief Executive to plan the agenda for meetings of the Management Committee and take a lead in the performance of the Management Committee. In addition, the Secretary takes on a 'lead' responsibility, e.g. chairing a Sub-Committee.

Treasurer

The Treasurer will work closely with the Chief Executive to monitor the finances of the Association, including a formal Treasurers Review meeting every quarter to review financial and management accounting. The Treasurer presents reports to both the Management Committee and the Annual General Meeting, and from time to time the Treasurer will meet with ALDC's auditors and, if needed, with funders. In addition, the Treasurer will often take on a 'lead' responsibility, e.g. chairing a Sub-Committee.

Practical Issues

Members of the Management Committee are unpaid, however expenses are reimbursed for travel to meetings and any other out of pocket expenses (e.g. telephone).

Members of the Committee are asked to sign a 'Code of Conduct', which outlines how a Management Committee member will conduct themselves.

More information from Tim Pickstone, Chief Executive.

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