

# **GPEX CHAIR**

## **KEY PURPOSE**

The key purpose of the Executive Chair is to oversee the governance and functioning of the Green Party. This involves ensuring smooth administration, maintaining up-to-date documentation, and building member trust through good practice and transparent decision-making.

## **ACCOUNTABILITY**

As the Green Party Executive (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 the Green Party Regional Council (GPRC) and each other.

Furthermore, 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 they make, and to communicate widely the reasons behind such decisions or actions.

## **ROLE SPECIFIC DUTIES**

### **GPEX ADMINISTRATION**

The GPEX Chair is responsible for:

- Chairing GPEX meetings
- Working closely with Head of Governance, GPEX Secretary and other relevant staff to arrange 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
- Working closely with Head of Governance, GPEX Secretary and other relevant staff to maintain 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
- Working closely with Head of Governance, GPEX Secretary and other relevant staff to ensure that the GPEX job descriptions are updated in advance of the annual GPEX ballot

## **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 their duties, and to act in the role of the chair at any time 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.

## **CO-ORDINATING GPEx CO-ORDINATORS**

- The GPEx Chair plays an important role in co-ordinating the work of other GPEx Co-ordinators, to ensure that the Party's strategies and long-term objectives are met. This will include regular feedback sessions with Co-ordinators, 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 assists the Greenquest Administrator in authorising Greenquest loans.

## **GPEx COMMITTEE RESPONSIBILITIES**

- The GPEx Chair is a member of the following GPEx committees, but does not convene any of them:
  - Political Committee (PolCom)
  - Administration & Finance Committee (AFCom)
  - Donations Scrutiny Committee

## **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.
- Advises the House of Lords selection Committee on the number of nominees to be selected. Advise MPs 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 Co-ordinators', including Leader & Deputy expenses
- Maintaining Standing Orders (with the Management Co-ordinator)
- 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)

## **ROLE SPECIFIC SKILLS, KNOWLEDGE, AND EXPERIENCE**

- 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.

## **ADDITIONAL INFORMATION**

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## **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.

## **ROLE DESCRIPTION REVIEW**

This role description is reviewed at the end of the first year of each 2 year term, and in advance of every election.

- Last review date: **May 2025**