

## EXECUTIVE POSITIONS: RESPONSIBILITIES AND TIME COMMITMENTS

The Provincial Executive is the body responsible for the operation of the NL NDP as an organization. For the Party to be successful, members of the Provincial Executive must be fully engaged in the work of running the Party.

Being fully engaged means:

- Committing three to five hours a week on Executive/Party work;
- Chairing or being an active member of at least one Executive committee;
- Attending public events featuring the NLDNP whenever possible;
- Assisting in fundraising efforts;
- Taking every opportunity to build and grow our party.

### The Leader

According to the Constitution, “The Leader is the Chief Political Spokesperson of the Party and shall make statements on behalf of the Party, shall enunciate the Policies laid down by its Conventions, and shall, if a member of the House of Assembly, lead the Party Caucus in the House. The Leader shall actively encourage the development and building of the Party in all possible ways.”

### President: Responsibilities

The President of the NL NDP shall:

- Carry out fiduciary duties to ensure the NL NDP’s interests, objectives, and purposes are being met, including the following:
  - Duty to act in good faith, honestly and loyally
  - Duty of diligence
  - Duty of obedience to the law
  - Duty to avoid conflict of interest
  - Duty to continue
  - Duty to carry out the purposes of the NL NDP
  - Duty to account
  - Duty to act gratuitously
  - Duty to donors to use their money wisely
- Chair Executive and Officers’ meetings;
- Be the official spokesperson for NLNDP business;
- Together with the Leader, supervise and direct communications internally and externally;
- Together with the Leader and Secretary, participate in the drafting of the Agenda for Executive and Officers’ meetings;
- Receive petitions from Members for convention;
- Call Executive and Officers meetings in accordance with the terms of the Constitution;
- Assist in fundraising efforts;

- Attend public events featuring the NLDNP whenever possible;
- Work with the Executive to ensure that NL NDP resources are used effectively;
- Together with the Treasurer, ensure that resources are properly accounted for;
- Co-sign contracts and cheques on behalf of the NLNDP;
- Sit as *ex officio* member on all Committees of the NL NDP.

### **Associate Presidents: Responsibilities**

The Associate Presidents shall assist the President and chair meetings of the Party in the absence of the President.

#### ***Associate President, General***

The Associate President, General shall perform duties delegated by the President and shall assist other members of the Provincial Executive as necessary in the execution of their responsibilities, such as assisting the Provincial Secretary in the development of agendas and preparation of minutes.

#### ***Associate President, Labour***

The Associate President, Labour shall support and assist the President in interactions with Labour as well performing other delegated duties.

### **Treasurer: Responsibilities**

According to the current constitution, “the Provincial Treasurer shall be responsible for the handling of all monies, assets, preparation of budgets and financial statements, and maintain such records and correspondence related to same.”

The treasurer’s duties include:

- Being the chief financial officer of the Party with responsibility for the financial administration of the Party.
- Ensuring that all income of the Party is deposited to the Party's bank account at a financial institution authorized by the Executive.
- Paying invoices and reimbursing expenses according to policy guidelines; keeping all invoices and maintaining an accurate record of all expenses.
- Keeping full and accurate accounts of all assets, liabilities, receipts, and disbursements of the Party.
- Submitting a monthly report to the Executive.
- Submitting the Party’s books, accounts, and records annually for audit by the Party’s auditors who shall be a chartered accountant or firm of chartered accountants.
- Preparing an Annual Budget for presentation to and approval by the Executive not later than December 15th each year.
- Monitoring actual-to-budget and preparing interim or project financial statements as required.
- Signing legally binding financial documents.
- Completing and filing forms required by the CRA and Workplace NL.

- Preparing and distributing annual income tax receipts for party donors.
- Completing and filing finance-related forms and reports required by Elections NL.
- Serving as an ex officio member of the finance committee if established.
- Performing other duties incident to the office of Treasurer, whether assigned by the President, the Executive, or Party governing documents.

### **Membership Secretary: Responsibilities**

According to the current Constitution, the membership secretary's duties are:

- Maintaining the membership list
- Co-ordinating membership drives
- Welcoming new members
- Supporting the efforts of the leader and others in organizing District Associations
- Coordinating the Membership Committee.

Other duties may include

- Supporting the fundraising committee
- Taking a leadership role in developing policy surrounding membership/membership data
- Accepting and welcoming new members to the Newfoundland and Labrador NDP Facebook Closed Group
- Monitoring and Inviting people to LIKE the official Facebook page of the NL NDP.

### **Provincial Secretary: Responsibilities**

According to the current Constitution, "The Provincial Secretary shall co-ordinate all meetings of the Provincial Executive and maintain such records and correspondence as related to the affairs of the Party and shall carry out other such duties and responsibilities as defined by the Provincial Executive."

The Secretary will keep informed of Executive and party issues so as to be in a good position to coordinate liaison, communication, and collaboration among Executive members.

Specific duties include:

- Preparing agendas, in consultation with other officers and Executive members.
- Preparing and distributing minutes from regular monthly meetings and special Executive meetings.
- Liaising with appropriate Executive members or outside parties to prepare and provide relevant information to the Executive.

### **Federal Liaison: Responsibilities**

According to the current Constitution, "The Federal Liaison Officer shall be the main contact with the Federal Party. All matters and issues pertaining to the Federal Party shall be directed through the Federal Liaison Officer. Final decisions shall be made only after consultation with the Provincial President and/or the Provincial Executive."

Specific duties include:

- Attending Federal NDP Council meetings and reporting relevant information to the Provincial Executive.
- Keeping current on federal training opportunities, events, and conventions and sharing them with the Executive and other party members.
- Bringing forward provincial party initiatives, issues and concerns to the Federal Council
- Being a point person for all federal Electoral District Associations and anyone with questions about the federal party
- Being a general go-between person to connect the provincial and federal parties.

### **Member at Large: Responsibilities**

As stated in the current constitution, three (3) Members at large are elected or appointed to represent the entire province. “In the event that the election of Executive members does not result in a gender-balanced Executive, Convention may vote to empower the Executive to appoint additional at-large members to correct that imbalance.”

The duties of the Member at Large of the NL NDP Provincial Executive include bringing the concerns and issues of the province as a whole to discussions in the relevant committees of the Provincial Executive and providing insight into the effects of policy on the residents of the province as a whole.

A member at large may be tasked by the president, or by a vote of the Provincial Executive to head up a specific task. We are proposing in our constitutional changes that each member at large will have a specific role assisting the Provincial Treasurer or the Membership Secretary or assisting with Party fundraising.

### **Regional Representatives: Responsibilities**

The duties of the Regional Representatives of the NL NDP Provincial Executive are as follows:

- To bring the concerns and issues of their respective regions to discussions in the relevant committee of the Provincial Executive
- To provide insight into the effects of policy on the residents of their region
- To foster the creation and growth of District Associations within their region
- To help provide access to resources and support for the District Associations in their region
- To help coordinate Days of Action, and other provincial or regional events in their region
- To aid District Associations in their region to exercise their right to submit policy resolutions to policy conventions
- To ensure contact information for District Association Executive members, as well as membership lists for said DAs are up to date

- To participate in Campaign Training Days in their region, and to help coordinate training to District Associations
- To keep District Associations in their region up to date on the activities of the Provincial executive, and to help coordinate the actions of DAs with those of the Provincial Executive

The division of the province of Newfoundland and Labrador into regions whose representative may sit on the Provincial Executive of the NL NDP shall be according to Provincial Electoral Districts as follows:

### **North East Avalon**

Mount Scio  
 St John's Centre  
 St John's East – Quidi Vidi  
 St John's West  
 Virginia Waters – Pleasantville  
 Waterford Valley  
 Windsor Lake  
 Cape St. Francis  
 Conception Bay South  
 Mount Pearl North  
 Mount Pearl - Southlands  
 Conception Bay East – Bell Island  
 Topsail – Paradise

### **Eastern**

Carbonear – Trinity – Baie de Verde  
 Ferryland  
 Harbour Grace – Port de Grave  
 Harbour Main  
 Bonavista  
 Terra Nova  
 Placentia- St. Mary's

### **Southern**

Burin – Grand Bank  
 Placentia West – Bellevue  
 Fortune Bay – Cape la Hune

### **Central**

Baie Verte – Green Bay  
 Exploits  
 Fogo Island – Cape Freels  
 Gander  
 Grand Falls – Windsor - Buchans

Lewisporte – Twillingate

**Western**

Burgeo – La Poile

Corner Brook

Humber – Gros Morne

Humber – Bay of Islands

St. Barbe – L'Anse aux Meadows

St. George's – Humber

Stephenville – Port au Port

**Labrador**

Cartwright – L'Anse au Clair

Labrador West

Lake Melville

Torngat Mountains

**Caucus Representatives: Duties**

In addition to the general responsibilities of members of the Provincial Executive, the representative of a caucus will liaise with members of the community and keep the Executive informed of activities, events, and concerns.

The caucus representative shall ensure that the caucus's Terms of Reference are presented to the Provincial Executive for approval and shall present to the Provincial Executive any requests for support.

*Information compiled by Beth Ryan, Bill Hynd, and Holly Pike of the Convention Planning Committee, with assistance from Kathleen Burt, Eastern Region Representative (former Membership Secretary)*

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